

Fire Safety Guidance

The risk of Fire either accidental or wilful is a potential hazard in all NHS Premises. The aim of this Guidance is to signpost managers and staff to policies and procedures currently available within NHSGG&C, in particular the NHSGG&C Fire Safety Policy:

www.staffnet.ggc.scot.nhs.uk/Acute/Facilities/FireSafety

Fire Safety is managed on behalf of GGC by the Facilities Directorate. The Director of Facilities is the nominated senior officer for fire safety (Nominated Officer, Fire) and is responsible for developing the Board's overall strategy response on all matters relating to fire safety, for managing staff who advise on fire safety matters, for monitoring performance of the Board, reviewing incidence of fire outbreak, for producing an annual report on fire safety and for making recommendations on a Board-wide basis on any deficiencies identified.

In fulfilling this responsibility the Nominated Officer will liaise with the Chief Executive, Chief Operating Officer and Directors of Partnerships.

Each service area will have the support of a named Fire Safety Advisor

As with all aspects of risk management there is a disseminated risk governance structure through the respective service areas, this allows for local arrangements for fire safety to be assessed and introduced to meet the needs of the service.

Any local arrangements must be totally compliant with the Board Fire Policy; where there is any doubt advice should be sought from the Fire Safety Advisor for the area.

The role of the Fire safety advisor includes:

- Provision of specialist technical support in the interpretation of the statutory and mandatory requirements within NHS Greater Glasgow and Clyde premises.
- Review of monthly Fire Safety Audits with the Site
- Provision of training programmes
- Investigating all incidents of Fire and where appropriate in conjunction with the local Fire

This list is not exhaustive and is intended for information purposes.

The proactive approach to Fire Safety matters within GGC is also dependent on input from Staff (inc Contractors) to GGC premises, as such they will:

- Ensure they are familiar with and conform to the Fire Safety Policy Statement and local procedures and arrangements at all times.
- Will attend an annual Fire Safety Training lecture in accordance with their terms of service or contract.
- Will observe all fire safety and security rules at all times, and will not misuse or interfere with any items of fire safety equipment.
- Will conform to all instructions given by their line manager and others with a responsibility for fire safety.

Health & Safety Management Manual

- Are encouraged to make suggestions to improve fire safety in NHS Greater Glasgow and Clyde to their supervisor/line manager or to the Fire Safety Officer.
- Will participate in departmental risk assessments and inform their Manager if they notice a new risk, or the potential for a situation to become a risk.

This list is not exhaustive and is intended for information purposes.

Protocols and procedures for localised management of fire risk will be agreed on a site by site and ultimately service area need.

In the event of emergency situations, visitors will be required to follow instruction provided by staff.

Those arrangements will include:

Risk Assessments, both area and where required patient specific

Training

<http://www.staffnet.ggc.scot.nhs.uk/Acute/Facilities/Fire%20Safety/Pages/FireSafetyTrainingInformation.aspx>

Full details of Fire Safety arrangements including contact details for you site Fire Safety advisor can be located at:

<http://www.staffnet.ggc.scot.nhs.uk/Acute/Facilities/Fire%20Safety/Pages/FireSafetyPresentationdeliveredatStatutoryandMandatoryTrainingSessions.aspx>

Policy

<http://www.staffnet.ggc.scot.nhs.uk/Acute/Facilities/Fire%20Safety/Documents/Fire%20Safety%20Policy%20Aug%202012%20-%20ratified%20280812%20FINAL.doc>