



Title:	Fire Safety Policy		
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Ownership:	Brian McNeill, CRM Programme Director		
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Other Relevant Policies / Procedures:	Health and Safety Policy and Procedures, Risk Assessment Procedure, Corporate Risk Management Policy and Strategy, Assurance Strategy, Board Assurance Framework (BAF), Incident Reporting Procedure, Fire Safety Manual / Log Book		

Version Control:			
Date:	Version:	Author:	Comments:
December 2019	4	Risk Manager	Complete review
May 2016	3	AD Ops (Fleet & Estate)	New

1.0 INTRODUCTION:

1.1 Background:

This document has been developed to ensure that the Northern Ireland Ambulance Service Health and Social Care Trust (NIAS) provides a safe environment for staff, service users and any other persons who may be affected by Trust activities. It will ensure that NIAS complies with best practice / guidance and its statutory responsibilities as imposed by the Management of Health and Safety at Work (NI) Regulations 2000 and the Fire Safety Regulations (NI) 2010.

1.2 Purpose / Aim:

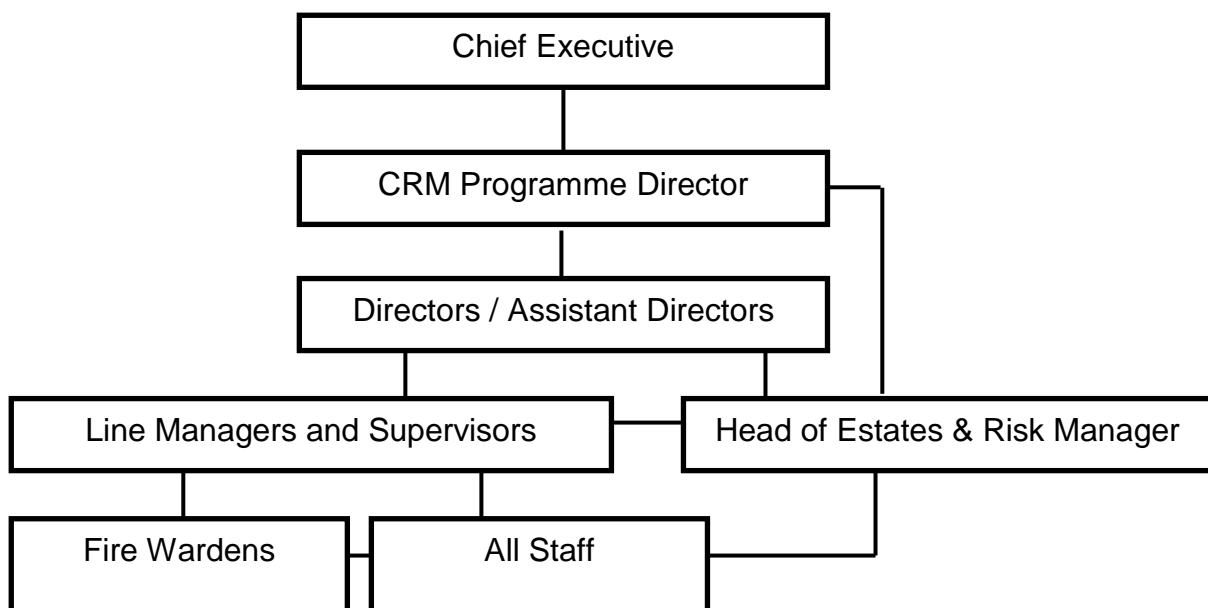
The purpose of this document is to outline the Trusts policy and commitment to the management of risk from fire, fire safety roles and responsibilities, and arrangements for fire safety. It aims to raise fire safety standards across the organisation by ensuring that all managers make suitable arrangements for the management of fire risk, and that all employees engage in, and be responsible for fire safety. It aims to provide an effective fire prevention strategy to ensure the management of fire safety so that fires are unlikely to occur, but if they do occur, they are likely to be controlled or contained quickly, effectively and safely and that everyone in the premises is able to escape to a place of safety easily and quickly. This Policy is supported by the Fire Safety Procedure and a number of Standard Operating Procedures (SOPs).

2.0 SCOPE:

This policy applies to all property and vehicles owned, occupied or managed by NIAS. This policy applies to all those working within, providing services to, or acting on behalf of the Northern Ireland Ambulance Service Health and Social Care Trust. There are no exceptions.

3.0 ROLES AND RESPONSIBILITIES:

Overall accountability for fire safety rests with the Chief Executive. Responsibility for fire safety has been delegated to the CRM Programme Director with support from the Risk Manager and Head of Estates. All line managers and staff have fire safety responsibilities. The following chart depicts the primary organisational and functional fire safety responsibilities:



4.0 KEY POLICY PRINCIPLES:

The Northern Ireland Ambulance Service (NIAS) is committed to ensuring, so far as is reasonably practicable, that Trust staff, properties, and any others who may be affected by Trust undertakings, are protected from the adverse effects of fire and situations which require emergency evacuation. The following general duties, as imposed by the Management of Health and Safety at Work (NI) Regulations 2000 and the Fire Safety Regulations (NI) 2010, will form the focus of the Trusts fire safety provisions:

- Ensuring that fire safety roles and responsibilities are clearly defined.
- Ensuring that suitable arrangements are in place for fire safety information, instruction and training for all staff.
- Ensuring that trained and competent persons are available to provide fire safety advice.
- The carrying out, where applicable, of suitable and sufficient assessments of the risks from fire at all Trust owned, occupied or managed premises.
- The provision of effective evacuation and evacuation procedures at all Trust owned, occupied or managed properties, including arrangements to the satisfaction of NIFRS.
- Ensuring that all employees, patients, clients, service users, and any others who may be affected, are made aware of local evacuation procedures, and that such procedures are practiced as required.
- That there are sufficient evacuation officers and / or fire wardens at all Trust owned, occupied or managed properties, and that such are suitably trained.
- Any fire and unwanted fire alarm signals are investigated and reported.
- Premises, plant and equipment provided are suitable from a fire safety perspective and maintained by a competent person in an efficient and fit state.
- The procurement, placement and maintenance of suitable fire safety equipment at all Trust owned, occupied or managed premises.
- That prevention of fire is given high priority and that active preventative measures are practiced throughout the Trust.
- Suitable governance and assurance arrangements are in place.

Success in fire safety and emergency evacuation management is dependent upon the integration of fire safety into all relevant functions within The Trust.

4.1 Arrangements:

This Fire Safety Policy is supplemented by a Fire Safety Procedure, Standard Operating Procedures, guidance and training courses as are required to address relevant work places and work activities. Further details on these arrangements can be found in the Fire Safety Procedure and associated SOPs. All relevant documentation will be held as follows:

- In Fire Log Books distributed throughout the Trust.
- On SharePoint / 3i / HRPTS.
- Line managers must make relevant fire safety documentation available to staff.

5.0 IMPLEMENTATION OF THE POLICY:

5.1 Dissemination:

- Directors and Assistant Directors will disseminate to all staff.
- It is available on the Internet and SharePoint so that all employees and members of the public / stakeholders can easily have access.
- It is clearly displayed on notice boards in all operational areas.

- It is included in Corporate Induction, and is part of the syllabus in all training programmes / eLearning.

5.2 Resources:

As part of the implementation of this Policy and associated procedures, line management are required to review existing processes to ensure fire safety has been allocated the necessary resources. In most cases no additional resources will be required for the implementation of this Policy.

6.0 **MONITORING:**

This Policy will be reviewed every three years. Feedback from stakeholders will be taken into consideration, along with a review of systems / processes along with ongoing analysis of the actual management of fire safety via the assurance structure.

7.0 **EVIDENCE BASE/REFERENCES:**

NIAS will ensure compliance with current legislation, guidance and best practice, for example the Management of Health and Safety at Work (NI) Regulations 2000 and the Fire Safety Regulations (NI) 2010, HTMs, safety / quality information issued by DoH, NIFRS, HSCB, HSENI etc. We will also ensure compliance with other relevant NIAS Policies and Procedures.

8.0 **CONSULTATION PROCESS:**

This Fire Safety Policy was developed by the Risk Manager with the support of the Fire Safety Compliance Group (agreed October 19). Further consultation was carried out through the Health and Safety Committee (agreed October 19), CRM Programme Director and the Senior Executive Management Team (November 19). The Policy has been approved by Trust Board (December 2019).

9.0 **EQUALITY STATEMENT:**

In line with duties under Section 75 of the Northern Ireland Act 1998; Targeting Social Need Initiative; Disability Discrimination Act 1995 and the Human Rights Act 1998, an initial screening exercise, to ascertain if this policy should be subject to a full impact assessment was carried out on the 15th February 2019.

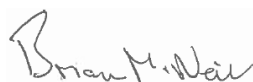
The outcome of the equality screening for this policy undertaken is:

Major impact
 Minor impact
 No impact.

10.0 **SIGNATORIES:**



Katrina Keating



Brian McNeill

Risk Manager
Date: 5th December 2019

CRM Programme Director
Date: 5th December 2019