## Fire Safety and Arson Prevention Policy

**Policy checklist**

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Fire Safety and Arson Prevention</th>
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<tbody>
<tr>
<td><strong>Purpose of Policy:</strong></td>
<td>To ensure that the Trust has in place suitable and robust governance arrangements to support fire safety issues. This includes the maintenance of a Trust Fire Safety Committee and local Fire Safety Arrangements to fulfil the requirements of this Policy.</td>
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<td></td>
<td>To ensure the Trust complies with its legal requirements.</td>
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<td>To support the on-going development and management of processes associated with Trust wide fire safety user training (including that associated with risk management in respect to fire safety issues).</td>
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<td>To ensure the development and maintenance of robust systems/procedures (in line with best practices) to support fire safety.</td>
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<td>To support the development and management of appropriate systems to manage fire safety related information.</td>
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<td></td>
<td>The purpose and aims of this policy are synchronized with DHSSPSNI Control Assurance Criteria for the Management of Fire Safety.</td>
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<thead>
<tr>
<th>Directorate responsible for Policy</th>
<th>Performance &amp; Reform</th>
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<tbody>
<tr>
<td><strong>Name &amp; Title of Author:</strong></td>
<td>Alan Metcalfe Assistant Director of Estate Services</td>
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<tr>
<td><strong>Does this meet criteria of a Policy?</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Trade Union consultation?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Equality Screened by:</strong></td>
<td>Alan Metcalfe Assistant Director of Estate Services</td>
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<tr>
<td><strong>Date Policy submitted to Policy Scrutiny Committee:</strong></td>
<td>12/12/11</td>
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**Members of Policy Scrutiny Committee in Attendance:**

Vivienne Toal, Head of Employee Engagement & Relations (Chair), Trevor Burns, Fire Safety Manager, (Specialist Estates) Anita Carroll, Assistant Director of Acute Services – Functional Support Services Siobhan Hanna, Assistant Director of Informatics, Carmel Harney, Assistant Director of Allied Health Professionals, Governance & Workforce Planning, Mary McIntosh, Assistant Director of Social Work Services/Governance/Workforce Development & Training, Danny McKevitt, Head of Specialist Estate Services, Stephen McNally, Director of Finance & Procurement John Rafferty, Acting Head of Residential Care (for Brendan Whittle), Fiona Wright, Assistant Director of Nursing Services, Governance & Workforce Planning

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<thead>
<tr>
<th>Policy Approved/Rejected/Amended</th>
<th>Approved</th>
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<tr>
<td><strong>Policy Implementation Plan included?</strong></td>
<td>No</td>
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*Southern Health and Social Care Trust*

*Quality Care - for you, with you*
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<tr>
<th>Any other comments:</th>
<th>Updating existing Fire Safety Policy and integrating existing Arson Prevention Policy</th>
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<tr>
<td>Date presented to SMT</td>
<td></td>
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<tr>
<td>Director Responsible</td>
<td>Mrs Paula Clarke</td>
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<tr>
<td>SMT Approved/Rejected/Amended</td>
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<td>SMT Comments</td>
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<tr>
<td>Date received by Employee Engagement &amp; Relations for database/Intranet/Internet</td>
<td>8 February 2012</td>
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<td>Date for further review</td>
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**POLICY DOCUMENT – VERSION CONTROL SHEET**

| Title | Title: Fire Safety and Arson Prevention  
Version: 1  
Reference number/document name: |
|--------|----------------------------------------------------------------------------------|
| Supersedes | Supersedes: Existing Fire Safety Policy and Arson Prevention Policy  
Description of Amendments(s)/Previous Policy or Version: |
| Originator | Alan Metcalfe  
Assistant Director of Estate Services |
| Scrutiny Committee & SMT approval | Referred for approval by:  
Date of Referral:  
Scrutiny Policy Committee Approval (Date) 12 December 2011  
SMT approval (Date) |
| Circulation | Issue Date:  
Circulated By:  
Issued To: As per circulation List (details below) |
| Review | Review Date: December 2013  
Responsibility of: Paula Clarke  
Title: Director of Performance & Reform |
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<td>Monitoring and review</td>
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<td>Sources of advice and further information</td>
<td>7</td>
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Appendix 1 Fire Safety Committee, Terms of Reference
1.0 Introduction

It is policy of the Southern Health and Social Care Trust (hereafter known as the Trust) to seek to ensure so far as reasonably practical, that all steps are taken to prevent and minimise the effects of fire in premises to protect patients, clients, residents, visitors, contractors and members of staff from its occurrence and effects.

Where the term fire safety is expressed this will be deemed to include arrangements to prevent arson.

2.0 Purpose and aims

This policy is subordinate to the Trust’s Health and Safety at work Policy. The purpose of this policy is to state the intent and document the arrangements put in place by the Trust so as to prevent and/or mitigate against the occurrences of fire.

This policy aims to inform Trust employees of their duties in relation to fire safety by:

2.1 Putting in place proactive arrangements to prevent and mitigate the occurrence of fire, such as, but not limited to:

- fire risk assessments and fire audits
- passive and active fire arrangements
- management structure
- training and awareness

2.2 The initiation of prompt and effective action in the event of a fire incident and to ensure that all occupants can be safely and quickly evacuated,

2.3 Ensuring that the Trust complies with its statutory responsibilities under the Fire Safety Regulations (Northern Ireland) 2010, the Fire and Rescue Services (Northern Ireland) Order 2006 and The Management of Health and Safety at Work and Fire Precautions (Workplace) Regulations (Northern Ireland) 2003 and other related legislation.

2.4 Ensuring that the Trust follows guidance given within the Firecode suite of documents and other associated guidance.

This policy must be read in conjunction with all other policies affecting fire safety.
3.0 Policy statement
The Trust encourages and supports a high quality approach to maintaining a fire safe environment. The Trust shall, so far as is reasonably practicable, provide a safe environment, suitable information, instruction, training and supervision, in accordance with statutory and Firecode guidance to all personnel. In this respect this policy is an underpinning mechanism for managing fire safety and preventing arson within the Trust.

4.0 Scope of the Policy
4.1 The scope of this policy extends to all areas of the Trust’s activities and estate (whether owned, leased or otherwise).
4.2 This policy applies to all employees and those undertaking work on behalf of the Trust.

5.0 Responsibilities
5.1 Trust Board
The overall responsibility for fire safety and arson prevention management resides with the Trust Board.

The Trust Board’s responsibility for ensuring the implementation of this policy will be managed through the Chief Executive.

5.2 Chief Executive
The Chief Executive is responsible for ensuring that;
- current fire safety legislation and Firecode standards are met,
- appropriate fire safety policies and arrangements are in place,
- sufficient resources are allocated to establish and maintain competent fire safety support and advice
- programs of investment in fire safety are included in the Trust’s Annual Business Plan,
- the provision of annual compliance statement

5.3 Director of Performance and Reform
The Chief Executive has appointed the Director of Performance and Reform as Executive Director (Fire) with responsibility for establishing and maintaining:
the implementation of the Fire Safety Policy
fire safety arrangements within the Trust and
ensure, through Directors, the appointment of Lead Nominated Fire Officers
This function will be supported by the Assistant Director of Estate Services.

5.4 Director of Human Resources and Organisational Development

The Chief Executive has appointed the Director of Human Resources and Organisational Development as director responsible for fire safety training.

5.5 Directors

Directors are required to establish fire safety arrangements (in accordance with guidance note Fire Safety and Arson Prevention) to ensure compliance with this policy in collaboration with the Director of Performance & Reform.

As part of establishing fire safety arrangements a Director must appoint:

- A member of staff to the Fire Safety Committee at an appropriate managerial level that will enable them to implement Committee actions within their Directorate,
- Lead Nominated Fire Officers on major sites
- Nominated Fire Officers for each facility/ ward/ department and
- Deputy Nominated Officers.

5.6 Head of Estate Operational Services

Is responsible for ensuring adequate arrangements are in place for the;

- Effective maintenance of active and passive fire safety provisions within buildings, and
- Alterations and other work that is carried out conforms to legislation, Firecode and other allied guidance

5.7 Head of Estate Development and Capital Works

Is responsible for;
• Ensuring fire safety provisions in new building work, refurbishments and alternations are built and commissioned in accordance with Building Regulations, Firecode and other allied legislation and guidance documents.
• Making funding applications for Firecode works
• Liaising with the Fire Safety Manager regarding:
  o new building work, refurbishments and alterations
  o Firecode work funding applications and prioritisation of Firecode works.

5.8 Line Managers

Are to support the Director in implementing directorate responsibilities and to establish local fire safety arrangements that meet the requirements of this policy. Where managers authorise external organisations to use their facilities they must ensure adequate fire safety arrangements are in place.

5.9 Lead Nominated Fire Officer

Are to coordinate fire safety across major sites, or a group of facilities, to ensure that necessary arrangements are in place to comply with this policy.

5.10 Nominated Fire Officer

Each Nominated Fire Officer (with majority stakeholder responsibilities), shall, under the guidance of the Fire Safety Manager, have responsibility for the co-ordination and implementation of fire safety within their premises and shall ensure that the necessary arrangements are in place.

5.11 Deputy Nominated Fire Officer

Sufficient Deputy Nominated Fire Officers shall be appointed by each Director to carry out Nominated Fire Officer duties relevant to their premises/department in the absence of the Nominated Fire Officer. It is essential that sufficient Deputy Nominated Fire Officers are appointed and trained to ensure that there is cover at all operational times.
5.12 Staff

Each employee is responsible for maintaining a fire safe environment. Employees have an individual responsibility to;

- prevent the out-break of fire,
- to maintain the integrity of the fire precautions measures,
- to attend fire training and
- to adhere to local fire safety arrangements

5.13 Fire Safety Committee

The Trust shall maintain a Fire Safety Committee with responsibility for the review of all fire safety matters including the Fire Safety and Arson Prevention Policy.

The Committee shall be under the chairmanship of the Assistant Director of Estate Services.

Details of the Committee structure and its terms of reference are included in Appendix 1.

5.14 Fire Safety Manager

The Fire Safety Manager is responsible

- Through the Head of Specialist Estates to the Assistant Director of Estates for coordinating fire safety measures throughout the Trust
- Maintaining a prioritised Firecode work schedule that requires funding investment
- Maintenance of first aid fire fighting equipment and
- Provision of fire notices

The Fire Safety Manager will liaise as necessary with the:

- Director of Human Resources and Organisational Development on training matters
- Directors
- Head of Estate Operational Services
- Head of Estate Development and Capital Works
- Trust managers and with the
- Trust Security Manager
5.15 Fire Prevention Officer(s)

The Trust shall have access to Fire Prevention Officer(s) who shall be familiar with fire safety legislation and approved fire safety guidance including the Firecode suite of documents and who shall be competent when considering the factors to be taken into account when assessing the suitability of fire safety measures.

The Fire Prevention Officer’s role is to provide technical expertise and support to the Fire Safety Manager to enable him/her to fulfil their duties.

5.16 Third parties

Where a department/facility manager (or any other person) authorises a third party to use or carry out work Trust premises that manager/person must ensure adequate fire safety arrangements are in place.

Third parties include voluntary groups, contractors or any other organisation.

5.17 Shared Premises

Where the Trust does not have control of all parts of the workplace, or the workplace is shared with other persons, it is important to ensure that fire safety is not compromised. Any line manager who has control of a premises conferred to them has a responsibility to ensure statutory compliance in the parts they control. This includes communication and cooperation between all other parties to ensure coordination of fire evacuation procedures and other relevant fire safety measures.

6.0 Monitoring and review

6.1 The Trust is committed to ensuring that all policies are kept under review to ensure that they remain compliant with all relevant legislation.

6.2 The Director of Performance and Reform is to ensure this Fire Safety Policy is reviewed every two years or earlier if required.

6.3 The Trust is committed to maintaining fire safety arrangements and will monitor key performance indicators as agreed with the Director of Performance and Reform.
7.0 Sources of advice and further information

7.1 Further advice and information regarding this policy document and its requirements can be obtained from the:

7.1.1 Fire Safety Manager
7.1.2 Fire Prevention Officer/s
7.1.3 Lead Nominated Fire Officer/s
7.1.4 Nominated/Deputy Nominated Fire Officer
7.1.5 From the Fire Safety Department Intranet webpage

7.2 This policy should be read in conjunction related policies and procedures.
7.3 Guidance on the implementation of this policy is given in Guidance Note, Fire Safety and Arson Prevention.

8.0 Equality and Human Rights considerations

8.1 This policy has been screened for equality implications as required by Section 75, Schedule 9, of the Northern Ireland Act, 1998. Equality Commission for Northern Ireland Guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be targeted at them.

8.2 Using the Equality Commission’s screening criteria; no significant equality implications have been identified. This policy will therefore not be subject to an equality impact assessment.

8.3 This policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention Rights contained in that Act.

8.4 This policy will be included in the Trust’s register of screening documentation and maintained for inspection whilst it remains in force.

8.5 This document can be made available on request in alternative formats, e.g. Braille, disc and in other languages to meet the needs of those who are not fluent in English.
Appendix 1

Fire Safety Committee, Terms of Reference

1. Constitution

The committee shall be responsible for the review of all fire safety matters as required by legislation, Firecode and the Trust.

The committee shall also promote compliance with the Trust’s Fire Safety and Arson Prevention Policy.

2. Membership

The chair of the Fire Safety Committee is the Assistant Director of Estates or his nominated Deputy.

Membership will be made up of:

- Directorate Representatives
- Head of Specialist Estates Services
- Fire Safety Manager
- Health and Safety Department representative
- Education, Learning and Development representative
- Trade Union/Professional Bodies representative

As required:

- Representatives from other disciplines may be co-opted from time to time.
- A quorum will be of 5 members (including Chair/Deputy Chair).
- Secretarial Support will be provided by Estate Services.

3. Frequency of Meetings

Meetings will normally be held quarterly. Additional meetings may be arranged as and when required and will follow normal protocol i.e. record of minutes, quorum etc.
4. Authority

The Fire Safety Committee is authorised by the Chief Executive to monitor the implementation of the Fire Safety and Arson Prevention Policy and guidance note ‘Fire Safety and Arson Prevention’ and make recommendations to the Governance Committee through the Director of Performance and Reform.

5. Purpose

To promote a fire safe environment.

6. General Responsibilities

The Fire Safety Committee has a responsibility to:

6.1. To analyse fire incidents, reports and other information/data and make recommendations for remedial action.

6.2. Facilitate and support the key objectives of the controls assurance standard for fire.

6.3. Analyse information and reports provided by enforcing authority inspectors e.g. Fire and Rescue Service (NI), RQIA and the HSENI. Consideration of reports from appointed safety representatives.

6.4. The development, introduction and monitoring of fire safety procedures and safe systems of work.

6.5. Monitor the effectiveness of fire safety arrangements in place including management, training, drills and communication.

6.6. Monitor and review unwanted Fire Signals within the Trust in accordance with FPN11.

6.7. To comment on relevant Trust policies, procedures and guidance

6.8. Develop and introduce new fire safety procedures if considered necessary.

6.9. Present an annual Fire Safety Report to the Trust Board.

7. Reporting

The minutes of the Fire Safety Committee shall be formally recorded and circulated to members, Chief Executive Officer and Directors for circulation to relevant committees/groups, managers and staff.