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| **Review Sheet** | |
| Last Reviewed Last Amended Next Planned Review in 12 months, or  02 Mar '21 02 Mar '21 sooner as required. | |
| Business impact | Changes are important, but urgent implementation is not required, incorporate into your existing workflow.  **MEDIUM IMPACT** |
| Reason for this review | Scheduled review |
| Were changes made? | Yes |
| Summary: | This policy will support staff to monitor fire equipment correctly. It has been reviewed and overhauled to provide clarity on the requirements for fire equipment and systems, including the maintenance of such equipment and systems to ensure fire safety. References also checked to ensure they remain current. |
| Relevant legislation: | * The Fire Safety (Employees’ Capabilities) (England) Regulations 2010 * Health and Safety at Work etc. Act 1974 * Management of Health and Safety at Work Regulations 1999 * The Regulatory Reform (Fire Safety) Order 2005 * The Workplace (Health, Safety and Welfare) Regulations 1992 * The Health and Safety (Miscellaneous Amendments) Regulations 2002 * The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012 |
| Underpinning knowledge - What have we used to ensure that the policy is current: | * Author: HM Government, (2019), *The Building Regulations 2010 - Fire safety - Approved Documented B - Volume 1: Dwellings*. [Online] Available from:   [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_d](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832631/Approved_Document_B__fire_safety__volume_1_-_2019_edition.pdf)  [-\_2019\_edition.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832631/Approved_Document_B__fire_safety__volume_1_-_2019_edition.pdf) [Accessed: 2/3/2021]   * Author: HSE, (2014), *Health and safety in care homes - HSG220 (page 61)*. [Online] Available from: <https://www.hse.gov.uk/pUbns/priced/hsg220.pdf>[Accessed: 2/3/2021] * Author: GOV.UK, (2012), *Fire safety law and guidance documents for business*. [Online] Available from: [https://www.gov.uk/government/collections/fire-safety-law-and- guidance-documents-for-business](https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business) [Accessed: 2/3/2021] * Author: HM Government, (2006), *Fire safety risk assessment: residential care premises*. [Online] Available from: [https://www.gov.uk/government/publications/fire- safety-risk-assessment-residential-care-premises](https://www.gov.uk/government/publications/fire-safety-risk-assessment-residential-care-premises) [Accessed: 2/3/2021] |
| Suggested action: | * Encourage sharing the policy through the use of the QCS App * Add the policy to the planned team meeting agendas * Share ‘Key Facts’ with all staff * Develop training sessions for relevant staff * Ensure the policy is discussed in planned supervision sessions with relevant staff * Ensure relevant staff are aware of the content of the whole policy |
| Equality Impact Assessment: | QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law. |



**1. Purpose**

* 1. To ensure that there is a suitable means of fire detection and means of raising the alarm throughout the premises.
  2. To ensure that Holbeach & East Elloe Hospital Trust has a system for the regular inspection, testing, serving and maintenance of equipment provided for fire safety such as fire alarm and detection systems, emergency lighting, sprinklers, fire extinguishers etc.
  3. To support Holbeach & East Elloe Hospital Trust in meeting the following Key Lines of Enquiry:

**Key Question Key Lines of Enquiry**

|  |  |
| --- | --- |
| SAFE | S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected? |
| SAFE | S3: How does the service make sure that there are sufficient numbers of suitable staff to support people to stay safe and meet their needs? |
| SAFE | S6: Are lessons learned and improvements made when things go wrong? |
| WELL-LED | W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed? |

* 1. To meet the legal requirements of the regulated activities that {Holbeach & East Elloe Hospital Trust} is registered to provide:
     + The Fire Safety (Employees’ Capabilities) (England) Regulations 2010
     + Health and Safety at Work etc. Act 1974
     + Management of Health and Safety at Work Regulations 1999
     + The Regulatory Reform (Fire Safety) Order 2005
     + The Workplace (Health, Safety and Welfare) Regulations 1992
     + The Health and Safety (Miscellaneous Amendments) Regulations 2002
     + The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012



**2. Scope**

* 1. The following roles may be affected by this policy:
     + All staff
  2. The following Service Users may be affected by this policy:
     + Service Users
  3. The following stakeholders may be affected by this policy:
     + Family
     + Advocates
     + Representatives
     + Commissioners
     + External health professionals
     + Local Authority
     + NHS



**3. Objectives**

**3.1** To ensure that all equipment provided for the purposes of fire safety is suitable and is inspected, tested and maintained at regular intervals to ensure that it remains fit for purpose and fully operational at all times.



**4. Policy**

* 1. An automatic fire alarm and detection system is installed within the premises. The suitability of the alarm system has been determined by the findings of the premises fire risk assessment, and reference has been made to the current British Standard BS5839-1.
  2. Additional protective systems and equipment have been installed, as appropriate, based on the findings of the current fire risk assessment.
  3. Firefighting equipment (i.e. fire extinguishers) and evacuation aids (where necessary) have been provided at strategic locations throughout the premises based on the current fire risk assessment findings.
  4. All systems and equipment provided for the purposes of maintaining fire safety (i.e. fire alarm system, emergency lighting system, dry risers, sprinkler systems, fire extinguishers etc.) will be regularly inspected, serviced and maintained as appropriate by suitably competent engineers (or other nominated competent person). The frequency of inspection, testing and maintenance regimes have been determined by the premises fire risk assessment, with reference made to the current relevant British Standards.



**5. Procedure**

* 1. Holbeach & East Elloe Hospital Trust have appointed a responsible person(s) nominated for fire safety. The appointed person(s) is responsible for ensuring that:
     + The fire alarm system remains in good working order and is periodically inspected and tested, including weekly in-house checks and periodic inspection, servicing and testing by a qualified fire alarm engineer
     + The emergency lighting system remains in good working order and is periodically inspected and tested, including monthly in-house checks and periodic inspection, servicing and testing by a qualified emergency lighting engineer
     + All equipment provided for use in the event of a fire or emergency, including firefighting equipment is regularly checked, ensuring that equipment remains accessible and in good working order
     + All equipment provided for use in the event of a fire or emergency is routinely inspected and maintained, including annual inspection of fire extinguishers by a competent person
     + Any other fire safety precautions in place are regularly monitored and tested to ensure their effective operation
     + Emergency escape routes are maintained, appropriately signed and kept clear at all times
  2. Records of all testing, inspection, servicing and maintenance are retained within a Fire Logbook (or similar). Recommended inspection, serving and testing regimes for fire safety systems and equipment are detailed within the Fire Logbook at Holbeach & East Elloe Hospital Trust.
  3. All staff who have a responsibility for the use, monitoring, inspection or maintenance of equipment or systems provided for fire safety are aware of their responsibilities and are adequately trained and competent in relation to the tasks they are required to carry out.



**6. Definitions**

* 1. **Fire Equipment**
     + This includes both active monitoring equipment like fire alarms which can detect electrical faults or the potential for a fire to occur, and supplementary equipment like fire extinguishers which are to be used to put out small fires by staff trained in their correct use
  2. **Fire Logbook**
     + This is a book which records all the various tests as well as any maintenance/servicing completed. This book has essential contact numbers and address/organisation information and is the book which must be presented to the fire service when the alarm is raised. This book is to be accompanied by the Fire Risk Assessment



**Key Facts - Professionals**

Professionals providing this service should be aware of the following:

* + - Holbeach & East Elloe Hospital Trust ensures that all fire safety systems and equipment is regularly inspected, tested and serviced by qualified engineers
    - Holbeach & East Elloe Hospital Trust ensures that duty staff are trained to use fire extinguishers, understand when and how to use them and when not to use them
    - Managers and staff will regularly discuss fire arrangements and raise any concerns
    - Managers and staff will keep an open line of communication between each other on fire-related issues



**Key Facts - People affected by the service**

People affected by this service should be aware of the following:

* + - Fire equipment is available throughout Holbeach & East Elloe Hospital Trust and is there for your protection and safety
    - Staff supporting you will be fully trained and competent at responding safely to any fire related incident within Holbeach & East Elloe Hospital Trust and will ensure that you are kept fully informed at all times
    - If you have any questions or concerns relating to fire safety within Holbeach & East Elloe Hospital Trust you should speak to either a Care Worker on duty or Mrs Maxine Winch



**Further Reading**

There is no further reading for this policy, but we recommend the 'underpinning knowledge' section of the review sheet to increase your knowledge and understanding.



**Outstanding Practice**

To be ‘ outstanding ’ in this policy area you could provide evidence that:

* + - Holbeach & East Elloe Hospital Trust can evidence robust communication mechanisms on fire-related issues
    - Holbeach & East Elloe Hospital Trust constantly monitors its fire provision and ensures all that is reasonably practicable to keep people safe
    - The wide understanding of the policy is enabled by proactive use of the QCS App



**Forms**

The following forms are included as part of this policy:

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| --- | --- | --- |
| **Title of form** | **When would the form be used?** | **Created by** |
| Fire Logbook Template - MR03 | Recording completed fire safety system/equipment inspections, testing, servicing and maintenance. | QCS |

**FIRE LOGBOOK**

Holbeach & East Elloe Hospital Trust

1. INTRODUCTION

This Fire Safety Logbook is provided as a tool to assist the ‘responsible person’ in ensuring that the fire safety precautions in place on the premises are adequately maintained. Although there is no statutory requirement to maintain a Fire Safety Logbook, Article 17 of the **Regulatory Reform (Fire Safety) Order 2005** requires the ‘responsible person’ for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

Effective record keeping will help you to effectively manage the fire strategy for your premises and will also provide evidence to enforcing authorities that you have done everything that could be reasonably expected to ensure safety within the premises and to comply with the law.

Whilst this Logbook is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation. Information provided within this Logbook is intended as guidance only and does not guarantee conformity with the requirements of the Regulatory Reform (Fire Safety) Order 2005. **The frequency and nature of inspection and testing regimes should be guided by your own fire risk assessment.**

This Logbook should be kept up to date and readily available on the premises, for inspection by the Fire and Rescue services where necessary.

# It is strongly recommended that where necessary, maintenance contracts are taken out with competent persons

(e.g. NICEIC or ECA registered electrical engineers or those registered with BAFE for firefighting equipment).

Further information with regards to your legal responsibilities relating to the fire precautions in your premises can be found in the relevant HM Government guide to Fire Safety Risk which can be downloaded for free from: [https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business](http://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business)

1. KEY RESPONSIBILITIES/USEFUL CONTACTS

OVERALL RESPONSIBILITY FOR FIRE SAFETY:

RESPONSIBILITY FOR MAINTENANCE PROGRAMMES:

* + Maintenance of Fire Safety Provisions
  + Fire Alarm
  + Emergency Lighting
  + Fire Fighting Equipment
  + Escape Routes
  + Fire Safety Signs/Notices

FIRE WARDENS: NAME:

AREA OF RESPONSIBILITY: CONTACT:

NAME:

AREA OF RESPONSIBILITY: CONTACT:

FIRE ALARM MAINTENANCE ENGINEERS:

EMERGENCY LIGHTING ENGINEERS:

FIRE FIGHTING EQUIPMENT MAINTENANCE AND REPAIRS:

BUILDING MAINTENANCE:

1. FIRE ALARM SYSTEM

Fire alarm testing and inspection should be carried out in accordance with the manufacturer’s instructions and the current British Standard.

**Daily:** Inspect the alarm panel for normal operation of the system (not normally recorded). Report any faults/defects to the responsible person.

**Weekly:** Operate a manual call point at approximately the same time each week, using a different call point for each subsequent test. Where appropriate, inform the monitoring control centre prior to the test.

Automatic door releases that are connected to the fire alarm system should be tested weekly in conjunction with the fire alarm test, checking that all doors are being released and close fully onto the door rebates. Additional inspection, servicing and maintenance should be undertaken in accordance with manufacturer’s recommendation and guidance.

**Periodic Inspection and Testing:** To be carried out by a Fire Alarm Engineer (or other nominated competent person). Requirements for these inspections and tests will depend upon the type and design of the system, the environment in which it operates and other factors that may affect the long-term operation of the system. The recommended period between successive inspection and servicing visits should not exceed six months.

**Fire detectors:** Carry out a regular visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.

Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer’s instructions and the current British Standard.

**Note:** All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

# FIRE ALARM SYSTEM WEEKLY TESTING RECORD

(If the fire alarm is linked to an alarm receiving centre/monitoring station – ISOLATE THE SYSTEM OR PUT IN TEST MODE before testing)

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**Daily -** Where there is a central power supply, carry out a visual inspection of indicators to ensure that the system is in a ready condition.

**Monthly –** Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation.

Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

**Annually –** Testing, service and inspection by a competent Electrical Engineer in accordance with the current British Standard for Emergency Lighting (BS5266).

**Note:** Regular servicing is essential. The occupier/owner of the premises shall appoint a competent person to supervise servicing of the system. This person shall be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation.

All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

# EMERGENCY LIGHTING INSPECTION, TESTING AND MAINTENANCE RECORD

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1. FIRE FIGHTING EQUIPMENT

# Portable Fire Extinguishers

Portable fire extinguisher tests should be carried out in accordance with the manufacturer’s instructions and the current British Standard.

**Monthly -** It is recommended that regular inspections of all extinguishers are carried out by the responsible person or other nominated competent person on at least a monthly basis. Each extinguisher should be checked to ensure that:

* + Extinguishers are located in the correct place
  + Extinguishers are visible and unobstructed
  + Operating instructions are legible and face outwards
  + Extinguishers have not been used and there is no obvious damage
  + That pressure gauges/indicators are reading within operational and safety limits
  + That the seals and tamper indicators are not broken or missing

Where extinguishers are in exposed locations or particularly susceptible to theft or damage, the checks should be carried out more frequently.

Corrective action should be arranged where necessary.

**Annually -** Portable fire extinguishers should be inspected by a competent person in accordance with the manufacturers’ instructions and the British Standard. Annual servicing is recommended.

# Hose Reels

Should be inspected at intervals depending on the environment/fire risks by a competent person for obvious leaks and corrosion. Regular visual checks should also be carried out to ensure that the hose reel is unobstructed, clearly visible and operating instructions are present.

**Annual:** Service and inspection by a competent person. **Further information can be found in the current British Standard.**

**Note:** All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

# FIRE FIGHTING EQUIPMENT INSPECTION AND MAINTENANCE RECORD

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1. FIRE TRAINING AND FIRE DRILLS

Safety training should be given to employees so that they are aware of the following:

* + What to do if they discover a fire
  + How to raise an alarm
  + What to do if they hear the fire alarm
  + Where fire extinguishers are located and how to use them (if it safe to do so)
  + Escape routes from the building
  + The whereabouts of the evacuation assembly point(s)
  + How to call the Fire and Rescue Service
  + Arrangements for the evacuation of people with special needs
  + The dangers associated with obstruction of fire exits and wedging open of fire resisting doors

Fire safety training should be delivered at induction and at periodic intervals thereafter (it is recommended that this is on an annual basis or in the event of new or increased risk or changes to the emergency plan). Records of Fire Safety training should be retained on individual personnel records.

Safety drills should be carried out:

* + - At periodic intervals appropriate to the nature of the risk. (A minimum of one safety drill each year is recommended)
    - All employees **MUST** evacuate the premises regardless of seniority or commitments

# FIRE EVACUATION DRILL LOG

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False alarms should be recorded and positive action taken to manage the problem. Categories of false alarms:

* Unwanted alarms
* Equipment false alarms
* False alarms with good intent
* Malicious false alarms

# The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.

All premises should have an emergency plan which includes a strategy for fire alarm activations and procedures so the Fire Service is not called when there is a false alarm.

Please contact your fire alarm maintenance and system monitoring providers for further advice.

You should discuss procedures with your alarm receiving centre to ensure that, where appropriate, they contact you to ascertain whether the actuation is caused by a fire, or a false alarm, before contacting the Fire Service. You should also consider a designated key-holder outside of your normal operating hours.

We strongly recommend that where your alarm monitoring company does pass a call to the Fire Service, designated key holders are also alerted, at the same time as the initial call, and are requested to attend the site within 20 minutes.

# RECORD OF FALSE ALARMS

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1. MISCELLANEOUS TESTS AND CHECKS

Means of escape, together with the measures provided for the protection of means of escape, should be inspected at periodic intervals.

The inspections should ensure that all internal and external exit routes are unobstructed and that exit door furniture and fire- door self-closing devices operate efficiently.

Additionally, fire resisting doors and partitions should be in satisfactory repair and all safety signs and notices should be legible and properly displayed.

**Note:** All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

# MISCELLANEOUS TEST AND CHECKS RECORD

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