



Title:	Fire Safety Procedures		
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1.0 INTRODUCTION:

1.1 Background / Purpose:

This document outlines the Trusts Fire Safety Procedures; it should be read in conjunction with the Fire Safety Policy and associated Standard Operating Procedures (SOPs). This procedure aims both to provide a robust fire safety framework, and to raise fire safety standards across the Trust. It aims to ensure that all managers make suitable arrangements for the management of fire risk and that all staff and contractors to engage in, and be responsible for fire safety.

1.2 Aims / Objectives:

The aim of this document is to set out the Trusts arrangements for the consistent management of fire safety across the Trust. It sets out arrangements for the following:

- Fire safety roles and responsibilities / accountability.
- Fire risk assessments and fire safety inspections / checks / action plans.
- Fire safety equipment checks / statutory inspection of fire precautions.
- Fire prevention.
- Fire drills and emergency evacuation.
- Fire safety induction and training.
- Reporting of fire safety related incidents.
- Fire safety governance and assurance.
- Update of Fire Safety Policy / Procedures.
- Ensuring Fire Safety Policy / Procedures are accessible to all staff.

2.0 SCOPE:

This procedure applies to all property and vehicles owned, occupied or managed by NIAS. This policy applies to all NIAS staff and contractors engaged by NIAS. There are no exceptions.

3.0 LEGISLATION:

Main legislation relating to Fire Safety in Trust premises:

- The Fire and Rescue Services (Northern Ireland) Order 2006.
- Management of Health and Safety at Work (NI) Regulations 2000.
- Fire Safety Regulations (Northern Ireland) 2010.

3.1 Main Requirements:

In summary the Trust must:

- Designate responsible person(s).
- Carry out fire risk assessments identifying any possible dangers and risks.
- Eliminate or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any remaining risk.

- Record the significant findings of the risk assessment and ensure action plans are developed with appropriate timelines and responsible persons.
- Review the risk assessment(s) regularly.
- Take additional measures to make sure there is protection, i.e. if dangerous areas or dangerous substances are used or stored; each substance must be assessed and the risk minimised.
- Consider those who may be especially at risk such as young persons, vulnerable adults / users and persons with disabilities.
- Ensure suitable means for fighting fire and means for giving warning in the event of fire are in place.
- Ensure suitable systems of maintenance are in place.
- Maintain any measures provided for the protection of firefighters.
- Ensure means of escape are free from obstruction at all times, suitable, sufficient, unlocked and indicated by signs/lighting as necessary.
- Create plan to deal with any emergency in the event of fire.
- Ensure that a competent person is nominated to assist with fire safety duties.
- Have arrangements to liaise with the Northern Ireland Fire and Rescue Service (NIFRS) as necessary.
- Provide comprehensible, relevant and adequate fire safety information and training to employees.
- Provide persons other than employees with comprehensible and relevant information on the arrangements for fire safety, e.g. contractors, members of the public, tenants or anyone working in or around Trust premises.
- Co-operate and co-ordinate with other persons with duties under the legislation.

The person responsible / designated for fire safety must ensure that everyone on the premises can escape safely if there is a fire. Everyone must be considered, whether they are employees, visitors or members of the public.

3.2 Enforcement, Notices & Correspondence:

The legislation is enforced by the Northern Ireland Fire and Rescue Service (NIFRS). Officers are permitted to enter and inspect premises, bring any relevant persons or equipment with them, make relevant enquiries, inspect any relevant documents, carry out inspections, take measurements, samples and carry out tests, dismantle items, remove articles, etc. It is an offence to obstruct an Officer carrying out his or her duties, or fail to comply with any requirements imposed by Officer.

In the event of an Officer determining that the use of a premises involves a serious risk, a Prohibition Notice may be served; in the event where there has been a failure to comply with fire safety duties an Enforcement Notice may be served and in the event where an Officer determines that a change is required an Alterations Notice may be served.

The Risk Manager and the Head of Estates must be notified of any and all correspondence from NIFRS. Any documentation received must also be placed in the premises fire log book.

4.0 ROLES AND RESPONSIBILITIES:

4.1 Chief Executive:

Under the legislation, the Chief Executive is the designated “Responsible Person” for fire safety in the Trust. He / she will ensure, so far as is reasonably practicable, that the Trust complies fully with fire safety legislation and guidance. The Chief Executive has delegated executive responsibility to the CRM Programme Director as the Executive Director responsible for fire. The Chief Executive authorises this Policy and the arrangements made under it. The Chief Executive is responsible for satisfying Trust Board that the Policy has been adequately implemented by all Directors.

4.2 Executive Director Responsible For Fire Safety – CRM Programme Director:

The CRM Programme Director is responsible for:

- Ensuring there is a fire safety management structure for the Trust which clearly defines levels of responsibility and lines of accountability for fire safety throughout the entire organisation.
- Ensuring an appropriate level of management is available as necessary.
- Ensuring the fire safety management structure is approved by Trust Board and has been clearly communicated across the Trust.
- Ensuring that fire safety roles are clearly defined for all situations where accommodation is shared with other organisations e.g. leased areas.
- Seeking assurances from other Directors/Assistant Directors as necessary to satisfy the Chief Executive that the requirements of the policy and procedures have been implemented throughout NIAS.
- The proposal and execution of programmes of work relating to fire safety to the Trust.
- Ensuring fire safety is considered in the planning of any change of use of buildings or new developments across NIAS.

4.3 Directors:

All Directors are responsible for ensuring that the requirements of the Fire Safety Policy and Procedures have been implemented throughout NIAS.

4.4 Assistant Directors:

Assistant Directors will raise an internal annual Statement of Fire Safety Compliance to be submitted to the CRM Programme Director by 31st March each year. In the case of Operational Divisions, Area Managers must gain assurance from Station Officer / Supervisors. The Statement of Fire Safety Compliance for each Directorate will then be forwarded by the CRM Programme Director to the Chief Executive by 30 April each year (see Appendix 1 & 2).

4.5 All Line Managers / Facilities Managers As Appropriate:

In accordance with the level of training provided, line managers should be the first point of contact for fire safety issues. Line managers are be responsible for:

- Implementing and monitoring Fire Safety Policy and Procedures in their local area.
- Escalating any concerns outside of their technical expertise or control to the Head of Estates or Risk Manager.
- Ensuring staff attend any relevant training.
- Ensuring new staff receive a local induction which includes fire safety and evacuation arrangements for the property (PEEP if required – see below).
- Ensuring that all fire safety instructions are brought to the attention of all their staff and are observed by them.
- Completion of the required checks / inspections / audits as set out by this Policy and Procedures and ensuring accurate records are kept including Fire Log Books.
- Fire Log Books are available on site at all times.
- Carrying out fire evacuation drill in accordance with Fire Safety Policy and Procedures, taking any remedial action as necessary.
- Ensuring adequate arrangements are in place for the evacuation of premises and / or taking charge of evacuations as necessary.
- Investigation of fire related incidents (including false alarms) in accordance with incident investigation procedures utilising DATIX.
- Annual review of fire risk assessment and ensuring that any recommendations from risk assessment reviews and / or fire safety inspections, relevant to their areas of responsibility, are responded to diligently.
- Ensuring the necessary risks are escalated for inclusion in the Trusts risk register (see Risk Management Policy and Strategy).
- Liaising with the Head of Estates on all matters likely to impact on the Fire Safety provision for the relevant premises.
- Preparing a Personal Emergency Evacuation Plan (PEEP) for any staff or visitors to the premises that may require one. Risk Manager can assist as necessary.

4.6 Fire Warden / Member of Staff Discovering a Fire:

There may be occasions when NIAS premises are unmanned or where only one or two members of staff are available. The Trust relies on the support of the team of staff who are routinely familiar with the building to ensure the area is evacuated (see Fire Warden / Member of Staff Discovering a Fire SOP).

Fire Warden training is provided by NIAS and duties include;

- To be familiar with all exit routes from the building in which they normally work.
- To advise others on exit routes.
- Drawing the attention of the line manager to any deficiency or obstruction on these routes.
- Instructing personnel in the area in which they find themselves to vacate the building, pausing only to make any equipment safe.
- Guiding personnel along exit routes and helping those whose routes are obstructed to find alternative routes.
- Instructing personnel outside the building to clear the approach roads and to congregate in the recognised assembly areas and not to re-enter the building until so instructed by the Northern Ireland Fire and Rescue Service.

- Should any person refuse to co-operate with the Fire Warden, to remind such persons of the legal requirement to evacuate, and note the incident for reporting to the line manager.
- Reporting the successful evacuation of their area of responsibility to the line manager present who is responsible for evacuation.
- Taking part in any investigation / debriefs etc. as necessary.

4.7 All Staff:

Staff have a responsibility to comply with the Fire Safety Policy and Fire Safety Procedures and applicable legislation. This will include, but not be limited to:

- Familiarising themselves with the property and vehicle(s) in which they are working (locate and read fire safety procedures, locate fire exits and firefighting equipment, ensure address and telephone number of premises is known etc.). See Appendix 8 for fire extinguisher information.
- Observing all instructions and information relating to fire safety, and participating in training / fire evacuation drills etc. intended to secure fire safety.
- Co-operating with the Trust on all matters relevant to fire safety, in particular:
 - **Carrying out and recording any checks / inspections in compliance with training and as required by Fire Safety Policy and Procedures.**
 - **Supporting and assisting other members of staff as necessary in accordance with any training provided (see SharePoint for an up to date list of trained staff).**
 - Keeping work and storage areas and equipment clean and tidy.
 - Reporting piles of rubbish and poor waste disposal.
 - Keeping flammable substances in proper containers with lids on, in suitable metal storage cabinets. Empty containers should be disposed of safely.
 - Do not smoke in 'no smoking' areas and dispose of cigarettes safely.
 - Keeping fire doors closed.
 - Keeping fire exits clear at all times.
 - Ensuring firefighting equipment and call points are not obstructed.
 - Not obstructing access routes and fire hydrants by careless parking / storage.
 - Ensuring electrical equipment is switched off and preferably unplugged or isolated when not in use or when it is unattended (see section 13.0).
 - Not carrying out any unauthorised adjustment, modification or repair to equipment or wiring.
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety.
- Reporting any obvious defects or short-comings in fire safety provision, arrangements or procedures to line management, e.g. anything obvious such as:
 - Missing extinguishers / fire warning equipment (whistles, gongs, air horns etc.)
 - Discharged / empty extinguishers.
 - Faulty emergency lighting.
 - Faulty fire alarm panel (flashing etc.).
 - Blocked escape routes.
 - Build-up of combustibles.
 - Any suspect electrical equipment or electrical wiring (withdraw from service immediately).

See Appendix 9 for associated memo.

4.8 Head of Estates (HoE):

The Head of Estates is responsible for ensuring arrangements are made in respect of the maintenance of fire safety provision for relevant premises, this will include;

- Fire warning and detection systems are maintained in accordance with the relevant standard.
- Firefighting equipment, including fixed installations and specialist systems, are subjected to a maintenance programme in accordance with the manufacturer's guidelines.
- Means of escape are maintained as required.
- Emergency lighting, escape lighting and signage are maintained and tested in accordance with the relevant standard.
- Portable appliance testing and electrical installation tests are undertaken as required.
- Fire Risk Assessments take place every three years (external competent person).
- Maintenance of records for the above statutory inspections.
- Arrangements / procedures for the control of contractors.
- Ensuring that arrangements are in place to ensure that all works undertaken by contractors, relevant to areas of responsibility, are supervised and where "hot works" are to be carried out, that the appropriate approval is completed, i.e. permit to work recorded, in date and appropriate. All documentation must be copied to the local manager.
- Adherence to relevant legislation and guidance with regards to fire hazard rooms, surface finishes, textiles and furniture, fire precautions etc.
- Obtaining expert technical advice as necessary.
- Adherence to regional and national reporting and learning processes.
- Liaison with regional and national working groups.

All documentation made available to local management for insertion into Fire Log Books.

4.9 Risk Manager (RM):

The Risk Manager will support the CRM Programme Director with the following:

- Development and review of the Fire Safety Policy and Procedures.
- The provision of reports and recommendations to management / committees as necessary in order to manage fire risk.
- Arrangements for fire incident reporting.
- Running of the Fire Compliance Group.
- Fire Safety Training Strategy and arrangements.
- Ensuring that suitable fire safety audits are undertaken, recorded and the outcomes suitably reported
- The development of partnership initiatives with other bodies and agencies involved in the provision of fire safety.
- Liaising with enforcing authorities as necessary.
- Supporting line management in the implementation of Fire Safety Policy and Procedures as necessary.

- Obtaining expert technical advice as necessary.

4.10 Visitors:

Members of the public or other visitors must be advised of the evacuation procedures for any relevant premise they access. To ensure this is accomplished adequate “Fire Action Notices” and maps must be displayed at prominent locations (see Appendix 4). All buildings which the public have access to, must be managed in such a way as to ensure that staff can account for all visitors within the premises at any given time to ensure safe evacuation.

4.11 Contractors:

Where contractors are on site it will be the duty of the relevant person with the responsibility for the works undertaken by them, to ensure the appropriate level of fire safety provision is incorporated within any work schedule, contract agreement or risk assessment and where such works are likely to impact on the existing fire safety provision notification must be communicated to the Head of Estates for his / her consideration. Contractors will also require to be made aware of the emergency evacuation procedure relevant to the area they are working in. Where any work requires be under taken that is likely to involve the application of a naked flame or mechanically induced heat source a “Hot Work Permit” must be acquired from the Estates Department and agreed prior to the commencement of such works. Please also see Health and Safety Guidance for Contractors working on NIAS sites (operational date 13/05/2019, V.1.2).

All contractors are required to report to the Estates Department and be issued with the relevant permissions (documentation made available to local management for insertion into Fire Log Book).

5.0 GOVERNANCE & ASSURANCE:

5.1 Joint Health & Safety Committee:

The Director of Human Resources and Corporate Services and the nominated Trade Union Representative jointly Chair Joint Health and Safety Committee. The Fire Compliance Group reports to the Joint Health and Safety Committee which escalates any matters of concern to the Assurance Committee / Trust Board as necessary.

5.2 Fire Compliance Group:

The Fire Compliance Group will comprise of Staff Side representatives and Management representatives. They will monitor fire safety arrangements within NIAS, will investigate or report on incidents as necessary and recommend appropriate training or fire precautions and monitor the suitability and efficiency of fire precaution arrangements within NIAS.

The Fire Compliance Group is currently chaired by the Risk Manager who escalates matters of concern to the CRM Programme Director and the Joint Health and Safety Committee for discussion and escalation to Assurance Committee / Trust Board as necessary.

6.0 FIRE SAFETY POLICY & PROCEDURE – AVAILABILITY:

It is essential that this Fire Safety Procedure and the Fire Safety Policy is kept in a prominent location within each premises / station (e.g. noticeboards). They must be readily available and accessible at all times.

7.0 FIRE RISK ASSESSMENT:

Each workplace must have a complete and up to date Fire Risk Assessment (FRA) for the building in compliance with The Fire Safety Regulations (NI) 2010. The assessment will be carried out by a competent person appointed by the Trust and will be reviewed every three years and in the event that:

- Material alterations are made to the premises.
- Significant changes are made to the use of the workplace.
- Any other occasion arises which leads to the conclusion that the current assessment is no longer valid.

8.0 STATUTORY INSPECTION / TEST OF FIRE PRECAUTIONS:

Along with local testing, NIAS has contracted a number of companies to carry out statutory inspection of all fire precautions, which require them. The Estates Department maintains these records.

Fire Precaution	Frequency
Portable fire extinguishers, fire blankets and hose reels	Portable fire extinguishers (annually) - all fire safety equipment must be serviced by a competent trained professional, in accordance with current British Standards 5306-6. Fire blankets and hose reels in compliance with relevant British Standards.
Emergency lighting system	A test for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out. The emergency lights must still be working at the end of this test. The result must be recorded and, if failures are detected, these must be remedied as soon as possible.
Emergency lighting testing	All emergency lighting systems must be tested monthly. This is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004. The result must be recorded and, if failures are detected, these must be remedied as soon as possible.
Fire alarm system	6 month intervals - a fire alarm system should be inspected by a competent person at least every 6 months as recommended by British Standards 5839
Fire alarm testing	Weekly - guidance to test weekly comes from British Standard BS 5839.
Fixed fire extinguishing system	Annually - all fire safety equipment must be serviced by a competent trained professional, in accordance with current British Standards 5306-6

Portable appliance testing (PAT)	Annually to triennial depending on level of risk.
Fixed electrical installation	Every five years (every three years in critical areas) based on British Standard 7671:2018

9.0 EMERGENCY EVACUATION PROCEDURE:

Each premises used by NIAS will have a written site specific emergency evacuation procedure appropriate to that premises. It will contain information on:

- Raising the alarm.
- How to call the fire brigade.
- Notifying essential personnel.
- Staff action on hearing the fire alarm.
- Firefighting (if safe to do so).
- Isolation / disconnection of services (as necessary).
- Evacuation / who is responsible for completing checks / roll calls and communicating with NIFRS.
- Who is responsible for helping mobility, sight and / or hearing impaired persons from leaving the building (see Section 9.2 PEEPs).
- The location of fire assembly points.
- The location of all fire extinguishing devices, fire call points and emergency exits.

Local fire and emergency evacuation procedures, maps etc. must be available to all staff at all times and up to date. See Appendix 3 and 4.

9.1 Shared Premises:

Where premises are shared with another organisation there **must be consultation on the development of any procedure**. This will be the responsibility of the relevant line manager. Each deployment point must have clear, visible instructions for staff visiting from outside the area.

9.2 Personal Emergency Evacuation Plan (PEEPs):

Line management must ensure that specific and suitable local emergency evacuation arrangements are in place for all members of staff in their department who have restricted mobility, sensory disabilities or who are temporarily incapacitated.

Once person(s) with disabilities have been identified by line management they should conduct an assessment of their area. Evacuation chairs are provided at various locations and training in their application and use may be coordinated through the Risk Manager or Head of Estates on request.

Individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency (also covers temporary impairment such as short term injuries, temporary medical conditions or those in the later stages of pregnancy) **have a duty to make line management aware of their condition as far as relevant to the individual's Emergency Planning and Egress in case of fire.** The Trust

can only effectively discharge its 'duty-of-care' to individuals who may be affected by an emergency, on being informed of their relevant conditions as soon as reasonably practicable. See separate PEEPs SOP.

9.3 Refuge Areas:

Refuge areas on escape routes are useful in facilitating the emergency evacuation of people with disabilities. Procedures must still ensure the full evacuation of persons using refuges. **UNDER NO CIRCUMSTANCES SHOULD ANYONE BE LEFT FOR THE FIRE BRIGADE TO RESCUE.** It is not their responsibility and there is no guarantee that they will attend quickly.

It is also known that persons in refuges witnessing others evacuating become stressed. There should be appropriate procedures to ensure that persons are accompanied and / or communicated with / PEEP complied with (buddy etc. as necessary). Refuge areas should be equipped with two-way communication.

9.4 Restricting Access:

Where there are no suitable alternative means of egress, or suitable management evacuation procedures, then consideration will have to be given to restricting disabled access.

10.0 VEHICLES:

Due to the nature of work carried out by the Ambulance Service the vehicles constitute a work place under the legislation and guidance. All NIAS vehicles are fitted with fire extinguishers which need to be checked in accordance with the schedule maintenance and inspection programme.

Staff should be familiar with the escape routes available to them from their vehicles and ensure these are not locked or hindered during normal operations. Staff should familiarise themselves with the vehicles and the operation of doors and locks and emergency locking systems in the event of a vehicle fire. Staff should be aware of the location and use of fire extinguishers carried in vehicles.

In all incidents involving a vehicle fire the prime concern is to remove people to a place of safety. Fighting the fire is only necessary to affect an escape. Following a dynamic risk assessment, it may be possible to suppress an engine fire by slightly opening the bonnet and introducing the fire extinguisher into the gap and spraying the engine compartment. If in any doubt, however do not fight the fire.

11.0 SITE ACCESS:

Throughout the Trust, adequate access will be provided for fire-fighting appliances.

Points of access will be agreed with Northern Ireland Fire and Rescue Service (NIFRS) as necessary and any modifications to the access routes, including both permanent and temporary changes, will be discussed in advance with NIFRS.

So far as is reasonably practicable, local management will ensure that access routes and other roads within the site are kept sufficiently clear of parked vehicles and other obstructions, to allow the ready passage of fire brigade appliances.

All members of staff will be made aware that they must not obstruct access routes and fire hydrants by careless parking

12.0 SMOKE FREE:

All members of Trust staff are required to comply with the regional HSC Smoke Free Policy.

13.0 PERSONAL ELECTRONIC DEVICES:

It is essential that personal electrical equipment is used and charged in a safe manner. Staff should be aware of the risk of fire as a result of faulty rechargeable devices, particularly those with lithium batteries, and faulty chargers. Personal devices should not be used unless:

- It displays the CE mark of conformity.
- The charger was supplied with the device (no mixing of chargers / devices).
- It has been visually inspected prior to use and found to be free from defects, cracks, damaged cables, burn marks etc.

Charging of electrical equipment must take place in a safe, controlled environment and consideration should be given to the provision of designated charging locations; local risk assessments should be carried out as necessary.

13.1 Staff Awareness:

All staff are responsible for ensuring their own safety and that of others in the workplace. This involves identifying and taking the appropriate action to remove or minimise fire hazards. The following list outlines common causes of electrical fires which staff should be aware of and, if encountered, they should take action themselves wherever possible or report the matter to the responsible person:

- Charger or battery / device overheating.
- Damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers.
- Damage to the plug, e.g. to the cover or bent pins.
- Signs of overheating, such as burn marks or staining on the plug, lead or the electrical equipment.
- Tape applied to join leads together.
- Coloured wires visible where the leads joins the plug (the cable is not being gripped where it enters the plug).
- Damage to the outer cover of the equipment itself, including loose parts or screws.

If any of the above are discovered whilst an appliance is in use, it should immediately be switched off at the mains and its use discontinued.

13.2 Hazard reduction:

Personal electrical devices should not be charged where water or other liquid spills are likely.

- Chargers should be unplugged when the battery is fully charged.
- Personal rechargeable electronic equipment should be visually inspected prior to use and found to be free from defects, cracks, damaged cables, burn marks.
- Cables should not be trapped under furniture or in floor boxes.
- Devices must not be charged in an oxygen rich environment.
- E-cigarettes should not be used in an oxygen rich environment.
- **Personal electrical devices must not be left unattended.**

14.0 TRAINING:

The Health, Safety & Fire Safety Training Procedure provides a matrix for all health, safety and fire safety training to ensure the appropriate competencies across the Trust (please see separate document for further information). In short, arrangements are as follows:

- Basic Fire Safety Awareness – new starts (corporate induction and during all core training programmes). Once for all. Face to face.
- Fire Safety Awareness – Elearning. Every three years for all.
- Fire Warden Training – as nominated by line management – every three years.
- Evac Chair Training – as nominated by line management – every three years.
- HABC Level 2 Award in Principles of Fire Safety – all line managers, refreshed as recommended by provider.
- NEBOSH National Certificate in Fire Safety and Risk Management. Two per division / area, refreshed as recommended by provider.

NOTE: All staff must be advised of the local emergency evacuation procedures for each of the premises at which they are based. This will be carried out by the local management team. Most other training will either be arranged, developed or delivered by the Risk Manager.

15.0 FIRE DRILLS / FIRE EVACUATIONS:

- **Fire drills / evacuations must be carried out at least every three months for all premises.**
- There is no requirement for evacuation drills at deployment points unless to comply with the local Fire Risk Assessment.

These must be arranged to ensure that all staff members take part in at least one fire evacuation drill every year and must be evaluated and recorded in the Fire Log Book. (see Appendix 6 for a Fire Drill Checklist).

Call points must be tested on a rotational basis and recorded.

All alarms must be treated as full evacuations unless prior warning has been given, not more than five minutes before the alarm. An 'all clear' must be given once any test has been completed.

Unmanned deployment points will have a clear simple instruction for evacuation of the building which will normally contain a maximum of two people, has a direct access and fire exits kept clear.

15.1 Emergency Ambulance Control (EAC) & Non-Emergency Ambulance Control (NEAC):

The emergency evacuation procedure for the EAC will be tested independently of the normal procedure for NIAS Headquarters due to the need to maintain EACs capacity to manage emergency calls. This must be carried out at the frequency identified above and arranged by the Emergency Ambulance Control Manager / Duty Control Manager as appropriate.

NEAC will manage its evacuation drills so as to minimise any potential disruption.

16.0 REPORTING & INVESTIGATION OF FIRES / FIRE RELATED INCIDENTS:

All fires, potential fires (smoke etc.) and unwanted fire signals / false alarms etc. must be reported in accordance with NIAS Incident Reporting Procedures. All fire incidents must be investigated and efforts must be made to prevent unwanted fire alarm signals (see Appendix 5 for further information):

- The member of staff discovering the fire must complete an incident report form (either online via DATIXWeb or on paper).
- Line management responsible for the building must then complete the necessary investigation and documentation in accordance with Incident Reporting Procedures (see Appendix 5).
- The Risk Manager will ensure compliance with RIDDOR.
- The Risk Manager and the Fire Compliance Group will monitor fire incidents / trends and make arrangements for Trust wide learning as necessary.

17.0 LOCAL FIRE PRECAUTIONS / INSPECTION / AUDIT PROCEDURES:

Appendix 9 provides a memo which can be used to remind all staff about the importance of awareness and monitoring during their daily routine. Appendix 10 sets out a template for the weekly checklist. The following table summarises all checks:

Daily / As Occupied	Weekly	Monthly	Quarterly	Six Monthly	Annually
All staff to report any concerns	Supervisor / Designated Person	Station Officer / Designated Person		Area Manager / Designated Person	
<ul style="list-style-type: none"> • Can all fire exits be opened immediately and easily? • Are fire doors clear of obstructions? • Are escape routes clear? • Is the indicator panel showing normal? 	<ul style="list-style-type: none"> • Fire doors not wedged open • Fire doors clear of obstructions and structure intact (action damage / faults) • Fire exits open immediately and easily (not obstructed) • Means of escape clear (free from obstruction) 	<ul style="list-style-type: none"> • Fire Safety Policy, Procedures and Evacuation Procedures / Plans (clearly displayed). Replace if not • Fire escape signs and maps (visible and 	<ul style="list-style-type: none"> • Fire evacuati ve drill (evaluate and record) • Check / update FRA and Fire Safety Inspectio n Action Plan 	<ul style="list-style-type: none"> • Monitor ing / update of FRA and Fire Safety Inspecti on Action Plans • Monitor ing of Fire 	<ul style="list-style-type: none"> • Annual Statem ent of Fire Safety • Review emerg ency evacua tion proced ure

<ul style="list-style-type: none"> • Are whistles, gongs or air horns in place (if applicable)? • Are luminaires and exit signs in good condition and undamaged? • Is emergency lighting and sign lighting working correctly? • Are all fire extinguishers in place? • Are fire extinguishers clearly visible? • Are vehicles blocking fire hydrants or access to them? 	<ul style="list-style-type: none"> • Fire alarm points (clear / unobstructed) • Detectors not obstructed (address immediately) • Whistles, gongs or air horns in place (if applicable) • Fire alarm test carried out (different call point each week). Action faults. • Escape lighting and exit signs in good condition and working correctly • Portable fire extinguishers present / appear serviceable • Good waste management / house-keeping (quantities low, bins secure) • Emergency access / hydrants clear (vehicles etc. not blocking them) • Inductions carried out for any new staff • Smoking rules being observed • Grab bag available / contents correct 	<p>in good condition). Replace if not</p> <ul style="list-style-type: none"> • Emergency lighting functional test (record in Fire Log Book) 	<ul style="list-style-type: none"> • Fire Log Book in place and up to date 	<p>Log Book</p>	
All staff – report / escalate any risks as per Risk Management Procedures					

18.0 IMPLEMENTATION OF THE PROCEDURE:

18.1 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 on the notice boards in all operational areas.
- It is included in Corporate Induction and is part of the syllabus in all new training programmes.
- Fire Safety ELearning is available.

18.2 Resources:

As part of the implementation of this Procedure, 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.

18.3 Exceptions:

This Procedure 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.

19.0 **MONITORING:**

This Procedure 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.

20.0 **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.

21.0 **CONSULTATION PROCESS:**

This Fire Safety Procedure 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 Procedure has been approved by Trust Board (December 2019).

22.0 **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 14th February 2019.

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

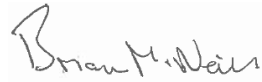
Major impact
Minor impact
No impact.

23.0 SIGNATORIES:



Katrina Keating

Risk Manager
Date: 5th December 2019



Brian McNeill

CRM Programme Director
Date: 5th December 2019

APPENDIX 1 – ANNUAL STATEMENT OF FIRE SAFETY:

I confirm that for the period 1st April 20XX to 31 March 20XX, all premises / departments for which I am responsible have had fire risk assessments / inspections undertaken in compliance with the Management of Health and Safety at Work (NI) Regulations 2000 and the Fire Safety Regulations (NI) 2010, and (please tick the appropriate boxes):

Fire Risk Assessments & Fire Safety Inspections		
1	There are no significant risks arising from the fire risk assessments and fire inspections.	
2	I as the responsible manager, along with the local management team have developed a programme of work to eliminate or reduce to a reasonably practicable level the significant risks identified by the risk assessments and fire inspections.	✓
3	The assessment / inspection programme has identified significant risks, but I as the responsible manager, along with the local management team do not have a programme of work to mitigate those significant risks.	
4	Where a programme to mitigate significant risks has not been developed, please insert the date by which such a programme will be available, taking account of the degree of risk.	
5	Fire Risks Assessments have not been completed across the area.	
6	Fire Safety Inspections have not been completed across the area.	
Fire Policy & Procedures		
7	All premises / departments for which I am responsible are in compliance with the organisations Fire Safety Policy and Procedures.	
8	I as the responsible manager, along with the local management team have developed a programme of work to improve compliance with the organisations Fire Safety Policy and Procedures.	✓
9	I as the responsible manager, along with the local management team do not have a programme of work to improve compliance with the organisations Fire Safety Policy and Procedures.	
10	Where a programme to of works to comply has not been developed, please insert the date by which such a programme will be available, taking account of the degree of risk.	
Enforcement Action		
11	During the period covered by this statement, the area has/has not* been subject to any enforcement action by the fire and rescue authority. Please outline details of enforcement action below.	
12	The area has/has not* any ongoing enforcement action pre-dating this Statement. Please outline details of ongoing enforcement action below.	

Name	Date	Signature	Station / Area

APPENDIX 2 – ANNUAL STATEMENT OF FIRE SAFETY – PROCESS:





Northern Ireland Ambulance Service
Health and Social Care Trust



Emergency Evacuation Plan For:			
Premises Address:		Telephone Number:	
Date:		Review Date:	

If you discover a fire:

- Raise the alarm – shout FIRE and sound the fire alarm by hitting a break glass unit.
- Call the Fire Service without delay – dial 999 and request Fire Service.
- Evacuate the premises.
- Only tackle the fire if you can do so without endangering yourself or others – i.e. if your escape route is clear, the fire is at the very early stages, you know how to use the fire extinguishers provided, suitable extinguishing media is available etc. **Do not put yourself at risk unnecessarily.**

Sound of the alarm:

Describe, e.g. continuous ringing bell, siren etc.

If you hear the fire alarm:

- Evacuate the building or perform evacuation duties as per Fire Warden / Staff Discovering a Fire SOP.
- Assist persons with additional needs as necessary.
- Close windows / doors and isolate any mains/gas if safe to do so.
- **Do not stop** to retrieve personal belongings etc.
- **Do not attempt to use the lift.**
- Proceed to the assembly point / most senior officer / fire officer.
- Advise Emergency Ambulance Control (EAC) to report the fire.
- Remain at the assembly point until the all-clear has been given.

Your assembly point is:

Your alternative assembly point is:



Fire action

if you discover a fire



Operate nearest fire alarm point



Call the Fire brigade by telephoning 999



Leave the building by the nearest exit.



Report to your assembly point at



Do not stop to collect personal belongings



Do not use lift

APPENDIX 5 – FIRE INCIDENT RECORD:

Complete this form in the event of a fire or alarm activation. Add to DATIX and Fire Log Book.

Ambulance Facility		Age of Premises	
Nature of Incident		Date	
Time of Incident		Duration hh.mm	
Fire Brigade called at		Arrived at	
Fire Extinguished at		Cost of Repairs	
Fire Brigade attended	Y	N	No. in team

FIRE INCIDENT - (Please circle one or more options for the following questions)

Fire Discovered By:						
Employee	Patient	Visitor/passers-by	Sprinkler	Smoke detector	Heat detector	Other

Building Type:					
Station	Deployment Point	HQ	Office	Workshop	Other

Location of fire:					
Training Room	Female Toilets	Store room	Garages		
Outside building	Office	Sluice room	Other		

Cause of fire:					
Deliberate	Water Heating	Equipment failure	Unknown		
Cooking appliance	Hot work	Fixed cable	Other		
Space Heating	Lighting	Electric Leads			
Central Heating	Naked Lights	Smoking			

Method of Extinguishment					
None	Fire hose	Smothering	C02,Halon etc		
Self-Extinguished	Water	Removal	Fire Brigade		
Extinguisher	Equipment Isolated	Sprinkler	Other		

Material first ignited:					
Raw Material	Bedding/Mattress	Fittings	Cleaning materials		
Vegetation	Upholstery	Food	Waste		
Personal clothing	Furnishings	Electrical	Unknown		
Other Textiles	Structure	Decorations	Other		

Spread of fire within					
Not Applicable	Stored material	Furnishing/lining	Other		
Confined to item	Furnishings	Equipment			

Spread of fire beyond room of origin (provide sketch if necessary)					
Not applicable	Adjacent Room(s)	Stairway	Adjacent Buildings		
Confined to room	Street	Other Floor(s)	Other		
Corridor(s)	Adjacent dept	Roof Void(s)			

Spread of smoke beyond room of origin (provide sketch if necessary)					
Not applicable		Adjacent room(s)		Stairway	Adjacent Buildings
Confined to room		Street		Other Floor(s)	Other
Corridor(s)		Adjacent Dept.		Roof Void(s)	

Route of Fire Spread:					
Not applicable		Spaces/Voids		Open Fire Door	External
Ducts		Defective fire stop		Stairways/lifts	Other

Fire Alarm

Please tick appropriate box for NIAS and NIFRS Cause of alarm signal:

	NIAS		Environmental Effect	NIFRS		System Issue	NIAS		NIFRS	
Malicious			Cooking Fumes			Fault- Design				
Good intent			Smoking			Procedures not complied with				
Accidental Damage			Insects			Management procedures not complied with				
Alarm Activated by public			Other			Sprinkler alarm – water pressure				
Unknown						Sprinkler alarm - other				

Fire Incident/ Fire Alarm

Extent of evacuation (provide sketch if necessary)					
Unnecessary		Department		Floor	Other
Room only		Street		Other Floor(s)	
Adjacent Rooms		Adjacent Dept.		Adjacent buildings	

Persons Involved:			
	Patients	Staff	Visitors
In Room of Origin			
Evacuated from floor			
Evacuated from Department			

Injuries to Persons:			
	Patients	Staff	Visitors
Burns			
Smoke Inhalation			
Not Applicable			

Additional Information

Signed		Position		Date	
Countersigned		Position		Date	

APPENDIX 6 – FIRE DRILL CHECKLIST:

Name of Building: _____ **Date:** _____

Immediately Prior To Fire Drill:

Fire Service Pre-warned Alarm receiving centre pre-warned Estates in attendance

Fire Drill Actuation:

“Fire” Location: _____

Method of activation of fire alarm: call Point Automatic detector

Time fire alarm activated Time from alarm to evacuation mins

Assembly point/location to which occupants relocated: _____

Response:	Yes	No	N/A	Notes
Passive Fire Protection				
Alarm Sounders Operated				
Alarm Volume				
Vent Plants shutdown				
Automatic doors closed				
Security locks (maglocks) released				
Corridors seen to be clear				
Final exit doors open				

Response:	Yes	No	N/A	Notes
Fire Safety Staff				
999 call made				
Fire Co-ordinator donned hi-visibility clothing				
Fire warden/staff conducted sweep search				
Assistance to disabled and non-ambulatory				
Person at entrance(s) to block entry/re-entry				
Person from wards/depts. Sent to meet FC at fire panel				
Fire wardens report “All Clear” or otherwise				
Fire Co-ordinators satisfied all personnel are clear				
Evacuation chair used				

Response:	Yes	No	N/A	Notes
All Staff, patients, visitors				
Interior doors closed				
Windows closed				
Evacuation smooth and orderly				
Nearest exits used				
Co-operation of visitors				
Co-operation of staff				
Co-operation of patients				

Overall Response of occupants: Satisfactory unsatisfactory

Immediately after drill:

- Address staff at assembly point
- Fire Service informed drill complete
- Estates Re-set alarm
- Debrief key fire safety staff

Additional Information:

APPENDIX 7 – TESTING AND MAINTENANCE OF FIRE SAFETY EQUIPMENT:

Fire safety equipment is provided for the protection of property and safety of all Trust employees and persons who have recourse to Trust property. For this equipment to operate properly when needed it is essential that regular checks/tests are carried out and recorded in the Fire Log Book, and that any defects found are rectified as soon as possible. To this end the following checks, tests and servicing are recommended:

Fire Alarms:

A fire alarm system is a legal requirement in many premises and is an important part of any evacuation procedure. Fire alarm systems should be tested and serviced in accordance with the relevant British Standard. The following are the routine checks to be made:

- a) **Daily / As Occupied** – Fire Warden / local staff to check to ensure that the alarm panel indicates normal or, if not that any fault is recorded in the Fire Log Book and remedial action taken. Also check that any fault previously recorded has received attention.
- b) **Weekly** – Line Manager should check the system by operating at least one detector, call point or end of line switch to ensure proper operation of the system. If batteries are accessible the condition of their connections should be checked. Fuel, oil and coolant levels of any stand-by generators should be checked and topped up if necessary. If a printer is attached it should be checked to ensure that there is sufficient paper, ink or ribbon to last at least two weeks. Any defects should be recorded in the Fire Log Book and remedial action taken.
- c) **Quarterly** – a competent person should check the entries in the log to ensure any reported faults have been actioned. Primary and secondary batteries and their connections should be checked. A detector or call point should be activated in each zone to test the function of the control and indicating equipment. Any link to a manned centre should be tested. Any faults should be recorded in the log and remedial action taken.
- d) **Annually** – a competent person should carry out all tests in Section above in addition to checking each detector for correct operation and visually inspect all cables and equipment to ensure they are secure, undamaged and adequately protected. Any faults should be recorded in the fire log and remedial action taken.

Fire Fighting Equipment:

Basic inspection procedures for portable extinguishers should be carried out by Line Managers as appropriate on a weekly basis and should include:

- Checking the safety clip and indicating devices to determine whether the extinguisher been operated (in the case of a stored pressure extinguisher, the pressure-indicating device is registering in the green segment).
- Checking the extinguisher for any external corrosion, dents or other damage that could impair the safe operation of the extinguisher.
- Checking that the extinguisher is fixed to the wall/column by an appropriate bracket.

A competent person must test all extinguishers annually (this is generally carried out by a contractor, but individual Departments / Sections must initiate the checks). Hose reels should also be included in this annual inspection and fire blankets should be checked in compliance with the relevant standard.

Emergency Lighting:

Emergency lighting or escape lighting plays an important part in ensuring that persons can escape safely from a building, which is on fire. It is therefore essential that regular tests / checks are carried out to ensure that the emergency lighting system operates when required.

- a) **Daily / As Occupied** – a check should be made that any fault previously recorded in the Fire Log Book has been actioned, all lamps in a maintained system are lit, the main control/indicating panel of a central battery bank or generator indicates normal and any fault found is recorded in the log book and any action noted.
- b) **Monthly** – the system should be checked by simulating a power failure and ensuring that all luminaries are operating. Central battery systems should be energised and generators should be started by simulation of a power failure.
- c) **Six monthly** – In addition to the monthly test, all 3hr self-contained luminaries and 3hr battery systems should be energised for a continuous 1hr period.
- d) **Three yearly** – in addition to the monthly test, each self-contained luminaire and battery system should be energised and run for its full duration. After the first three yearly test this test should be carried out annually.

Fire Doors:

Fire doors play an important part in the fire safety plan of any building and the importance of ensuring that all fire doors are kept shut i.e. not wedged open cannot be over emphasised. Fire doors are only effective if they are closed and kept closed during a fire. All half hour fire resistant doors should be checked weekly. Attention should be paid to the following:

- Condition of door (no damage to either face or edges)
- Self closer operating properly.
- Door stops 25mm, glued and screwed in position (or 12mm stops with intumescent strip embedded in door or door frame).
- Glazing, if fitted, in good condition and of same fire resistance as door.
- Glazing slips secure and undamaged.
- Intumescent strip, if fitted, in good condition and secure.
- Smoke brushes, if fitted, in good condition.
- N6 notice “Fire Door Keep Shut” on both sides of door.

Means of Escape:

In the event of a fire, all occupants should be able to evacuate the premises quickly and safely by routes which are clear of combustibles and kept unobstructed at all times. All escape passages and stairways should be inspected **daily / as occupied** or the following:

- Passages and corridors free from obstructions and combustible materials (avoid heaters, electrical equipment, furniture, coat racks, waste materials, vending machines and items in transit).
- Stairways free from obstruction and combustibles.
- Final exit doors clear (both sides) and available i.e. free from any locking devices.
- All doors along escape routes unlocked and available.
- All escape signage in place and in good condition (keep clear, kept shut etc.).

Fire Hydrants:

- Fire hydrants owned by the Trust site will be maintained by a competent person in accordance with BS 5306: Part 1.
- The position of hydrants will be shown by appropriate indicator plates designed in accordance with BS 3251: “Indicator plates for fire hydrants and emergency water supplies”. Periodic checks will be made to ensure that these plates are visible and in good repair, and that the hydrants are accessible.

Electrical Equipment & Systems:

In accordance with the Electricity at Work Regulations, the Head of Estates will ensure that, so far as is reasonably practicable, the danger of fire and other hazards from electrical equipment / systems is prevented by:

- Checking that all electrical equipment and systems are of sound and suitable construction when installed / provided.
- Carrying out appropriate preventive maintenance where danger would otherwise result.
- Ensuring that all maintenance performed on or near electrical equipment and systems is carried out in a safe manner by a “competent person”;
- Ensuring that all electrical equipment and its wiring are inspected periodically, particularly to check that appropriately rated fuses and / or circuit breakers are fitted.

Through instruction and training, all members of staff will be made aware of the precautions and regulations pertaining to electrical equipment and systems, particularly the following points:

Lightning Protection:

The Trust will ensure that, as far as reasonably practicable, all buildings will be adequately protected against lightning.

All new lightning protection systems will comply with the guidance outlined in “Code of Practice for Protection of Structures against Lightning”.

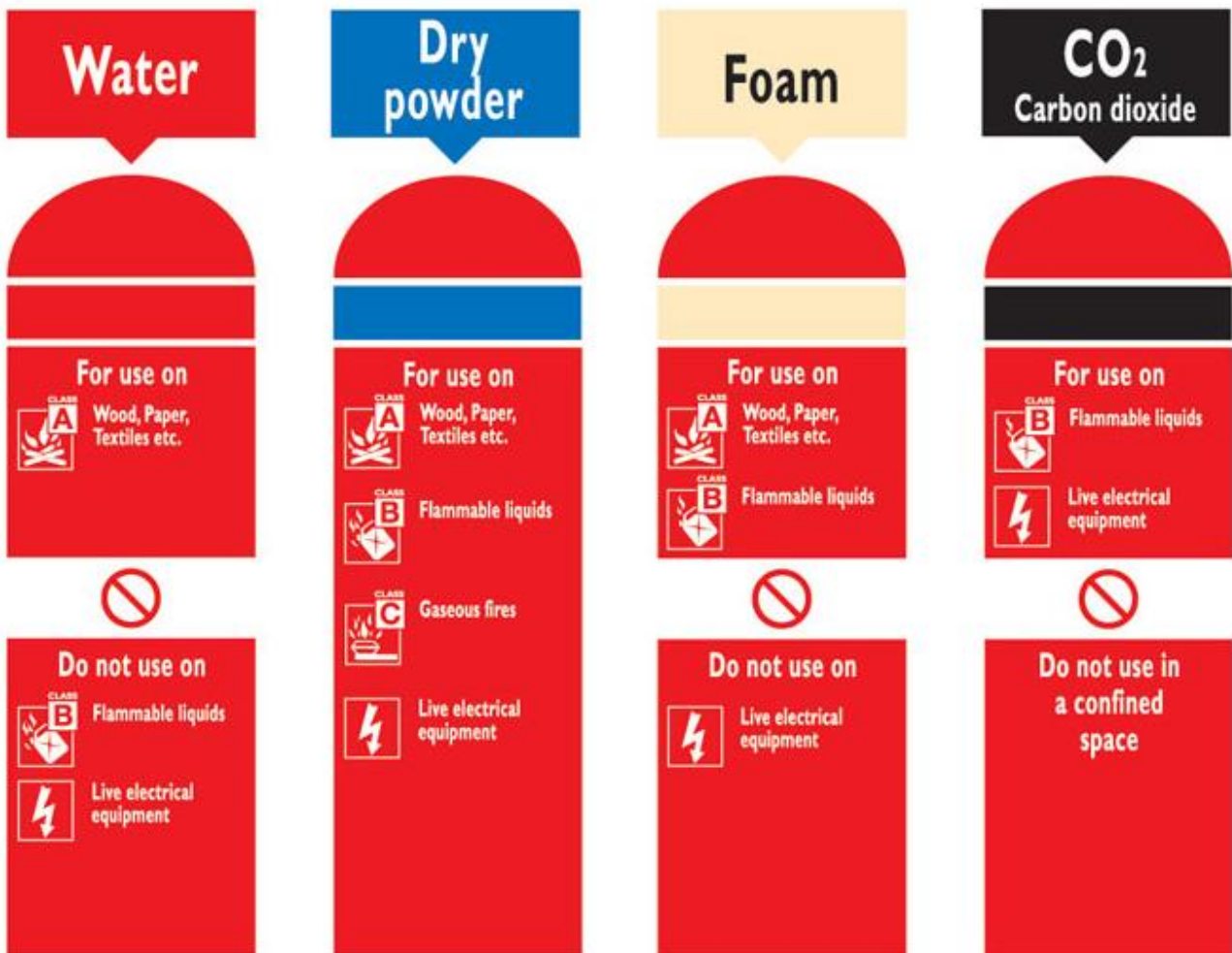
All lightning protection systems will be visually inspected once in every 12-month period, by a suitably qualified/competent person, and a record of the inspections will be maintained.

Fire Safety Grab Bag

- 1 red bag with hi-vis strip or equivalent.
- 2 x fire warden hi – vis for each
- 1 x torch
- 1 x whistle
- Clipboard
- Pen
- Local fire evacuation procedure
- Site map(s)

Please note the above is as a minimum – this may need to increase for larger sites.

APPENDIX 8 – TYPES OF FIRE EXTINGUISHERS:





INTERNAL MEMO

From: Katrina Keating
Risk Manager

To: All Staff

Date: 05/12/2019

Ref: AD/MD/08(1)/KK

FIRE SAFETY – REQUIREMENTS FOR ALL STAFF

All staff have a responsibility to comply with the Fire Safety Policy and Procedures.

In the course of your daily duties please be vigilant with regards to the matters listed in the table below. If you notice anything of concern, please address it promptly if you can (e.g. clear any obstructions) or report it immediately to your supervisor / line manager / designated person.

Line managers, please ensure any issues raised are addressed as a priority.

Escape Routes:
Can all fire exits be opened immediately and easily?
Are fire doors clear of obstructions?
Are escape routes clear?
Fire warning systems:
Is the indicator panel showing normal?
Are whistles, gongs or air horns in place (if applicable)?
Escape lighting:
Are luminaires and exit signs in good condition and undamaged?
Is emergency lighting and sign lighting working correctly?
Firefighting equipment:
Are all fire extinguishers in place?
Are fire extinguishers clearly visible?
Are vehicles blocking fire hydrants or access to them?

Please also remember that fire doors must not be wedged open, and final exits should be securely closed.

As always, if you have any queries please do not hesitate to contact me.



Katrina Keating
RISK MANAGER



WEEKLY FIRE SAFETY CHECKLIST:

Station / Area:		Date:	
Completed By:		Job Title:	

CHECK:	Y (✓)	N (✓)	Actions*	Person Responsible	Notified Date	Date Completed
Fire alarm test carried out (different call point each week). Action any faults.			Call point location/no:			
Fire alarm points (clear / unobstructed)						
Whistles, gongs or air horns in place (if applicable)			N/A			
Fire doors not wedged open						
Fire doors clear of obstructions and structure intact (action damage / faults)						
Fire exits open immediately and easily (not obstructed)						
Means of escape clear (free from obstruction)						
Escape lighting and exit signs in good condition and working correctly						
Fire extinguishing equipment (visible / present)						
Good waste management / house-keeping (quantities low, bins secure)						
Emergency access / hydrants clear (vehicles etc. not blocking them)						
Inductions carried out for any new staff			Record in log book			
Smoking rules being observed						
Grab bag available / contents correct						

***If the problem can be fixed please do so, if not contact supervisor / line management IMMEDIATELY.**