East London
NHS Foundation Trust

FIRE SAFETY POLICY

Version number :	12.0
Consultation Groups	Quality Committee; Local Health and Safety Groups
Approved by (Sponsor Group)	Health , Safety and Security Committee
Ratified by:	Quality Committee
Date ratified:	10th March 2021
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Implementation Date :	March 2021
Last Review Date	January 2021
Next Review date:	January 2024

Services	Applicable
Trustwide	X
Mental Health and LD	
Community Health Services	

East London NHS
NHS Foundation Trust

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Appendices

1 Purpose

East London NHS Foundation Trust (herein after referred to as the Trust), through the content of this policy document details the structure of the organisation and the management of fire safety throughout the Trust's premises.

This policy applies to all Trust premises and employees and is integral to the Trusts risk management arrangements and links to the Trusts Risk Management Framework.

2 Policy Aims

The Trust's Fire Safety Policy has the following aims:

- To minimise the incidence of fire throughout the Trust's premises
- To minimise the impact from fire on life safety, delivery of service, the environment and property.
- To ensure that the Trust fully complies with the requirements of The Regulatory Reform (Fire Safety) Order 2005, Fire codes and all other Fire Regulations and Standards relevant to the Trust operations.

3 Policy

East London NHS Foundation Trust believes that the organisation must be, by definition, a safe and secure organisation. It therefore follows that caring for all personnel and minimising risk is inseparable from other Trust objectives. To achieve this the Trust accepts that a fire safety strategy requires a high level of management commitment, professional competence and adequate resources.

4 Roles and Responsibilities

4.1 The Trust

The Trust recognises its responsibilities to implement in full their duties in respect of fire safety of their estate and to ensure all employees understand and partake in fire precaution routines. The board should ensure they have appropriate assurance that the requirements of current fire safety legislation are met and, where appropriate, that the objectives of Firecode are met. The overall responsibility for the performance of the Trust in respect of fire precautions and fire safety is delegated to the Chief Executive.

4.2 The Chief Executive

The Chief Executive has overall responsibility for ensuring that current fire legislation is met and that, where appropriate, Firecode guidance is implemented in all premises owned or occupied by the Trust. The Chief Executive will ensure that appropriate fire safety policies and programmes of work are in place in order to improve and maintain fire precautions within the Trust's premises, the day to day management of such protocols are delegated to Board Director level.

4 Roles and Responsibilities (continued)

4.3 Board Level Director (Fire Safety)

This responsibility is delegated to the Director of Finance. The Board Level Director is responsible for championing fire safety issues at board level. The Director will also propose programmes of work relating to fire safety for consideration as part of the Trust's Governance Activity.

4.4 Director Estates, Facilities and Capital Developments (Fire Safety Manager)

The Director Estates, Facilities and Capital Developments will carry out the role of Fire Safety Manager and be responsible for the day to day fire safety activities and taking the lead on all fire safety matters. Accountability for all fire safety matters will always be through the Board Level Director.

The Fire Safety Manager will be sufficiently empowered and have access to adequate resources to enable him / her to perform their duties effectively. Responsibilities will include the following:

- An awareness of all fire safety features and their purpose, including fire safety risks particular to the organisation;
- Requirements for disabled staff and patients (related to fire procedures);
- Ensuring appropriate levels of management are always available to ensure decisions can be made regardless of the time of day;
- Compliance with legislation;
- Development and implementation of the organisation's fire safety policy;
- Development of the organisation's fire safety strategy
- Coordination and cooperation between other employers where two or more share the premises;
- The reporting of fire incidents in accordance with current practice;
- Monitoring and mitigation of unwanted fire incidents;
- Liaison with enforcing authorities;
- Liaison with other managers;
- Monitoring of inspection and maintenance of fire safety systems;
- Reporting to, and raising issues at the Trust Safety Committee.

The Fire Safety Manager will be responsible to the Board Level Director for:

- Appointing suitably qualified and experienced members of Estates Department to act as Deputy Fire Safety Managers to ensure cover in case of absence;
- Appointing and managing the activities of the consultant Fire Safety Advisor;
- Ensuring that all physical fire safety measures within the Trust estate are adequately maintained in accordance with statutory legislation and the recommendations of Firecode;
- Implementing adequate "Permit to Work" systems to ensure safe working by directly employed and contract building operatives;
- Developing proposals to improve fire safety measures for inclusion within the Trust's Governance Plan;
- Ensures written Fire Risk Assessments are carried out by the Fire Safety Advisor and reviewed annually;

4 Roles and Responsibilities (continued)

- Upon receipt of the Fire Risk Assessments prioritise the contents and formulate a programme for compliance in respect of each report and ensure that any items arising from Fire Risk Assessments denoting 'significant risk' are immediately notified to the Board Level Director.
- Ensure that any other incidences that come to light from alternatives sources that may have serious consequences in relation to fire that may significantly affect the safety of staff, patients or premises are also immediately notified to the Board Level Director.

4.5 Fire Safety Advisor

The Fire Safety Adviser shall be an appropriately trained, competent and experienced consultant appointed on an annual basis to undertake the role and perform the required duties.

The Fire Safety Adviser's role is to provide technical expertise to the Fire Safety Manager to enable them to fulfil their duties effectively. Therefore, the Fire Safety Adviser will be responsible for the following:

- Providing expert advice on the application and interpretation of fire legislation and fire safety guidance, including Firecode;
- Advising on the content of the organisation's Fire Safety Policy;
- Assisting with the development of the organisation's fire strategy;
- Helping with the development of a suitable training programme, including delivery of the training;
- Liaising with enforcing authorities on technical issues;
- Liaising with managers and staff on fire safety issues.

4.6 Local Risk Officer

All premises managed by the Trust shall have a Local Risk Officer. A deputy (or deputies) should also be nominated to provide cover for when the appointed Risk Officer is absent on leave or sick.

Local Risk Officers do not require technical fire safety knowledge. The role is to ensure that policies and procedures are in place and staff and visitors are aware of the procedures and adhere to them.

The Duties of the Local Risk Officer include:

- Overall responsibility for fire safety management of the premises;
- Report any concerns on fire safety to their line manager and the Fire Safety Manager;
- Ensure procedures are in place for summoning the fire brigade in an emergency;
- The first point of contact for the premises for visits / inspections by the Fire Brigade;
- Ensure all staff (particularly agency or other temporary staff) are aware of fire and emergency evacuation procedures;
- Ensure arrangements for evacuating disabled staff and visitors are in place;
- Ensure sufficient Fire Wardens (and deputies) are appointed, trained and regularly inspect the premises for fire safety deficiencies and either rectify them, if they are simple to resolve (i.e. fire doors wedged open), or report them to the responsible person.

4 Roles and Responsibilities (continued)

4.7 Fire Wardens

Fire Wardens will be appointed by the Local Risk Officer.

The Fire Wardens should:

- Act as focal point for fire safety issues with local staff;
- Organise and assist in the fire safety regime within local areas raising any arising issues with line management;
- Assist with coordination of the response to an incident within the immediate vicinity;
- Be responsible for roll-call during an incident;
- Be trained to tackle fire with first aid fire-fighting equipment;
- Support line managers on fire safety issues.

4.8 All staff

All staff, including Agency and Bank personnel, must co-operate to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

Each and every member of staff has an individual responsibility to help prevent the outbreak of fire, to help maintain the integrity of fire precaution measures and to follow the established procedures for the management of any actual or suspected fire incident.

It is essential that every member of staff:

- Observes the Trust no smoking policy;
- Understands the character of fire, smoke and toxic fumes;
- Knows the fire hazards involved in their working environment;
- Practices and promotes fire prevention;
- Knows the correct action to take if fire breaks out;
- Assists the Fire Warden's to evacuate patients and visitors.

4.9 Contractors

All appointed contractors working on the Trust's premises must adhere to the Trust's fire safety and other policies and procedures.

Private contractors working within the Trust's sites must be afforded the same protection from the hazards of fire as any other visitor or member of staff. Contractors similarly have the same duty of care as the Trust's staff not to create risk of fire or impede or impair fire prevention arrangements and facilities.

The manager and department responsible for arranging any contract work must ensure that the contractor is advised of our policy and procedures and the requirement to comply with them. There must also be adequate supervision of that contract work to ensure compliance as far as that is practical. Since comprehensive supervision is not always possible, all staff are required to be vigilant of contractors activity when this takes place in their working area and report any untoward incidents to the supervisor of the contract, or their department's manager.

Certain contracting work will by necessity interfere with existing fire prevention facilities. In these circumstances the officers arranging the work must seek advice from the Fire Safety Advisor and make appropriate alternative arrangements.

4 Roles and Responsibilities (continued)

4.10 Quality Committee

The Trust Quality Committee shall act as the Fire Safety Committee and be responsible for the review of all fire safety matters including fire incidents, unwanted fire incidents, enforcement action, and staff training.

4.11 Premises with more than one employer

Where two or more employers share premises, each employer should be responsible for managing fire safety within their own area. There must be formal arrangements put in place to share information about the risks, emergency procedures, staff training and individual organisational responsibilities. For the common areas of the premises (such as stairways, corridors etc), the host employer / landlord will have the responsibility for managing fire safety. Each employer must cooperate fully with the other to ensure that fire safety measures are not compromised.

4.12 Policy review

The Trusts Fire Safety Policy will be reviewed regularly so that changes in the healthcare premises' structure, function, procedures and other matters that have a bearing on fire safety can be taken into account promptly. In any case, policies and plans should be reviewed every three years.

4.13 Fire Risk Assessment and Risk Escalation.

Fire Risk Assessments (FRAs) are carried out on all Trust premises, in accordance with the Regulatory Reform (Fire Safety) Order 2005. Upon receipt of the Fire Risk Assessments the Fire Safety Manager ensures that his / her department prioritises the contents and formulates a programme for compliance in respect of each report.

The Local Risk Officer must ensure that an appropriate action plan is implemented. Employees are to be provided with clear and relevant information on the risks to them identified by the Fire Risk Assessment, about the measures that are taken to prevent fires and how these measures will protect them if a fire breaks out
Any outstanding risks should be discussed with the team / service manager and considered for escalation to the Trust Risk Registers including local team risk registers, directorate level risk registers and where necessary escalation to the Corporate Risk Register dependent on the level of risk.

4.14 General

The main task in managing Trust buildings is to minimise the risk of fire occurring, and if a fire does occur, to prevent it escalating into a serious incident. The maintenance of furniture, furnishings and equipment is as important as maintaining the fire safety equipment for the safety of the building occupants. Key tasks and considerations to reduce the risk of fire include:

- Housekeeping;
- Monitoring of no-smoking / safe smoking policies;
- Routines for disposal of waste;
- Policies for procurement of furniture and textiles;
- Control systems for procurement and storage of flammable substances and liquids;
- Control permits (for example ‘hot work’);
- Supervising contractors;
- Carrying out routine checks and inspections (including means of escape, fire doors, and

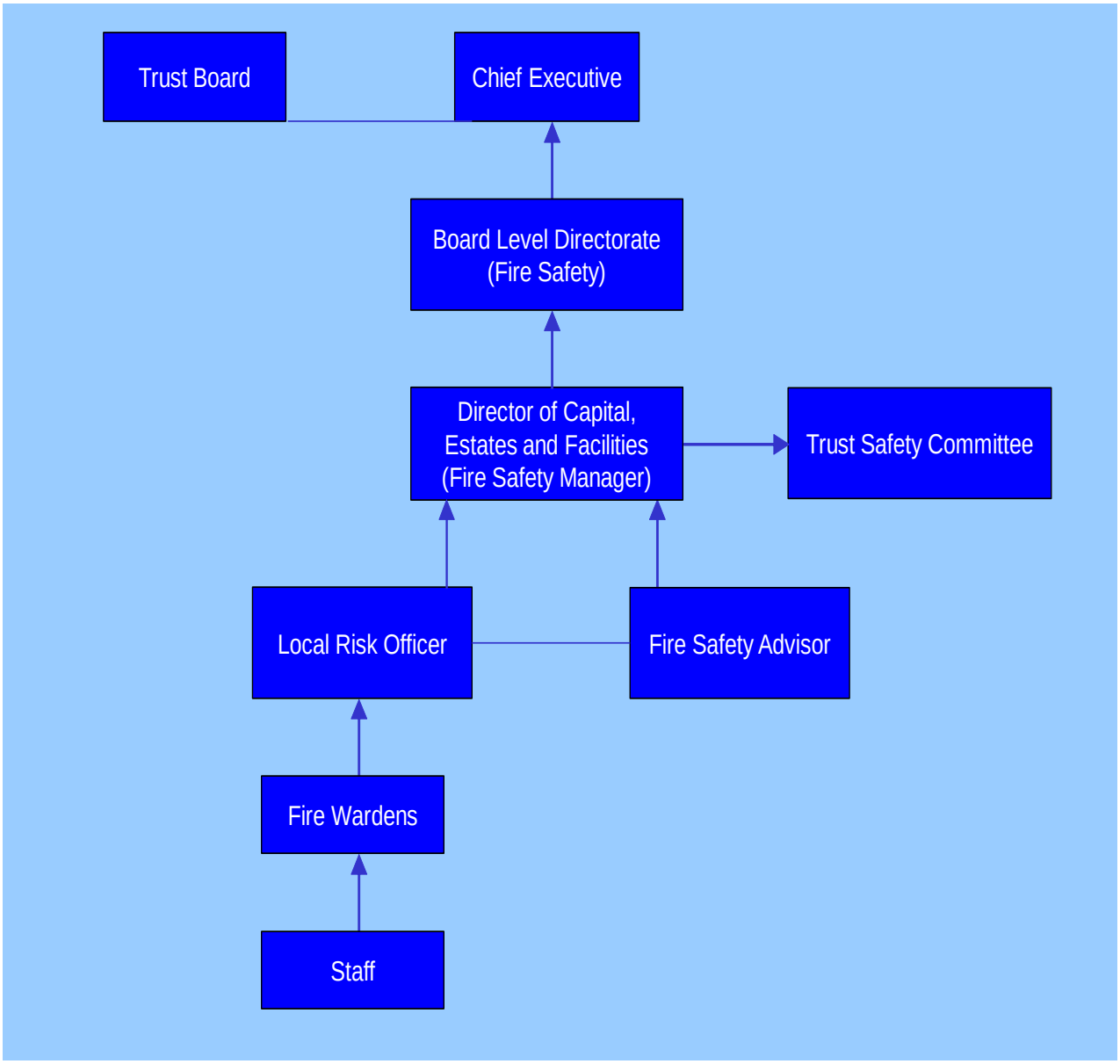
4 Roles and Responsibilities (continued)

firefighting equipment);

– Preparing and acting upon Fire Risk Assessments.

5 Fire Safety Management

5.1 Fire safety management structure



5.2 Fire procedures

Managers at each appropriate level in the Trust must ensure that an operational strategy, for immediate implementation when a fire emergency arises, is in place. This strategy should set out the emergency procedures and should be prepared to suit the circumstances of individual premises and departments.

5 Fire Safety Management (continued)

Evacuation strategies

An evacuation strategy will be dependent upon the type of building, its use, and the occupancy profile (including staff levels).

The structural design of Hospitals will accommodate the concept of progressive horizontal evacuation, which enables occupants to move away from a fire to a place of relative safety on the same floor level. Occupants can remain in place, protected by the barrier of the fire resisting structure of the building until the fire has been dealt with, or if necessary move further into the building away from the source of fire. Alternatively at a certain point vertical evacuation may be considered using stairways or appropriate lift (evacuation lift).

Other healthcare buildings often operate on the principle of full evacuation.

It will be incumbent on the Local Risk Officer to ensure that the evacuation strategy for the premises adequately reflects the individual needs of both the building and its occupants.

Evacuation strategies should clearly define the sequence to be followed, and should include reference to:

- Evacuation of building occupants including visitors and contractors;
- Refuges and places of intermediate safety;
- The use of lifts (including evacuation lifts);
- Communications during the evacuation.

Detailed procedures in the strategy should also ensure that:

- All persons are accounted for;
- Designated staff carry out a thorough check to ensure no persons have been left behind;
- Appropriate protocols are in place for summoning the Fire Service (by automated or manual means);
- The arrangements for the mobility impaired are adequate;
- Re-entry to the building is not permitted until it is safe to do so.

Strategies may differ between patient areas and those areas to which only staff have access. However, the concept of inclusive means of escape should be adopted for all areas of all buildings. This concept ensures that means of escape for disabled people are not considered in isolation.

Fire fighting

Fire fighting is always secondary to life safety.

All Trust premises are provided with portable fire extinguishing equipment appropriate to local risks. Extinguishers may be supplemented by fire blankets in certain areas (e.g. in kitchens).

It is only intended that staff use the appliances in order to extinguish a small fire, if it is still safe to do so, or to safeguard their escape route. People must not put themselves at risk and should understand the limitations of tackling fires with portable extinguishers, etc.

No one should use an extinguishing appliance unless they have received information / training in its use.

5 Fire Safety Management (continued)

Fire prevention

Each and every member of staff has an individual responsibility to help prevent the outbreak of fire, to help maintain the integrity of fire precaution measures, and to follow the established procedures for the management of any actual or suspected fire incident. Certain staff will have more extensive duties and responsibilities for fire prevention and management than others, by virtue of their role, or their particular knowledge or expertise.

All staff must be familiar with:

- The established local fire procedures;
- The positions of and use of the fire equipment in the proximity of their place of work;
- The escape routes from their place of work;
- The relevant fire assembly points(s).

Staff that operate across various departments and sites are expected to be especially observant of the above fire prevention arrangements in their travels.

All staff have a responsibility to:

- To keep fire escape routes clear at all times;
- To follow safe working practices at all times;
- To be vigilant to any potential fire risks, and bring these to the attention of their line managers or to the manager of the department concerned.

Appendix 1: Trust Fire Strategy

A robust fire strategy is the key to ensuring a high standard of fire safety. The Trust fire strategy reflects the organisation and addresses the following:

- Fire policy;
- Management roles and responsibilities;
- New building specification;
- Upgrading of fire precautions;
- Alarm and detection systems;
- Training;
- Fire-fighting;
- Emergency plans (including evacuation strategies);
- Procurement;
- Fire safety audits;
- Assessments under Dangerous Substances and Explosive Atmospheres;
- Disability Discrimination Act (2005) audits;
- Maintenance;
- Records;
- Fire Risk Assessments;
- Integrated risk management plans (IRMP).

This list is not exhaustive, but these are considered to be core elements.

Fire strategy shall set out the approach to be taken by the Trust in relation to each of the points above, clearly and without ambiguity.

For the benefit of the future management of the premises, the design decisions in relation to new buildings or building alterations shall be adequately documented as part of the fire strategy. This would include identifying where a design solution achieves the objectives of Firecode by another method. Any assumptions made during the design stage must be included in the fire strategy.

Appendix 2: Planning and responding to an emergency

The safety of building occupants is paramount and will depend on the successful implementation of safety procedures, in addition to the use of active and passive systems (for instance fire alarm and detection systems, fire doors, fire-fighting equipment etc).

Pre-planning for fire is key to the success of safeguarding the occupants and the fabric of the building and will also include testing the proposed measures to ensure they achieve their intended objectives. The overall aim is to ensure that all occupants can escape unharmed to a place of safety either within the building (progressive horizontal evacuation) or outside the building. In order to achieve this, there must be a prompt response to the alarm and an effective strategy for evacuation.

In complex buildings such as hospitals, a sufficient number of adequately trained staff will need to be available to assist occupants who may be unfamiliar with the building layout or need assistance due to their medical condition.

It is not possible to give precise guidance on every conceivable situation that could arise in a fire emergency, however, here are some considerations to make when preplanning:

- Action on discovery;
- Warning and alarm signals;
- Calling the fire and rescue service;
- Fire Risk Assessment findings (risk to occupants whilst evacuating);
- Arranging and coordinating evacuation;
- Fire-fighting (prior to the arrival of the fire and rescue service);
- Availability of staff as an additional resource;
- Internal management control systems;
- Availability of additional specialist equipment and facilities for the continuation of care;
- Caring for high-risk and vulnerable patients;
- Information for the fire and rescue service;
- Contingency planning;
- People with disabilities;
- Visitors and relatives;
- Information, instruction and training;
- Debriefing after the incident;
- Returning the building to normal service.

In addition, information about the premises should be readily available for attending fire and rescue services. The information should be located at a pre-agreed location (usually a main entrance area). Information required by fire crews about premises e.g. building construction, contents, hazards and built-in fire protection measures etc. will reduce risks to occupants, fire crews and, potentially, the premises. The type of information that should be available will include:

- Plans of the premises;
- The location of valuable equipment (for example CT and MRI scanners);
- Fire and safety systems;
- Utilities and environmental systems;
- Hazardous contents of the premises.

Appendix 3: The evacuation of disabled people

1 Introduction

The Disability Discrimination Act (superseded by the Equalities Act 2010) requires the adjustment of policies, practices and procedures and, where necessary, the building fabric, so as not to discriminate against disabled people. The development of a fire strategy must take account of the requirements of the DDA.

The safe evacuation of disabled staff and visitors is the responsibility of the Trust. It is essential to identify the needs of disabled people and to make proper arrangements for their assistance in the event of an emergency evacuation. These guidance notes will not determine which procedure should be adopted in any particular circumstances. The procedure will vary as to the needs of disabled people, their relationship to the building they occupy and its structural characteristics.

As far as is practical disabled people, particularly wheelchair users should be accommodated and treated in ground floor accommodation. All sites where lift access to upper floors available are provided with appropriate evacuation equipment (normally AlbacMat or Ski-pad).

Lifts are normally prohibited from use during an emergency evacuation. The only lifts that can used are special Evacuation Lifts which fully comply with BS 5588 Fire Precautions in the design and construction of buildings Part 8: Code of practice for means of escape for disabled people.

2 Planning an evacuation procedure

The following issues need to be considered when planning an evacuation procedure for disabled people:

- Identify the number of disabled staff and visitors and where they will be in the premises;
- Implement Personal Emergency Evacuation Plans (PEEPs);
- Consider the characteristics of the building;
- Assess the evacuation equipment disabled people will need;
- Train staff to deal with emergency evacuations;
- Determine what needs to happen when the alarm goes off.

3 Personal Emergency Evacuation Plan (PEEP)

- The purpose of a PEEP is firstly to ensure the safety of the named individual in a building evacuation situation;
- The PEEP will also record the safety plan e.g. routes, corridors, stairs or refuges etc, identify those persons who will assist and any training or practice needs;
- The PEEP is a personal plan and so must be drawn up with the active participation of the person concerned;
- All staff who could be expected to aid the evacuation of a disabled person should receive a copy of the relevant PEEP;
- A practice fire drill should be carried out at least once a year to monitor the effectiveness of any active PEEP;
- A PEEP should be activated immediately the alarm is raised;
- The PEEP should address work out of normal hours or areas where close supervision is not available. A person with a mobility impairment working unaccompanied may mean that they cannot evacuate (e.g. on any floor other than the ground floor. In these circumstances the TPCT can insist they work on the ground floor.

Appendix 3: The evacuation of disabled people (continued)

4 Implementation of personal emergency evacuation plans (staff and visitors)

In conjunction with the disabled person the Local Risk Officer and their Head of Department are to meet and agree the PEEP. Following assessment evacuation equipment specific to the individual's needs may have to be provided.

Where areas above or below the ground floor are identified that are regularly visited by persons (including visitors) who are wheelchair users or otherwise disabled, the Local Risk Officer should take appropriate action to ensure these persons can be evacuated in a fire or other emergency. The use of generic evacuation equipment may be considered in these instances.

5 Implementation of personal emergency evacuation plans (patients)

A PEEP should be completed for any patient who requires assistance with a mobility issue in regards to any aspect of emergency evacuation. Managers and clinical staff will agree the methodology of evacuation with the patient (where the latter has the ability to provide input). Once developed, the PEEP will describe the individual's intended means of escape in the event of emergency, including during fire drills. The documentation will be included within the patient care plan. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the patient's continued safety and should include assistance required from the moment of alarm activation through to arrival at a designated safe area. Specific equipment may be required for the individual patient.

Note: All documentation relating to the evacuation of disabled person from Trust premises is located at the following source on the Trust network:

Shared Depts. (K): Fire Safety: Disability documentation.

Appendix 4: Training

Fire safety training is essential for all staff and is a legal requirement under legislation, namely:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005.

Staff need to have an understanding of fire risks and know what to do in the event of a fire so that fire safety procedures can be applied effectively. It is therefore imperative that the Trust provides appropriate levels of fire safety training. This applies to all staff without exception. Senior management and senior medical staff should lead by example.

The Fire Safety Manager is responsible for developing a training programme. The programme should reflect staff responsibilities for fire safety and set in place appropriate means for recording and monitoring staff training. More information on training can be found in HTM 05-01 – Managing Healthcare Fire Safety (2nd ed. 2013).

The Fire Safety Manager in conjunction with the Training Dept. is responsible for monitoring the efficacy of staff training and reporting this back to the Board Level Director.

All staff should receive induction training on or before their first day of employment. This may take the form of generic training. Where staff are working in areas where there are specific risks or hazards, the induction training must be supplemented by job-specific instruction as soon as their employment commences.

All staff should receive regular, updated training and instruction. Reference should be made to the most recent Trust 'Statutory and Mandatory training policy' and the Risk Management Training Needs Analysis (TNA) which is an appendix to this policy. This will determine specific training requirements by staff groups and for those with certain responsibilities for fire safety.

Under the requirements of the Regulatory Reform (Fire Safety) Order 2005 one or more competent persons must be appointed to carry out any of the preventative or protective measures required. This task would normally be carried out by a Fire Warden who should undergo specific training to fulfil the role, which should be repeated at two yearly intervals.

Training programmes should include the following (this list is not definitive):

- Basic fire safety;
- Good housekeeping;
- Actions to take on discovering a fire;
- Raising the alarm;
- Actions to take on hearing the fire alarm;
- Procedures for evacuation;
- Knowledge of escape routes;
- Staff responsibilities during a fire incident;
- Specialist roles (switchboard staff, estates staff, fire wardens etc.);
- Fire extinguishing media.

Appendix 5: Fire Safety Manual

A Fire Safety Manual is an essential tool in managing the fire safety of an occupied building. It should contain both design information and operational records for the premises.

The manual should initially be created by the design team (for new builds), as it needs to provide details of assumptions and decisions made during the design stage which led to the final building design. This should include explicit assumptions made in respect of ongoing management arrangements once the building has become occupied.

Upon handover, responsibility for the manual transfers to the Trust. It should be maintained by the Local Risk Officer. The following information should be included:

- Planning arrangements for fire safety, construction and details of the fire safety systems installed (for example alarm and detection, fire suppression etc);
- Records of observed fire evacuation training;
- Records of ongoing fire safety testing and maintenance (which should be continually updated).

The Fire Safety Manual should be available for inspection by any auditor, regulator or the fire and rescue service.

BS 5588-12 Annex A gives more detailed suggestions of the content of a fire safety manual in respect of both the design information and the operational records.

Whilst this section is primarily aimed at developing a fire safety manual for new buildings, The Trust will consider developing manuals for existing buildings.

For new buildings, the fire safety manual should be part of the health and safety manual, developed to comply with the requirements of the Construction (Design and Management) Regulations.

Appendix 6: Reducing Unwanted Fire Signals (False Alarms)

False alarms from automatic fire-detection systems are a major problem and result in many unwanted calls to the fire and rescue service every year.

The occurrence of unwanted fire signals (UwFS) are detrimental to the operation of any healthcare establishment. Such instances lead to disruption of service and patient care, increased costs, and unnecessary risk to those required to respond to the alarm raised. Therefore, no unwanted fire signal is acceptable. At the same time it is recognised that the complete elimination of UwFS is impossible.

All Trust staff have a responsibility to minimise UwFS. It is incumbent on all staff to reduce UwFS wherever possible, by controlling their environment, processes and actions to avoid unnecessary activation of the fire detection and alarm system.

The Trust will follow the guidance contained in HTM 05-03 Part H — 'Reducing unwanted fire signals in healthcare premises' to mitigate the risk and number of unwanted fire calls.

All unwanted fire signals should be categorised in order to identify their causes, record and report their occurrence, and allow appropriate actions to be decided on for their reduction.

Following any UwFS an investigation should take place to identify the cause. Incidents will be classified in accordance with Appendix A of the HTM. These classes should be used in all UwFS recording and reporting.

Where an unacceptably high rate of false alarms does occur, it is the responsibility of the user to ensure that appropriate steps are taken to reduce the rate at which they occur, such as, where the false alarms are caused by damage to fire alarm call points then consideration should be given to providing protective covers. It is also the responsibility of the servicing organization to consider the recorded false alarm experience on each occasion that the system is serviced, so that unacceptable rates of false alarms can be identified and that appropriate advice can be given to the user.

All Trust premises should put measures in place to minimise their UwFS. Each premise should identify their current level of UwFS and set the corresponding continuous improvement goal as a key performance indicator within Controls Assurance.

Appendix 7: Routine Inspection and Maintenance of Fire Safety Installations (BS 5588 – 12:2004 - Managing Fire Safety)

1 General

It is essential for the safety of the occupants of a building that fire safety equipment (including passive fire protection provisions) is inspected frequently. Although some informal inspection can be undertaken by nominated personnel a formal agreement should be made with the installer or the installer's representative to provide the regular formal inspection and testing described in the relevant British Standards for individual fire safety installations. Unless temporary alternative fire safety systems can be put in place, it might be appropriate for certain of the inspections carried out at three-monthly or longer intervals to be done outside normal working hours.

The relevant standards for certain fire safety systems recommend that records are kept with regard to maintenance and testing. It is recommended that a single log book is the most convenient way of maintaining the relevant records and should contain records for the following: event log; staff training; fire drills; and the testing servicing & maintenance of: fire alarm system; emergency lighting and all other fire safety equipment and fire protection provisions, electrical systems and PAT testing.

2 Daily inspections

2.1 General

The checks described below should be undertaken on a daily basis by nominated member of staff (e.g. Fire Warden):

2.2 Fire Detection and Alarm Systems

All fire detection and alarm system panels should be visually inspected daily. In particular, it should be ensured that:

- The control panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken;
- Any fault recorded the previous day has received attention.

2.3 Sprinkler systems (if applicable)

All sprinkler systems should be visually inspected daily. In particular, it should be ensured that:

- Unless the connection to the fire service is automatically monitored continuously, there is continuity of the connections between the alarm switch and the control unit and between the control unit and the fire service (usually via a remote manned centre);
- Unless automatically controlled, the water level and air pressure are correct in any pressure tank that provides a duplicate supply;
- Any necessary corrective action(s) are taken.

2.4 Portable fire extinguishers

The presence of all portable fire extinguishers should be conformed daily. Missing or damaged fire extinguishers should be replaced immediately. Any extinguisher used in a fire or for training, or otherwise discharged, should be recharged immediately.

Appendix 7: Routine Inspection and Maintenance of Fire Safety Installations (continued)
(BS 5588 – 12:2004 - Managing Fire Safety)

3 Weekly inspections

3.1 General

In addition to the recommended daily inspections detailed in the previous section the following checks should be carried out on a weekly basis by a competent person or nominated contractor:

3.2 Fire detection and alarm systems

All fire detection and alarm systems should be tested weekly by means of activation. In particular, it should be ensured that:

- The control equipment is able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used, in accordance with BS 5839.1 (2013);
- Any standby batteries are in good condition and the fuel, oil and coolant levels of any standby generators are correct, topping up as necessary.

3.3 Fire door automatic release mechanisms

All doors that are held open by automatic release mechanisms should be checked for operation at the same time as the weekly fire alarm test. They should release upon operation of the alarm and revert to a fully closed position.

3.4 Smoke control systems for means of escape

Activation of the system should be simulated once a week with the fire alarm. It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), natural exhaust ventilators open, automatic smoke curtains move into position, etc.

3.5 Fire hydrants

All fire hydrants within the confines of the site should be visually inspected once a week. In particular, it should be ensured that there are no obstructions impeding access and that the indicator plates are in position.

Appendix 7: Routine Inspection and Maintenance of Fire Safety Installations (continued)
(BS 5588 – 12:2004 - Managing Fire Safety))

4 Monthly inspections

4.1 General

In addition to the checks detailed in the previous sections of the appendix the following should be should be undertaken once a month by competent person or nominated contractor:

4.2 Fire detection and alarm systems

Any standby generator should be started up once a month by simulating failure of the normal power supply, and allowed to energize the system for at least 1 hour, while the system is monitored for any malfunctioning caused by the use of the generator. After restoring the normal supply, the charging arrangements for the generator starting battery should be tested, and the appropriate action should be taken if they are found not to be functioning correctly. In addition, the oil and coolant levels should be topped up and the fuel tanks filled.

4.3 Emergency and escape lighting systems

A failure of the supply to the normal lighting should be simulated once a month (or at a regular interval decided upon by the Estates Department), during which all luminaires and exit signs should be inspected to determine whether they are functioning correctly. If the standby supply is from a generator with back-up batteries, a test should be carried out to determine whether all luminaires and exit signs function correctly even if the generator is prevented from starting. Any luminaries or exit signs that do not function correctly should be repaired or replaced. After restoring the supply to the normal lighting, it should be ensured that:

- Indicator lamps or devices to self-contained luminaires or internally illuminated exit signs show that the normal supply has been restored;
- Indicator lamps or devices to central battery systems show that the normal supply has been restored, and that the charging arrangements are functioning correctly;
- The oil and coolant levels are topped up and the fuel tanks filled.

4.4 Evacuation lifts and fire-fighting lift installations

A failure of the primary power supply should be simulated once a month. If a generator provides the standby power supply, it should energize the lift(s) for at least one hour.

4.5 **Hose reels** (if applicable)

Hose reels should be visually inspected once a month. In particular, it should be ensured that there are no leaks and that drum assemblies are free to rotate on their spindles.

4.6 Automatic opening doors

The operation of fail-safe mechanisms should be tested once a month, either by “breaking-out” the doorset or by simulating failure of the mains power supply, as appropriate. The results of the test should be recorded. Any doors that are found to be faulty should be repaired.

4.7 Doors on hold-open devices

The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire alarm system. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.

Appendix 7: Routine Inspection and Maintenance of Fire Safety Installations (continued)
(BS 5588 – 12:2004 - Managing Fire Safety)

5 Three monthly inspections

In addition to the previous periodic requirements the activation of all smoke control systems should be simulated once every three months. All zones should be separately tested and it should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), etc.

6 Six monthly inspections

6.1 General

In addition to previous requirements detailed in the appendix the following checks should be undertaken once every six months. Arrangements should be made for six-monthly inspections and tests to be carried out by competent persons on the fire detection and alarm systems, the sprinkler systems, any extinguishing systems, the emergency and escape lighting systems and the fire-fighting lift, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained.

6.2 Fire alarm and detection systems

Six monthly servicing of the system in accordance with BS 5839-1:2013 by a competent person or nominated contractor. Certificates of testing to be obtained.

6.3 Emergency lighting systems

Six monthly servicing of emergency lighting systems in accordance with BS 5266-1:2011 by a competent person or nominated contractor. Certificates of testing to be obtained.

Note: the Trust has adopted a regime of monthly and annual testing of all emergency lighting systems.

6.4 Fire doors

All fire doors should be inspected every six months. In particular, it should be ensured that:

- Heat-activated seals and smoke seals are undamaged;
- Door leaves are not structurally damaged or excessively bowed or deformed;
- Gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing;
- Hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.

6.4 Fire rising mains

All dry rising mains should undergo a visual inspection every six months by a competent person or nominated contractor in accordance with British Standard 5306:1976. Certificates of testing to be obtained.

Appendix 7: Routine Inspection and Maintenance of Fire Safety Installations (continued)
(BS 5588 – 12:2004 - Managing Fire Safety)

7	Yearly

In addition to the checks recommended in 2, 3, 4, 5 and 6, arrangements should be made for appropriate annual inspections and tests of the following to be carried out by competent persons, for any defects to be logged and the necessary action taken. Certificates of testing to be obtained where relevant:

- Self-contained luminaries with sealed batteries, if more than three years old;
- Smoke ventilators and smoke control systems;
- Evacuation lifts for disabled people;
- Fire-fighting lift installations;
- Fire hydrants;
- Fire rising mains (hydraulic pressure test);
- Portable fire extinguishers (to BS 5306-3:2003);
- Hose reels (if applicable) (to BS 3169:1986).