

# NSS FIRE SAFETY POLICY



# DOCUMENT CONTROL SHEET

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## 1. SUMMARY

NHS National Services Scotland (NSS) recognises and accepts its responsibility for ensuring the observance of all fire related statutory requirements in the premises that it owns or occupies.

The purpose of the policy is to secure the maximum degree of fire safety in the premises for which NSS is responsible in line with the requirements of the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 (as amended) and the Fire Safety Policy for NHS Scotland. The safety of everyone on the premises is of paramount importance. Other important considerations are the need to maintain operational efficiency and the health care environment. NSS has the same level of responsibility to NSS staff on non-NSS premises.

Should members of staff have any difficulties with understanding any aspect of this policy, or require further information in respect of accessibility, interpretation or application of the policy, they should contact the site specific Building Nominated Officer (Fire) or Deputy Nominated Officer (Fire), HR representative, line manager or staff-side representative.

## 2. USEFUL INFORMATION

Other policies/guidance that you may find useful include: -

- Fire Safety Policy for NHS Scotland – current version [CEL 11 \(2011\)](#)
- Fire (Scotland) Act 2005 – [current legislation](#)
- Firecode Scotland, SHTM 83 – current version [Version 3, April 2004](#)

The following websites may also be of interest: -

- Scottish Government Guidance available from - [Scottish Government: Firelaw](#)

Abbreviations: -

- NSS: NHS National Services Scotland
- FSP: Fire Safety Policy
- FSMA: Fire Safety Management Arrangement
- SBU: Strategic/Support Business Unit

### 3. POLICY STATEMENT

Effective fire safety management requires a comprehensive fire safety policy, which fulfils the spirit and the letter of the law, which is effectively implemented and which is considered in all business practice and decision making throughout the NHS National Services Scotland (NSS).

NSS believes that fire safety is essential and is committed to the development of a fire safety culture throughout the organisation.

NSS will ensure, so far as possible, the safety from fire or its effects in regard to all NSS staff, visitors and others using NSS premises and will have regard to the specific requirement to ensure the safety from fire of NSS staff that work in non-NSS premises.

To this end, NSS recognises and accepts its duties under the Fire (Scotland) Act 2005 as amended and the Fire Safety (Scotland) Regulations 2006 to:

- Conduct fire risk assessments in all premises and workplaces and act on their findings (Ref FSMA: Section 18).
- Provide fire safety training for all staff in relation to their responsibilities and the conditions of the Act and Regulations (Ref FSMA: Section 15).
- Ensure all premises for which they have responsibility are appropriately protected from the effects of fire through the provision of fire alarm systems, fire extinguishers and other provisions as necessary, on the basis of fire risk assessment (Ref FSMA: Section 6 and Section 8).
- Ensure appropriate fire evacuation procedures are in place for all premises in which they have responsibility and that fire drills are conducted regularly (Ref FSMA: Section 3 and 16).

NSS will take all reasonable steps to meet these responsibilities and, in particular, will within existing management and through joint consultative procedures devise and develop a range of initiatives and systems which will ensure the continued and systematic development and control of all relevant aspects of fire safety as far as is reasonably practicable across the NSS Estate.

In this regard, NSS will comply with guidance and requirements as outlined within:

- Fire Safety Policy for NHSScotland; current version [CEL 11 \(2011\)](#)
- NHSScotland Firecode;
- Scottish Government Guidance available through [Scottish Government: Firelaw](#)

All NSS Managers and Supervisors have personal responsibility for the implementation of this policy and the associated management arrangements. Each member of NSS staff has a legal obligation to take reasonable care for the fire safety of him/herself and of other persons who may be affected by his/her acts or omissions at work and to co-operate with NSS in the achievement of a safe working environment without risks to health. Maintaining fire safety standards at work is a key part of the NSS contract of employment and therefore all employees are required to give the subject of fire safety at work a high priority.

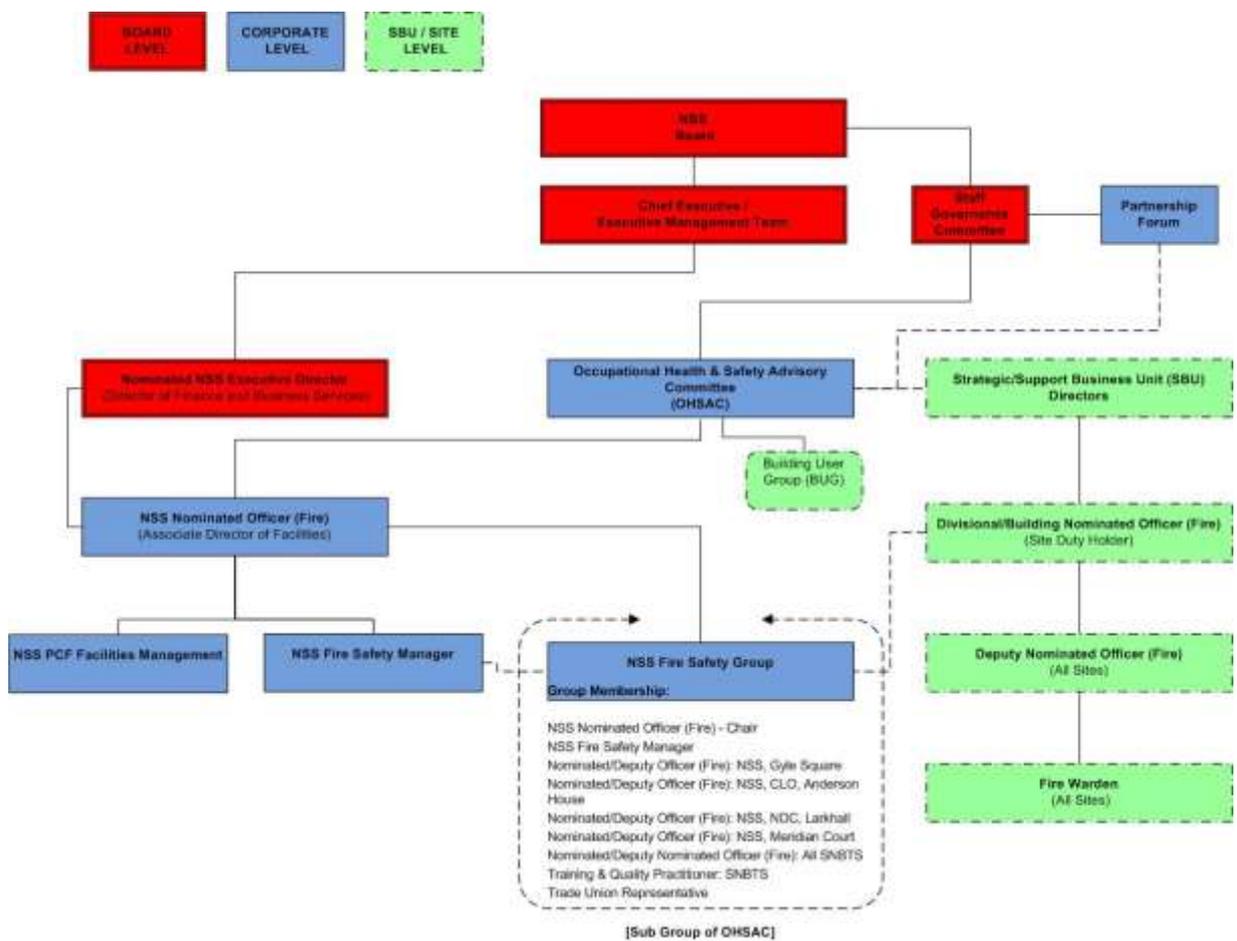
Any breach of this policy by a member of staff may be subject to investigation in accordance with the NSS Management of Employee Conduct Policy.

#### 4. ORGANISATIONAL FRAMEWORK

NSS has developed a generic organisational management structure with the aim of ensuring improvement in fire safety performance by identifying responsibilities for fire safety within the organisation. Three levels of management are established by virtue of this policy, for ensuring fire safety in the workplace.

- Board level;
- Corporate level;
- Strategic/Support Business Unit (SBU) and Site level.

#### Generic Organisational Management Structure

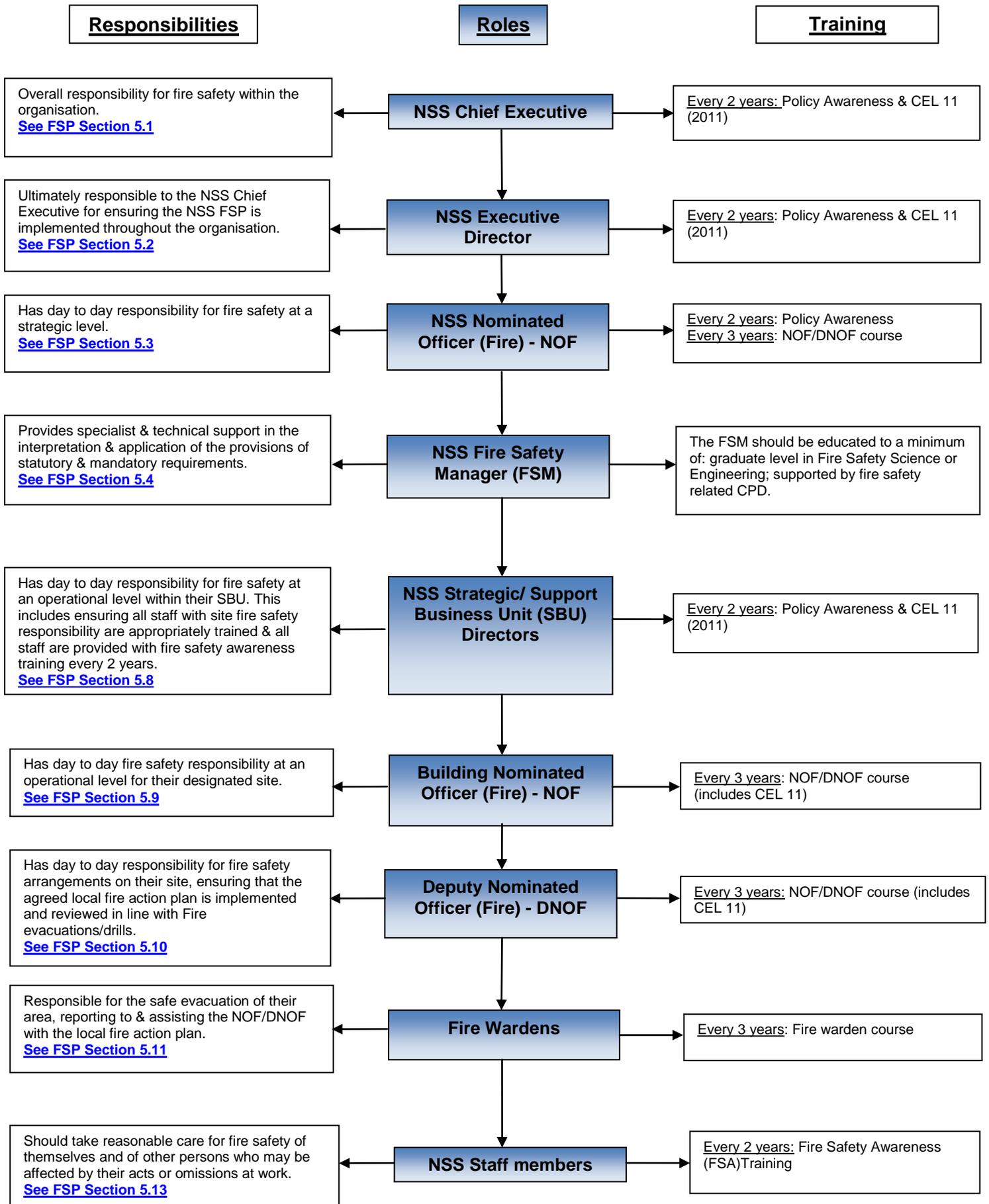


The above chart details corporate organisational arrangements. Site management structures and arrangements are detailed within Site Fire Safety Log Books.

**Note:**

Fire safety arrangements for mobile units and non-NSS premises used for the purpose of NSS business are the responsibility of NSS SBU Management having due regard to the generality of this policy and management arrangements.

## Roles & Responsibilities



## 5. ROLES & RESPONSIBILITIES

### 5.1 NSS Chief Executive

The NSS Chief Executive has overall responsibility for fire safety within the organisation. This responsibility is supported through the appointment of an NSS Executive Director and NSS Nominated Officer (Fire) with specific responsibility for fire safety at a strategic level. In addition, the Chief Executive has delegated management responsibility as indicated within the generic organisational management structure.

### 5.2 NSS Executive Director

The nominated NSS Executive Director is ultimately responsible to the NSS Chief Executive for ensuring that the NSS Fire Safety Policy is implemented throughout the organisation.

The NSS Executive Director is responsible for:

- ensuring that fire safety is properly represented at NSS Board and Executive Management Team level; and ensuring that adequate resources are provided to meet the organisations statutory obligations for fire safety;
- the overall strategy of the organisation in fire related matters;
- liaising with the NSS Nominated Officer (Fire) (Ref FSP: Section 5.3) and NSS Fire Safety Manager(Ref FSP: Section 5.4) and shall report to the NSS Board annually on the fire safety performance of the organisation and make recommendations in that regard as appropriate;
- ensuring the implementation of an annual Fire Safety Programme.

### 5.3 NSS Nominated Officer (Fire)

The NSS Nominated Officer (Fire) shall have day to day responsibility for fire safety at a strategic level.

The NSS Nominated Officer (Fire) chairs the NSS Fire Safety Group (Ref FSP: Section 5.7) and is responsible for:

- ensuring the application of:
  - Fire Safety Policy for NHSScotland - current version; [CEL 11 \(2011\)](#)
  - Scottish Government Guidance available through [Scottish Government: Firelaw](#).
- ensuring the NSS Executive Director is informed of any life safety, compliance or business risk;
- ensuring that effective fire safety arrangements are in place across NSS and that any breach in these arrangements identified through the NSS fire safety performance management framework and system is addressed;
- ensuring that the fire safety provisions of NSS occupiers are not compromised by the activities of landlords or other occupiers;
- promoting “best practice” to facilitate fire safety compliance;
- co-ordinating the work of the NSS Fire Safety Group (Ref FSP: Section 5.7).
- development and implementation of the annual NSS Fire Safety Programme in collaboration with the NSS Fire Safety Group (Ref FSP: Section 5.7);
- leading on the development of NSS wide fire safety policy, procedures and

performance management framework and system in collaboration with the NSS Fire Safety Group (Ref FSP: Section 5.7);

The NSS Nominated Officer (Fire) has nominated deputies across the organisation and also is advised on NSS fire safety performance and technical matters by the NSS Fire Manager (Ref FSP: Section 5.4).

#### **5.4 NSS Fire Safety Manager**

The Fire Safety Manager, as required by the Fire Safety Policy for NHSScotland, provides specialist technical support in the interpretation and application of the provisions of statutory and mandatory requirements, NHSScotland Firecode, and other officially sanctioned guidance in respect of fire safety in premises owned, occupied or managed by NSS. Key responsibilities include:

- advising on the application of the provisions of legislation, NHSScotland Fire Safety Management, NHSScotland Firecode and other appropriate guidance in respect of fire safety in premises owned, occupied or managed by the NHSScotland body;
- undertaking comprehensive fire risk assessments as required and annual reviews with site Deputy Nominated Officer (Fire) as part of a planned programme of fire inspection visits;
- providing regular reports on organisational fire safety performance to the NSS Nominated Officer (Fire) (Ref FSP: Section 5.3) and shall keep appropriate records for that purpose;
- formally reviewing and approving, in consultation with PCF Facilities Management, all proposed new building works/alterations or any operational change which could affect the fire safety arrangements or fire integrity of any premises owned, occupied or managed by NSS;
- providing technical guidance and support to enable the development and delivery of staff fire safety training as appropriate;
- routinely reviewing appropriate levels of Fire response personnel levels and ensuring those staff members are provided with appropriate training to enable them to discharge their responsibilities;
- recommending remedial action when necessary and arranging for accurate records of staff training and fire drills to be kept centrally or locally as appropriate;
- advising NSS PCF Facilities Management (Ref FSP: Section 5.12) on the provision of siting and maintenance of all fire fighting equipment, fire safety signs and notices;
- conducting all investigations relating to fires and fire incidents occurring in any NSS premises or vehicles, liaising with the fire authorities and keeping records of all fire incidents and ensuring that fire reports are prepared and reported in line with the Fire Safety Policy for NHSScotland, Mandatory Requirements - current version;
- providing appropriate advice and guidance on fire safety matters as required.
- ensure that all specialist fire safety advisory services including fire safety audits, fire risk assessments and building inspections are planned and delivered in line with the agreed annual programme of works;
- producing a report on organisational fire safety performance annually in liaison with the NSS Fire Safety Group (Ref FSP: Section 5.7) on behalf of the NSS Nominated Officer (Fire) (Ref FSP: Section 5.3).
- reviewing and updating the NSS Fire Safety Policy.

## **5.5 Occupational Health and Safety Advisory Committee (OHSAC)**

To assist the NSS Board, Chief Executive and Staff Governance Committee, an Occupational Health and Safety Advisory Committee, including SBU and Trade Union Representation and the NSS Occupational Health and Safety and Fire Safety professionals, has been established. With regard to Fire Safety, this Committee shall assist SBU's in complying with statutory legislation, meeting the requirements of the NHS 'Towards a Safer, Healthier Workplace' Strategy and shall:

- ensure fire safety in the workplace:
  - reviewing, endorsing and promoting the work of the NSS Fire Safety Group (Ref FSP: Section 5.7);
  - monitoring and reviewing the effectiveness of the NSS organisational fire safety arrangements;
  - endorsing and authorising procedures for the performance and monitoring of all aspects of fire safety and the management of fire safety;
  - reviewing NSS fire safety performance in relation to the quarterly Fire Safety RAG Report and setting targets for future performance.
- provide a platform for sharing information and best practice in relation to statutory requirements and NSS fire safety policies and procedures seeking advice as necessary from the NSS Fire Safety Group (Ref FSP: Section 5.7);

The Committee plays a key role, through its activities, in establishing the following in relation to fire safety across NSS by:

- ongoing development and implementation of NSS Health and Safety Strategy;
- raising the level of awareness for fire safety;
- promoting best practice;
- improving communications with staff;
- promoting a proactive fire safety culture.

## **5.6 Building User Group (BUG)**

This group will operate in Partnership. Members will be appointed to represent each SBU and NHS organisation that is based within that particular building. The purpose of the group will be to ensure any shared building related issues raised, including those that could affect people's OH&S, Wellbeing & Fire, are discussed and adequately addressed within a reasonable timeframe;

Specific Fire duties in relation to the BUG group under this procedure are to:

- Ensure all shared site/building related OH&S(including Fire) issues raised are appropriately discussed and investigated where necessary, and are suitably addressed within an agreed acceptable period;
- Provide feedback to staff from the work stream they represent on progress of outstanding works being carried out to address any shared building OH&S(including Fire) issues.

## **5.7 NSS Fire Safety Group**

The NSS Fire Safety Group has been set up to support the NSS Nominated Officer (Fire) in promoting “best practice” to facilitate fire safety compliance and to co-ordinate fire safety activity across NSS. The group is a sub group of the NSS Occupational Health & Safety Advisory Committee (OHSAC) (Ref FSP: Section 5.5). Key responsibilities include:

- ensuring that all fire safety implications for NSS staff and property are fully recognised and appropriate action taken by NSS management;
- endorsing and monitoring delivery and performance of the annual NSS Fire Safety Programme;
- reviewing the NSS wide fire safety policy, procedures, training and performance management framework as required and recommending any changes for approval through OHSAC;
- monitoring the effectiveness of all NSS fire safety management arrangements and NSS fire safety performance by review of regular progress reports and other written outputs;
- managing, monitoring and supporting appropriate and effective fire safety communications with staff and other stakeholders.

## **5.8 NSS Strategic/Support Business Unit (SBU) Directors**

NSS SBU Directors shall have day to day responsibility for fire safety at an operational level within their areas of responsibility. Key responsibilities include:

- the appointment of site specific Building Nominated Officers (Fire) (Ref FSP: Section 5.9) and Deputy Nominated Officers (Fire) (Ref FSP: Section 5.10) for their SBU whether the premises are staffed or un-staffed (unless managed by non-NSS main occupier of the building);
- appointing appropriate numbers of Fire Wardens (Ref FSP: Section 5.11);
- controlling and managing their areas of responsibility with regard to compliance with all statutes, site housekeeping procedures and fire safety policies and procedures including this policy and the related management arrangements;
- ensuring that all staff with site fire safety responsibility are appropriately trained and that all staff are provided with regular fire safety awareness training (Ref FSMA: Section 15);
- ensuring that risk assessment action plans are fully implemented (Ref FSMA: Section 22);
- ensuring appropriate management and staff communications on fire safety matters.

**Note:** Where a site is occupied by more than one NSS SBU, a single SBU Director will be appointed in order to discharge the responsibilities for the site as detailed above.

## 5.9 Building Nominated Officer (Fire): Site Duty Holder

The Building Nominated Officer (Fire) is accountable to the SBU Director (Ref FSP: Section 5.8) responsible for that site. They shall have day to day fire safety responsibility at an operational level for their designated site. Key responsibilities include:

- ensuring that appropriate and effective emergency fire action plan arrangements are developed, implemented and disseminated to staff (Ref FSMA: Section 22);
- in accordance with the Fire (Scotland) Act 2005 co-operating with other occupiers to ensure an appropriate standard of fire safety is maintained;
- appointing Deputy Nominated Officer(s) (Fire) (Ref FSP: Section 5.10) and assistant(s) as appropriate to ensure the day to day management of fire safety;
- appointing an appropriate representative to carry out the fire safety responsibilities in their absence from site;
- ensuring that all fire related incident(s) are reported immediately to the NSS Fire Safety Manager (Ref FSP: Section: 5.4), NSS Nominated Officer (Fire) (Ref FSP: Section: 5.3) and NSS PCF Facilities Management (Ref FSP: Section: 5.12). Also that serious fires involving damage, injury or fatality are reported as detailed in the Fire Safety Policy for NHSScotland, Mandatory Requirements – CEL11 (2011);
- ensuring that a fire risk assessment has been carried out and that the report is on site in all premises for which she/he is responsible and is immediately available to the Fire Authorities and other occupiers ;
- ensuring all identified actions arising from the fire risk assessments, site inspections, drills, incidents, etc. are implemented timeously;
- ensuring that that a monthly update of the site specific Fire Action Plan is provided to the NSS Fire Manager via the fire safety mailbox ([nss.firesafety@nhs.net](mailto:nss.firesafety@nhs.net));
- develop appropriate contingency plans to cover failure of life safety systems and to enable business continuity (Ref FSMA: Section 19);
- ensuring fire safety performance is reported regularly to the NSS Fire Safety Group (Ref FSP: Section 5.7);
- ensuring fire drills (Ref FSMA: Section 16) are managed and monitored in accordance with current Fire Safety requirements. The outcome of each drill must be recorded and details issued to the NSS Fire Safety Manager. This will enable the Building Nominated Officer (Fire) and the Deputy Nominated Officer (Fire) and the NSS Fire Safety manager to assess the effectiveness of fire procedures and adequacy of fire training;
- ensuring that all staff for whom they have fire safety responsibility are appropriately trained with regard to:
  - the action to take in the event of a fire;
  - the prevention of fire;
  - the use of first aid fire fighting equipment;
  - observing basic fire precautions;

- participating in the fire safety training and drills.

**Note:** Where a site is occupied by more than one NSS SBU, a single Building Nominated Officer (Fire) will be appointed in order to discharge the responsibilities for the site as detailed above.

### **5.10 Deputy Nominated Officer (Fire)**

The Deputy Nominated Officer (Fire) is accountable to the Building Nominated Officer (Fire) (Ref FSP: Section: 5.9). This person is responsible for the day to day fire safety arrangements on site. Key responsibilities include:

- ensuring an appropriate number of trained Fire Wardens (Ref FSP: Section 5.11) are in place to ensure that a fire evacuation can take place safely;
- evaluating the effectiveness of all evacuations to identify and inform staff of lessons learned;
- maintaining the fire log book and associated records as applies for the building. The fire log book covers actions and records for systems maintenance, fire drills, training, and fire reports (Ref FSMA: Section 21);
- liaising with the NSS Fire Safety Manager (Ref FSP: Section 5.4) on fire safety issues to ensure compliance and maintain fire safety standards, with particular emphasis on the local fire policy and procedures, fire risk assessment and review, and taking action on the resulting fire risk assessment action plan;
- ensuring that the agreed local fire action plan is implemented and reviewed in line with fire evacuations/drills. The plan must ensure the effective evacuation of staff, young persons, disabled and visitors and that it supports the effective operation of any personal emergency evacuation plan (PEEP), the completion of fire safety checks, and that suitable access for Fire and Rescue Service appliances is maintained at all times;
- ensuring fire drills (Ref FSMA: Section 16) are managed and monitored in accordance with current Fire Safety requirements. The outcome of each drill must be recorded and details issued to the NSS Fire Safety Manager. This will enable the Building Nominated Officer (Fire) and the Deputy Nominated Officer (Fire) and the NSS Fire Safety manager to assess the effectiveness of fire procedures and adequacy of fire training.

**Note:** Where a site is occupied by more than one NSS SBU, a single Deputy Nominated Officer (Fire) will be appointed in order to discharge the responsibilities for the site as detailed above.

### **5.11 Fire Wardens**

Fire Wardens are nominated by SBU Directors (Ref FSP: Section: 5.8) and organised by and accountable to the Deputy Nominated Officer (Fire) (Ref FSP: Section: 5.10) for each site. Key responsibilities include:

- ensuring that in the event of the fire alarm sounding, their area of responsibility within the building is safely evacuated by all persons without endangering their personal safety;
- reporting to the Deputy Nominated Officer (Fire) the effectiveness of the evacuation i.e. that their area of the building is safely evacuated by all persons or that persons are remaining;
- to assist the Deputy Nominated Officer (Fire) in ensuring that the agreed local fire

action plan is implemented and routinely reviewed and that the plan ensures the effective evacuation of staff, young persons, disabled and visitors and the completion of fire safety checks.

- To attend debrief with Deputy Nominated Officer (Fire) after fire drills/Evacuations.

### **5.12 NSS PCF Facilities Management**

NSS PCF Facilities Management is responsible for ensuring that all NSS sites are procured, equipped, managed and maintained in accordance with appropriate statutory fire safety compliance guidance. Key responsibilities include:

- ensuring that all proposed new buildings and/or building works and alterations (Ref FSMA: Section 5) are designed and constructed in accordance with the appropriate building regulatory standards and fire statutes and taking cognisance of advice from NSS Fire Safety Manager;
- ensuring that all existing buildings, associated systems including automatic fire detection systems, fixtures and fittings (Ref FSMA: Section 6) within their control are subject to routine planned preventative maintenance and are maintained in a condition which minimises the risk of fire;
- ensure that all fire safety equipment (Ref FSMA: Section 8) is installed and maintained in a fully operational condition in accordance with appropriate British and/or European legislation;
- manage and co-ordinate all work undertaken by PCF Facilities Management contractors to ensure that appropriate safe systems of work are in place and that all NSS fire procedures are followed in order to minimise the risk of fire;
- ensure that all PCF Facilities Management staff are appropriately trained with regard to fire safety systems and procedures to enable them to discharge relevant fire safety responsibilities.
- completion of co-ordinated site inspections with the NSS Fire Safety Manager (Ref FSP: Section: 5.4).

### **5.13 Staff**

Staff should take reasonable care for the fire safety of themselves and of other persons who may be affected by their acts or omissions at work. In this regard staff and volunteers are required to co-operate with NSS Management in ensuring the effective implementation of this Policy and local Fire Safety arrangements. Key responsibilities include:

- familiarising themselves with this policy and local fire safety arrangements;
- following all instructions given by responsible persons as detailed in this policy;
- participating in all fire safety training programmes provided for them;
- adopting safe working practices in relation to fire prevention, including site housekeeping procedures and reporting of faults and risks to their line manager who in turn is responsible for reporting said matters to Deputy Nominated Officer (Fire) (Ref FSP: Section 5.10);
- obtaining permission from NSS Business Services Facilities Management prior to the introduction of any non-operational supplementary electrical appliances.

All staff and volunteers identified with specific building evacuation requirements under the Equality Act (2010) will have a documented Personal Emergency Evacuation Plan (PEEP) in place. The responsibility for ensuring that a PEEP is in place lies with the individual and their Line Manager. The Line Manager is responsible for liaising with the Deputy Nominated Officer (Fire) (Ref FSP: Section: 5.10) to ensure the effectiveness of the PEEP.

#### **5.14 Visitors & Contractors**

All visitors and contractors are required to comply with local fire safety arrangements, which must be brought to their attention on arrival at NSS premises in accordance with local arrangements. The primary responsibility for ensuring effective fire safety arrangements in respect of visitors and contractors lies with the NSS host/organiser.

# NSS FIRE SAFETY MANAGEMENT ARRANGEMENTS



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## 1. LIAISON WITH SCOTTISH FIRE AND RESCUE SERVICES

NSS recognises the importance of effective liaison with Fire and Rescue Services in respect of fire precautions and possible fire fighting in all premises.

The **NSS Fire Safety Manager** (Ref FSP: Section 5.4) is responsible for co-ordinating and monitoring that liaison, which includes site visits and familiarisation, periodic exercises, current legislation, codes of practice, etc, which impinges upon fire safety within NSS.

The appointed **Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10) supported by **Fire Wardens** (Ref FSP: Section 5.11) will ensure that the fire safety arrangements are maintained. The **Building Nominated Officer (Fire)** (Ref FSP: Section 5.9) as Site Duty Holder will ensure that SBU Directors, TU Safety Representatives, staff and other building occupiers are informed of the outcomes of the fire risk assessments and the progress of the risk assessment fire action plan.

## 2. PERFORMANCE MANAGEMENT AND MONITORING ARRANGEMENTS

The NSS Fire Safety Performance Management Framework comprises of the following key elements:

### 2.1 Fire Risk Assessment / Fire Site Inspections

The **NSS Fire Safety Manager** (Ref FSP: Section 5.4) in conjunction with **Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10) undertakes fire risk assessments and regular inspections for all NSS sites in accordance with an agreed programme.

The **Deputy Nominated Officer (Fire)** co-ordinates and progresses the implementation of all recommendations arising from the fire risk assessment/inspection in accordance with agreed priorities and timescales and ensures that the assessment report is available for the Fire Authorities and other occupants.

The **Deputy Nominated Officer (Fire)** also ensures regular fire safety inspections, tests and maintenance are undertaken and recorded in conjunction with NSS Business Services Facilities Management, as appropriate.

### 2.2 NSS Fire Safety Group Performance Monitoring and Review

The **NSS Nominated Officer (Fire)** (Ref FSP: Section 5.3) supported by the **NSS Fire Safety Manager** (Ref FSP: Section 5.4) and the **NSS Fire Safety Group** (Ref FSP: Section 5.7) reviews the following at quarterly Fire Safety Group meetings:

- Progress against annual NSS Fire Safety Programme;
- Progress against completion of annual fire risk assessments/site inspection programme;
- Implementation of site fire risk assessment action plans;
- Fire incidents and events;
- Delivery of fire safety training at an NSS wide and individual site level;
- Building proposals e.g. new build, change of design, change of use where these are significant.

The **NSS Nominated Officer (Fire)** (Ref FSP: Section 5.3) is responsible for ensuring that reports on all NSS wide fire safety performance matters are reported regularly to:

- OHSAC (Ref FSP: Section 5.5);
- NSS Executive Management Team;
- NSS Staff Governance Committee.

### 3. FIRE PROCEDURES

All NSS premises must have an established and clearly defined procedure to be followed by everyone on the premises in the event of a fire.

Fire procedures must be specific to the nature and requirements of individual premises and where necessary areas within those premises evacuation procedures must be included. The principal objective of the procedures is to achieve a rapid and effective response to all fire alarms and fire emergencies in order to safeguard life and property, and minimise disruption.

Fire procedures will include instructions for:-

- raising the alarm in the event of fire;
- evacuation of all persons (including those with specific DDA requirements), except in in-patient facilities where other appropriate arrangements based on horizontal evacuation may have precedence;
- calling the Fire and Rescue Services;
- staff action on hearing the alarm;
- the co-ordination of emergency action;
- first aid fire fighting;
- assessment and reporting of the event.

Staff based at another NSS building without any direct line management available at that site, must liaise with that buildings Nominated Officer (Fire)/Deputy Nominated Officer (Fire) who will provide a Fire Safety Awareness training session.

This does not apply to staff visiting another site on an ad hoc basis. These individuals will be treated as visitors and will follow the fire evacuation procedures for visitors.

If staff are based at another organisations' premises, the responsibility for issuing fire safety measures and procedures will fall to the landlord or his/her managing agent at that site and they should ensure site specific fire safety awareness information is provided. It is the responsibility of the NSS staff member to ensure they receive the appropriate information.

The **NSS Fire Safety Manager** (Ref FSP: Section 5.4) formulates and periodically reviews fire procedures on each site in consultation with **Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10) and with other occupiers where appropriate.

In all NSS premises FIRE ACTION notices will be exhibited in a prominent position stating the essential action to be taken on discovering fire and on hearing the fire alarm.

In the event of a fire alert, the fire action plan (Ref FSMA: Section 22) will be supervised by the **Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10) supported by local **Fire Wardens** (Ref FSP: Section 5.11).

### 4. MEANS OF ESCAPE

The **NSS Fire Safety Manager** (Ref FSP: Section 5.4) in conjunction with **Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10) ensures that there are adequate means of escape in all premises, established according to the following principles:

- NSS shall ensure in all its premises that the means of escape shall comply with the relevant statutes, where appropriate or other national standards including the Fire (Scotland) Act 2005, and British and European Standards.
- NSS shall ensure that suitable and sufficient fire risk assessments are carried out in all its premises and that where deficiencies are identified shall implement remedial works on the basis of risk priorities; and shall from time to time review the fire risk assessments.

- Where building or engineering works of any sort are being carried out in any building, NSS undertakes to ensure that the works do not obstruct the means of egress from the building, or inhibit or prevent the fire alarm from being used or operating unless acceptable alternative arrangements are agreed and implemented at the commencement of the works.
- NSS shall ensure appropriate supporting arrangements are in place so that the means of escape can be safely and effectively used e.g. emergency lighting, signs and notices, means for extinguishing fire (fire extinguishers), appropriate fastenings on exit doors so that doors can be opened in one action without the use of a key.
- NSS shall ensure, as a component of a system of fire safety training, that all staff, including supervisors and managers, are aware of their responsibilities in:
  - the event of discovering a fire;
  - the event of hearing a warning of fire;
  - preventing fire as a core component of the system of work they adopt at all times in the workplace;
  - complying with the reasonable instructions of their employer in regard to all fire safety matters including attendance at training sessions;
  - Fire safety arrangements are adopted by NSS on the basis that it is responsible for the evacuation of all persons in its premises and that the Fire and Rescue Service is responsible for the rescue of persons; but in other circumstances is not normally responsible for the conduct of evacuation.

## 5. BUILDING DESIGN, ALTERATIONS and DECOMMISSIONING

NSS recognises the importance of incorporating structural fire precautions in the buildings for which it is responsible, utilising compartmentation and fire resisting materials and methods for construction.

All new buildings and alterations to existing buildings must comply with the requirements of current Building Regulations and with the Fire Safety Policy for NHSScotland and NHSScotland Firecode, as appropriate.

The **NSS Fire Safety Manager** (Ref FSP: Section 5.4) in conjunction with **NSS PCF Facilities Management** (Ref FSP: Section 5.12) will review design proposals for all new buildings and alterations to existing buildings ensuring full compliance in this regard.

Facilities Management staff will be responsible for developing a decommissioning plan which will take into account purpose, procedures, and scope of the premises to be vacated.

In relation to Fire, the NSS Fire Safety Manager will liaise with the wider FM team to provide advice and guidance in relation to fire safety which will assist in facilitating partial or complete vacation of premises.

The Fire Safety Manager will work with NOF / DNOFs for the site and other NSS specialists to ensure all compliance requirements are met, these will include, HR, IT, Information Governance, etc. The FSA will also work in Partnership and build upon partnership working and collaboration.

## 6. AUTOMATIC FIRE DETECTION AND WARNING SYSTEMS

It is recommended that all NSS premises should have an automatic fire alarm and detection system designed, installed and maintained.

**NSS PCF Facilities Management** (Ref FSP: Section 5.12) ensures that these systems are maintained and serviced, in accordance with BS5839; Part 1. **The Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10) for each site ensures that all tests and faults are recorded in the site fire safety log book.

## 7. EMERGENCY LIGHTING

In all NSS properties, where NSS has the responsibility for emergency lighting, this will be provided, maintained and tested by **NSS PCF Facilities Management** (Ref FSP: Section 5.12) in accordance with the appropriate recommendations of BS 5266 Part 1, and BS EN 50172:2004.

## 8. FIRST AID FIRE FIGHTING EQUIPMENT

Where NSS has the responsibility for first aid fire fighting equipment, this will be provided, positioned, maintained and tested by **NSS PCF Facilities Management** (Ref FSP: Section 5.12) according to:

- BS 5306 and relevant benchmark standards - examined annually by the appropriate contractor in accordance with Part 3;
- the requirements of the site fire risk assessment;
- the NSS Fire Safety Manager's recommendation.

All staff must be aware of and be kept aware of the:

- location and correct procedures for the use of fire fighting equipment;
- need to keep fire fighting equipment accessible and free from obstruction at all times.

## 9. ACCESS FOR FIRE APPLIANCES

As far as is practicable, the **Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10), the **NSS Fire Safety Manager** (Ref FSP: Section 5.4) and representatives of the local **Fire Authority** will agree access routes for fire fighting appliances in all premises.

The **Deputy Nominated Officer (Fire)** or **NSS Fire Safety Manager**, as appropriate, will make the necessary arrangements to ensure that these routes to be kept clear of parked vehicles and other obstructions.

All staff must be made aware that they have a continuing responsibility for ensuring that access routes are kept clear.

## 10. SURFACE FINISHES, FURNITURE, FURNISHINGS AND TEXTILES

Members of staff must be made aware that they must not introduce furniture and furnishings, which do not conform to the appropriate standards of fire retardancy. Questions about fire retardancy and any related matters should be referred to the **NSS Fire Safety Manager** (Ref FSP: Section 5.4).

## 11. ELECTRICAL EQUIPMENT

Fire precautions associated with electrical equipment must be based on risk assessment as required by the Fire (Scotland) Act 2005 as amended and the Fire Safety (Scotland) Regulations 2006.

As far as practicable, all existing electrical equipment and its wiring must be checked periodically by a competent person (portable and fixed appliance testing). All new electrical equipment not displaying the British Safety Standard Kitemark must be checked by a competent person before it is used.

All electrical equipment must comply with the Electricity at Work Regulations 1989, and have an appropriate planned preventative maintenance schedule.

No non-operational supplementary electrical equipment must be introduced to NSS premises without the permission of NSS PCF Facilities Management.

## 12. SMOKING

In accordance with the [Smoking, Health and Social Care \(Scotland\) Act 2005](#), a No Smoking Policy applies throughout NSS occupied sites and is applied in accordance with the provisions of the Act. Please find the NSS No Tobacco Policy [here](#).

## 13. CHEMICALS, SOLVENTS, MEDICAL GASES AND X-RAY

Fire precautions associated with the use and storage of chemicals, solvents, medical gases, X-ray, irradiators and other combustible materials e.g. paper, must be implemented in accordance with the guidelines set out in the relevant sections of Firecode SHTM 83; Section 8 – Use and storage of Flammable Substances, and associated Codes of Practice. Medical gas cylinders should be stored and used in accordance with the guidance contained in SHTM 2022 and specific guidance provided by suppliers.

## 14. GENERAL FIRE PRECAUTIONS

Through training and instruction, all staff must be made aware of the general principles of fire prevention detailed in the relevant sector specific Scottish Government Guide, available at [Scottish Government: Firelaw](#) and Firecode Scotland, SHTM 83, as applicable.

## 15. STAFF TRAINING

NSS places particular importance on the need for staff to receive regular and appropriate fire safety awareness training.

**Every employee must receive fire safety training as part of the initial induction process, which should be undertaken as soon as possible following commencement of employment. Thereafter employees must receive fire safety awareness training based on and at a frequency determined by a fire safety training needs analysis undertaken by the NSS Fire Safety Group supported by the NSS Fire Safety Manager.**

**SBU Directors (Ref FSP: Section 5.8) are responsible for ensuring that every member of staff receives appropriate fire safety awareness training and that records are maintained in this regard. The training will be provided internally by Line Managers with support from Site Fire Response Personnel (Building Nominated/Deputy Nominated Officers (Fire) & Fire Wardens), as appropriate. The Fire Safety Awareness training must be given on a 2 year basis.**

**The Fire Awareness Training Package can be found on [geNSS](#).**

The training of staff in regard to the evacuation needs of those for whom a personal emergency evacuation plan (PEEP) is in place in line with the Equality Act (2010) should be identified in the fire safety training needs analysis. Such training, and the contents of the PEEP itself, may require

a multi disciplinary approach depending on the circumstances it is intended to address, including the fire safety trainer, manual handling trainer, health and safety advisor, the staff member for whom the PEEP is in place and other staff members who may have to assist in an evacuation. Staff training should be regularly refreshed and the content of the PEEP regularly reviewed.

The purpose of fire safety training is to make all staff aware of the following key points in respect of fire precautions:

- the nature of fire and smoke and the causes of fire;
- the principles of fire prevention;
- immediate action on discovering a fire;
- immediate action on hearing the alarm;
- structural fire protection;
- the control of fire and smoke;
- first aid fire fighting and associated equipment;
- the principles and practice of evacuation including specific personal emergency evacuation plan (PEEP) requirements under the Equality Act (2010).

The objective of fire safety awareness training is to ensure that all staff:

- understand the character of fire, smoke and toxic fumes;
- know the fire hazards involved in the working environment;
- practice and promote fire safety and prevention;
- know the immediate action to be taken in the event of fire;
- understand the principles of first aid fire fighting and evacuation.

Staff based at another NSS building without any direct line management available at that site, have a personal responsibility to liaise with that building's Site Deputy Nominated Officer (Fire) who will provide an awareness session.

This does not apply to any staff visiting another site on an ad hoc basis. These individuals will be treated as visitors and follow the visitor fire evacuation procedures.

If staff are based at another organisations' premises, the responsibility for issuing fire safety measures and procedures will fall to the landlord or his/her managing agent at that site and they should ensure site specific fire safety awareness information is provided. It is the responsibility of the NSS staff member to ensure they receive the appropriate information.

## 16. FIRE DRILLS AND EXERCISES

As far as practicable, fire drills will be conducted at all NSS premises **at least** once per year simulating a variety of conditions – e.g. one or more escape routes blocked.

Fire drills will be organised by the **Building Nominated Officer (Fire)** (Ref FSP: Section 5.9) in conjunction with the **NSS Fire Safety Manager** (Ref FSP: Section 5.4) and any other building occupants where there is joint occupancy as appropriate.

Fire drill procedure will vary according to circumstances, but in general an element of surprise will be maintained. Drills should not be allowed to prejudice the health and safety of staff and visitors, or to breach the integrity of the health care environment.

Where it is not always possible to evacuate a building then the use of a table top exercise will suffice.

Where faults are identified as a result of a fire drill, then staff must be informed of any actions taken, and these actions must be tested through the carrying out of another drill at the earliest opportunity.

The Deputy Nominated Officer (Fire) is responsible for ensuring that the NSS Fire Drill report form is completed and forwarded to the NSS Fire Manager.

## 17. REPORTING PROCEDURES

For reporting purposes, a “serious fire” is defined as any fire involving:

- death or injury;
- closure of a significant part of a building;
- destruction of a significant part of a room in a building;
- significant destruction of NSS property or equipment;
- business or societal loss of access to an NHS facility.

In all premises, there must be a procedure maintained by the **Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10) for ensuring that all fire incidents and fire alarm activations are recorded and reported to the **NSS Fire Safety Manager** (Ref FSP: Section 5.4) using the standard proforma, as detailed in the fire safety log book. The NSS Fire Manager will collate figures, review incidents and establish any trend analysis which will be reported to OHSAC.

In the event of a fire incident an AIR form should also be completed and sent to Healthy Working Lives (HWL), [nss.healthyworkinglives@nhs.net](mailto:nss.healthyworkinglives@nhs.net)

Any fires that incur death, injury or significant disruption to patient services must also be reported immediately to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All fires must also be reported to the Scottish Government Health Directorates in accordance with the requirements of the Fire Safety Policy for NHSScotland, Mandatory Requirements - current version. This will normally be undertaken by the **NSS Fire Safety Manager** (Ref FSP: Section 5.4).

## 18. FIRE RISK ASSESSMENT

The **NSS Nominated Officer (Fire)** (Ref FSP: Section 5.3) is responsible for ensuring that a fire risk assessment has been carried out and that the report is on site in all premises for which he/she is responsible. It must be available for the **Fire Authorities** and other occupants, and risk reductions must be actioned in accordance with the instructions on the report form. Any problems are to be referred to the **NSS Fire Safety Manager** (Ref FSP: Section 5.4) who will advise and report back to the **Deputy Nominated Officer (Fire)** (Ref FSP: Section 5.10).

## 19. CONTINGENCY PLANS

Contingency plans to cover failure of life safety systems, such as fire detection and alarm systems, sprinklers or smoke control, must be developed by the **Building Nominated Officer (Fire)** (Ref FSP: Section 5.9), in conjunction with **NSS PCF Facilities Management** (Ref FSP: Section 5.12), the **NSS Fire Safety Manager** (Ref FSP: Section 5.4) and other building occupiers, as appropriate. A copy of the Contingency Plans must be provided within the Fire Safety Log book.

## 20. NOTIFICATION: EXTERNAL AGENCIES AND PARENTS OF EMPLOYED CHILDREN & YOUNG PERSONS

Where any young person/s (under the age of 18 years) are employed the **SBU Director** (Ref FSP: Section 5.8) is responsible for ensuring that a risk assessment ([HFRSA050](#)) is conducted in accordance with the requirements of the Fire Safety (Scotland) Regulations 2006, Part II.

Where a child is employed (under the age of 16 years) the **SBU Director** (Ref FSP: Section 5.8) is responsible for ensuring that the parent/s or guardian/s are provided with relevant information on the risks to which their child may be exposed in accordance with the requirements of Fire Safety (Scotland) Regulations 2006, Part III; 18(2).

Where it is proposed to employ children or young persons the **NSS Fire Safety Manager** (Ref FSP: Section 5.4) should be consulted in regard to the application of these regulations.

## 21. FIRE LOGBOOK

All NSS premises must hold and maintain a fire log book to record actions, records for systems maintenance, fire drills, training and fire reports which must be immediately available for inspection by the **NSS Fire Safety Manager** (Ref FSP: Section 5.4), **Fire Authorities** or other statutory authorities.

## 22. EMERGENCY FIRE ACTION PLAN ARRANGEMENTS

The **Building Nominated Officer (Fire)** (Ref FSP: Section 5.9), for each site is responsible for developing in conjunction with the **NSS Fire Safety Manager** (Ref FSP: Section 5.4) local plans to ensure the safe evacuation of all occupants. A copy of these plans should be inserted into the Fire Log Book and include:

### Plan Contents:

- method of warning;
- what to do in the event of discovering fire;
- what to do in the event of a fire (hearing the alarm – evacuation), including phased evacuation;
- arrangements for calling the Fire and Rescue Service;
- specific action to be taken by the person in charge when the fire alarm activates or a fire is discovered;
- procedure to be followed to evacuate the premises, taking into account any personal emergency evacuation plans (PEEP);
- where persons should assemble or be taken after they have left the premises;
- what procedures are for checking whether the premises have been evacuated;
- arrangements for fighting fire by staff trained in the use of portable fire extinguishers;
- details of any processes, machines or power supplies that need to be stopped or isolated in the event of a fire;
- procedures for meeting the Fire and Rescue Service on their arrival and notifying them of the circumstances of the incident, whether all persons are accounted for and the presence of any special dangers;
- arrangements for a de-brief of Fire Response Personnel/Fire Wardens including report to NSS Fire Manager – ensure a copy is inserted into the Fire Log Book;
- arrangements on how building occupants will be advised of any actions taken as a result of issues reported during the drill.

**23. POLICY REVIEW**

This policy will be reviewed two years from its effective date to ensure that arrangements put in place are appropriate to the operating requirements of National Services Scotland.

**Date policy is effective:**

**Reviewed by:**

Agreed by:



**Chair, Staff Governance Committee**

Date:

1/1/0