**Outstanding Care,
Compassionate People,
Healthier Communities**

**NHS
Sherwood Forest Hospitals
NHS Foundation Trust**

# Fire Safety Management Policy

|  | POLICY |
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| Reference | HTM FP01 |
|---|---|
| **Approving Body** | Strategic Fire Safety Group / Estates & Facilities Governance Committee |
| **Date Approved** | 12th February 2026 |

| **For publication to external SFH website** | **Positive confirmation received from the approving body that the content does not risk the safety of patients or the public:** | | |
|---|---|---|---|
|  | **YES** | **NO** | **N/A** |
|  | ✓ | | |

| **Issue Date** | 16/02/2026 |
|---|---|
| **Version** | 11 |
| **Summary of Changes from Previous Version** | Review of policy against guidance and updated to include governance arrangements |
| **Supersedes** | 10 |
| **Document Category** | Health and Safety |
| **Consultation Undertaken** | Operational Fire Safety Group<br>Estates & Facilities Governance Committee |
| **Date of Completion of Equality Impact Assessment** | December 2025 |
| **Date of Environmental Impact Assessment (if applicable)** | Not Applicable |
| **Legal and/or Accreditation Implications** | Regulatory Reform (Fire Safety) Order 2005<br>Department of health Firecode |
| **Target Audience** | All members of staff, including PFI and contract workers, voluntary services and tenants |
| **Review Date** | 16/02/2029 |
| **Sponsor (Position)** | Board Level Director with Fire Safety Responsibility |
| **Author (Position & Name)** | Head of Fire Safety |
| **Lead Division/ Directorate** | Corporate |
| **Lead Specialty/ Service/ Department** | Estates & Facilities / Fire Safety |
| **Position of Person able to provide Further Guidance/Information** | Head of Fire Safety |

| **Associated Documents/ Information** | | **Date Associated Documents/ Information was reviewed** |
|---|---|---|
| Not Applicable | | |
| Template control | | April 2024 |

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# APPENDICES

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## 1.0 INTRODUCTION

The purpose of this Fire Safety Policy is to ensure the safety of patients, staff, visitors, and contractors within all premises operated by Sherwood Forest Hospitals NHS Foundation Trust**.** Fire safety is a fundamental component of our commitment to providing a safe healthcare environment and complying with all relevant legislation, including the Regulatory Reform (Fire Safety) Order 2005, Firecode Health Technical Memoranda (HTM 05 series), and associated NHS guidance.

This policy sets out the Trust's approach to preventing fire, protecting life and property, and ensuring effective emergency response. It applies to all Trust-owned, leased, or managed buildings and covers:

- Fire Prevention: Measures to reduce the risk of fire occurring.
- Fire Protection: Systems and procedures to contain and control fire.
- Emergency Preparedness: Clear roles, responsibilities, and actions in the event of fire.

The Trust recognises its legal and moral duty to maintain a safe environment and will provide adequate resources, training, and monitoring to achieve compliance and continuous improvement in fire safety standards.

## 2.0 POLICY STATEMENT

The Sherwood Forest Hospitals NHS Foundation Trust (The Trust) recognises its duty to comply with the requirements of all relevant legislation and codes of practice relating to fire safety.

The Trust will, so far as is reasonably practicable:

- Provide adequate resources to maintain fire safety measures,
- Carry out risk assessments and review them, when necessary,
- Provide and maintain systems of work which are safe and without risk to health and fire safety arrangements,
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health and fire safety arrangements,
- Provide employees with such information, training, instruction and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions,
- Ensure that all machinery, plant and equipment is maintained in a safe condition,
- Keep the workplace safe and ensure that access and egress is safe and without risk,
- Monitor safety performance to maintain agreed standards.

The duties of employees are to:

- Take reasonable care of their own safety, and that of others who may be affected by their acts or omissions at work,
- Co-operate with others in the Trust to fulfil our statutory duties,
- Not interfere with, misuse or wilfully damage, anything provided by the Trust in the interest of fire safety.

To ensure this policy is effective we will:

- Review it on a three-yearly basis, or on significant changes to the function and operation of the buildings, occupants or fire safety systems,
- Make any such changes known to employees,
- Maintain procedures for communication and consultation between all levels of staff on matters of fire safety,
- Operate fire safety groups (and appropriate Subgroups) which meet on a monthly & quarterly basis to assist in the continuing development and proactive approach to fire safety and its management.

**Fire Safety Objectives**

The primary objective of Sherwood Forest Hospitals NHS Foundation Trust's Fire Safety Policy is to prevent the occurrence of fire and minimise its impact on life safety, patient care, property, and the environment. In accordance with the Regulatory Reform (Fire Safety) Order 2005 and Department of Health guidance contained within Firecode HTM 05-01: Managing Healthcare Fire Safety, the Trust will:

- **Reduce Fire Risk at Source**: Implement proactive measures to prevent ignition and control combustible materials across all Trust activities and premises.
- **Protect Life Safety**: Ensure that patients—particularly those with reduced mobility—staff, visitors, and contractors can be safely evacuated or protected in the event of fire.
- **Maintain Service Continuity**: Minimise disruption to clinical services by integrating fire safety into business continuity planning.
- **Safeguard Property and Environment**: Limit damage to buildings, equipment, and the environment through effective fire protection strategies.
- **Comply with Statutory Duties**: Undertake suitable and sufficient fire risk assessments, maintain fire precautions, and ensure emergency procedures are robust and tested.
- **Promote Awareness and Competence**: Provide staff with appropriate fire safety training and information to enable safe actions during normal operations and emergencies.
- **Monitor and Improve Performance**: Review fire safety arrangements regularly, learn from incidents, and adopt best practice to maintain compliance and resilience.

These objectives underpin a risk-based, patient-focused approach to fire safety management, ensuring that the Trust meets its legal obligations and delivers safe, effective healthcare services.

**Fire Safety Policy Scope**

This Fire Safety Policy applies to all premises, services, and activities where the Trust owes a duty of care to patients, staff, visitors, contractors, and any other individuals. This includes:

- Trust-owned or occupied premises and any areas under the Trust's control.
- Healthcare services delivered on behalf of the Trust, including leased or shared facilities.
- Third-party premises where Trust staff work, ensuring compliance with both this policy and the host organisation's fire safety arrangements.
- All persons engaged in Trust activities, whether permanent, temporary, or contracted.

The policy ensures that fire safety responsibilities are clearly defined and implemented across all environments where the Trust operates, in accordance with the Regulatory Reform (Fire Safety) Order 2005, HTM 05-01: Managing Healthcare Fire Safety, and associated Firecode guidance. Where services are delivered in premises controlled by other organisations, the Trust will cooperate and coordinate to maintain statutory compliance and safeguard life safety.

## 3.0   DEFINITIONS/ ABBREVIATIONS

Define the definitions used throughout the document and list any abbreviations used

## 4.0   ROLES AND RESPONSIBILITIES

See Appendix A, for Fire Safety Management Accountability Structure and Fire Safety Management Protocol No 1 Management and Governance of Fire Safety for detailed roles and responsibilities.

### Responsible Person

The Chief Executive is the Trust's **Responsible Person** under fire safety law and has overall responsibility for keeping everyone safe.

However, fire safety is a **shared responsibility**. The duties imposed by the Regulatory Reform (Fire Safety) Order 2005 on the 'Responsible Person' are also imposed on <u>all</u> persons who have to any extent control of all or part of a premise.

The scope of an individual's duties is defined by the level of control they exercise. In practical terms, the person responsible for a ward or department at any given time assumes equivalent responsibilities for all aspects under their direct control.

### What local managers must do:

Local managers play a critical role in maintaining fire safety standards across the Trust. To ensure compliance and protect patients, staff, and visitors, managers must:

- Maintain an up-to-date fire risk assessment for their area and review it whenever significant changes occur.
- Implement and communicate fire emergency action plans, ensuring staff are familiar with procedures and that drills are conducted regularly.
- Keep all escape routes unobstructed and report any defects or hazards immediately.
- Ensure all staff receive fire safety induction and any role-specific training required for their duties.

Fire safety is a shared responsibility. Everyone with local control must actively contribute to keeping our premises safe and compliant.

### Trust Board

The Trust Board holds ultimate accountability for ensuring the organisation is protected from fire risks. It establishes robust governance arrangements to manage fire safety, ensures compliance with

all statutory requirements and NHS Firecode guidance, and allocates the necessary resources to safeguard people and property. Fire safety is embedded within the Trust's overarching governance and risk management framework. The Board also works collaboratively with external partners and monitors compliance through regular audits and performance reporting.

**Executive Team Responsibilities**

The Executive Team is responsible for the operational delivery of fire safety across the Trust. This includes implementing agreed arrangements, overseeing day-to-day compliance, and providing assurance to the Board through timely updates on performance and risk.

**Chief Executive**

The Chief Executive is designated as the Trust's Responsible Person under fire safety legislation and holds overall accountability for ensuring the safety of all Trust premises. Key responsibilities include:

- Ensuring full compliance with statutory fire safety requirements and NHS Firecode guidance.
- Providing appropriate resources, systems, and governance arrangements to effectively manage fire safety.
- Embedding fire safety requirements within all contracts and agreements with external service providers.
- Delegating operational fire safety responsibilities to a senior director while retaining ultimate accountability.

This role provides assurance that fire safety is integral to the Trust's governance framework and that the protection of patients, staff, and visitors remains a core priority.

**Board Level Director with Fire Safety Responsibilities**

The Board-Level Director serves as the Trust's senior lead for fire safety, working in partnership with the Chief Executive to ensure full compliance with statutory requirements, NHS Firecode guidance, and all relevant standards. This role provides strategic leadership, sets the direction for fire safety management, and ensures robust governance, systems, and resources are in place to protect patients, staff, visitors, and assets.

While operational duties are delegated, to the Director of Estates & Facilities, the Board-Level Director retains ultimate accountability for fire safety across the organisation.

**Core Responsibilities**

- **Strategic Oversight:** Maintain and regularly review the Trust's Fire Safety Policy, ensuring an effective fire safety management system is embedded throughout the organisation.
- **Design and Construction Assurance:** Confirm that all new builds, refurbishments, and alterations comply with fire safety legislation, NHS Firecode, and applicable British Standards.
- **Resource Allocation:** Secure and approve funding for fire safety improvements and the maintenance of critical systems.

- **Governance and Support:** Provide oversight and support to the Fire Safety Manager / Authorised Person (Fire), ensuring delivery of training programmes, drills, and competency frameworks.
- **Audit and Assurance:** Commission annual fire safety audits, report findings to the Trust Board, and ensure timely implementation of corrective actions.
- **Independent Expertise:** Appoint an Authorising Engineer (Fire) to provide impartial technical assurance and oversight.
- **External Liaison:** Engage with enforcing authorities and partner organisations to maintain compliance and coordinate fire safety arrangements in shared premises.

This role ensures fire safety is fully integrated within the Trust's governance framework, meeting all legal and regulatory obligations while prioritising the safety of patients, staff, and visitors.

## Fire Safety Manager [Authorised Person (Fire)]

The Fire Safety Manager, who also fulfils the role of Authorised Person (Fire), is the Trust's principal subject matter expert on fire safety. This position is responsible for ensuring full compliance with all applicable fire safety legislation, NHS Firecode guidance, and associated standards. The role provides both strategic and operational leadership for fire safety management, encompassing policy development, risk assessment oversight, technical assurance, and liaison with enforcing authorities.

At Sherwood Forest Hospitals NHS Foundation Trust, this role is undertaken by the **Head of Fire Safety**, acting as the competent person for fire safety governance and advising the Trust Board and senior management on compliance and best practice.

## Core Responsibilities

- **Policy and Governance:** Develop, implement, and maintain the Trust's Fire Safety Policy and supporting procedures.
- **Risk Management:** Ensure suitable and sufficient fire risk assessments are completed, with actions tracked and closed within agreed timescales.
- **Evacuation Planning:** Oversee emergency evacuation strategies, including arrangements for patients with reduced mobility and compliance with Equality Act requirements.
- **Training and Competence:** Design and deliver fire safety training programmes for all staff, including role-specific training for Fire Wardens and managers.
- **Audit and Monitoring:** Monitor fire safety systems, conduct audits, and report compliance status to senior management and governance committees.
- **Incident Management:** Investigate fire incidents, near misses, and unwanted fire signals, ensuring lessons learned are implemented.
- **Technical Liaison:** Collaborate with enforcing authorities, technical specialists, and contractors to maintain compliance and resolve complex fire safety issues.
- **False Alarm Reduction:** Implement strategies to minimise unwanted fire signals and improve system reliability.
- **Emergency Preparedness:** Ensure Fire Response Teams are established, trained, and ready to respond effectively.

This role provides assurance that fire safety risks are identified, managed, and mitigated, safeguarding patients, staff, visitors, and assets while supporting the Trust's legal and regulatory obligations.

**Fire Safety Officer**

Fire Safety Officers provide specialist support to ensure the Trust maintains a safe environment and complies with all statutory fire safety requirements, NHS Firecode guidance, and associated standards. Working under the direction of the Fire Safety Manager / Authorised Person (Fire), they deliver technical expertise and practical assistance across all aspects of fire safety management.

**Core Responsibilities**

- **Fire Risk Assessment:** Conduct and review fire risk assessments, ensuring identified actions are prioritised, monitored, and completed within agreed timescales.
- **Fire Prevention and Emergency Planning:** Contribute to the development and implementation of fire prevention strategies and local emergency action plans.
- **Policy Implementation:** Support the application of the Trust's Fire Safety Policy and associated procedures, providing advice and guidance to managers and staff to ensure compliance.
- **Training and Awareness:** Assist in the design and delivery of fire safety training programmes, including induction, refresher, and role-specific sessions.
- **Incident Investigation:** Investigate fire incidents, near misses, and unwanted fire signals, identifying root causes and recommending corrective measures to prevent recurrence.
- **Collaboration and Liaison:** Work closely with departmental managers, enforcing authorities, technical specialists, and contractors to maintain high standards of fire safety.
- **Advisory Role:** Provide expert guidance on legal obligations, NHS Firecode requirements, and best practice to support safe operational delivery.

This role is integral to identifying, managing, and mitigating fire safety risks, ensuring that the safety of patients, staff, and visitors remains a priority across the Trust.

**Authorising Engineer (Fire)**

The Authorising Engineer (Fire) is an independent fire safety specialist appointed by the Trust to provide impartial technical oversight and professional assurance. This role ensures that the Trust's fire safety systems, processes, and governance arrangements are robust, compliant with statutory requirements, and aligned with NHS Firecode standards. Acting as an external expert, the Authorising Engineer (Fire) delivers objective advice and assurance to support the Trust in maintaining the highest standards of fire safety.

**Core Responsibilities**

- **Independent Advice:** Provide expert guidance on fire safety legislation, NHS Firecode, and recognised best practice.
- **Competency Assurance:** Recommend suitably qualified individuals for appointment as Authorised Persons (Fire) and other key fire safety roles.

- **Audit and Reporting:** Conduct formal audits of fire safety management systems and report findings to the Trust Board or designated governance committees.
- **Technical Expertise:** Offer specialist advice on complex fire safety issues, including the design, installation, and maintenance of fire protection systems.

This role delivers independent scrutiny and assurance, reinforcing the Trust's commitment to maintaining a safe environment for patients, staff, and visitors.

## Competent Person (Fire)

Competent Persons (Fire) are qualified specialists or accredited companies engaged by the Trust or its Estates/Facilities Management provider to deliver expert services in fire safety. Their responsibilities include the design, installation, inspection, testing, and maintenance of fire protection systems such as fire alarms, sprinklers, fire dampers, hydrants, and firefighting equipment. These providers ensure all works comply with statutory requirements, NHS Firecode guidance, and relevant British Standards, and they supply appropriate certification and records for all completed activities.

All external contractors must hold registration with an approved fire safety accreditation scheme (e.g., BAFE, FIA) to guarantee competence and quality assurance.

This role is critical in maintaining fire safety systems to the highest standards, supporting legal compliance and safeguarding patients, staff, and visitors.

## Head of Operational Estates

The Head of Operational Estates holds responsibility for the effective management and oversight of all fire safety systems within Trust premises. This includes ensuring that systems are maintained to the highest standards and remain fully compliant with statutory requirements, NHS Firecode guidance, and relevant British Standards.

## Core Responsibilities

- **Contractor Approval:** Authorise and oversee the engagement of competent contractors for fire safety system maintenance and repairs.
- **Compliance Records:** Maintain accurate documentation and certification to demonstrate compliance with legal and regulatory requirements.
- **Operational Response:** Ensure Estates staff are trained and equipped to respond promptly to fire alarm activations, including system checks, silencing, resetting, and arranging repairs as necessary.

Through strong leadership and governance, this role ensures that fire safety systems remain operational, reliable, and compliant, supporting the Trust's commitment to safeguarding patients, staff, and visitors.

## Local Management

Local Management refers to ward managers, departmental managers, and service leads who hold day-to-day operational control over specific areas of the Trust's premises or services. These individuals are responsible for implementing fire safety arrangements within their areas, ensuring compliance with the Trust's Fire Safety Policy, and maintaining readiness for emergency situations.

Local managers play a pivotal role in embedding fire safety into daily operations. They are accountable for implementing, monitoring, and sustaining fire safety measures to protect patients, staff, visitors, and contractors.

## Core Responsibilities

- **Policy Compliance:** Ensure full adherence to the Trust's Fire Safety Policy and associated procedures within their area of responsibility.
- **Fire Risk Assessment:** Maintain an up-to-date fire risk assessment for their ward or department, reviewing it annually and whenever significant changes occur in layout, use, or occupancy.
- **Hazard Management:** Identify, report, and promptly address fire safety hazards or deficiencies, via the Estates Help Desk, ensuring timely remedial action and escalating unresolved issues to the Fire Safety Team.
- **Emergency Planning:** Develop, communicate, implement, and rehearse local fire emergency action plans, ensuring staff understand their roles and responsibilities during an incident.
- **Evacuation Preparedness:** Ensure sufficient trained staff are available to support safe evacuation, including assistance for patients with reduced mobility and compliance with Personal Emergency Evacuation Plans (PEEPs). Revise plans following changes.
- **Training and Induction:** Provide fire safety induction for new staff on their first day, covering local procedures, escape routes, alarm points, fire-fighting equipment, and identified risks, and monitor compliance with mandatory training requirements.
- **Record Keeping:** Maintain accurate records of fire safety training, inductions, drills, and local checks.
- **Fire Warden Appointment:** Designate Fire Wardens where required and act on recommendations arising from fire risk assessments.
- **Incident Reporting:** Ensure all staff report fire alarm actuations and incidents in line with Trust policy.

Local managers are essential in sustaining a strong fire safety culture and operational readiness, ensuring risks are controlled and emergency procedures can be implemented effectively.

## Fire Warden

Fire Wardens play a vital role in supporting local management to maintain fire safety within their designated areas. Acting as the local point of contact for fire safety, they provide practical assistance and promote awareness, but do not hold enforcement responsibilities.

## Core Responsibilities

- **Support Fire Safety Procedures:** Assist with the implementation of fire safety arrangements within their ward or department.
- **Routine Checks:** Complete and submit fire warden checklists at the required frequency (every four weeks).
- **Hazard Reporting:** Identify and report fire safety concerns or faults promptly to the relevant manager or the Estates Helpdesk.
- **Awareness and Good Practice:** Promote fire safety awareness among staff and encourage adherence to best practice.

Fire Wardens are essential in ensuring that fire safety measures are effective in day-to-day operations and that staff are prepared to respond appropriately in an emergency.

## Fire Marshal (where appointed)

Fire Marshals provide essential support during fire emergencies by assisting with the safe and efficient evacuation of patients, staff, and visitors. They function as a key point of contact for fire safety within their designated area and play a proactive role in promoting compliance and preparedness.

**Core Responsibilities**

- **Evacuation Leadership:** Coordinate and assist with the safe evacuation of all occupants during a fire or emergency, including support for patients with reduced mobility and adherence to Personal Emergency Evacuation Plans (PEEPs).
- **Area Sweep:** Conduct a rapid check of designated areas during an evacuation to ensure all persons have exited safely, without compromising personal safety.
- **Alarm Response:** Report the location of the fire (if known) and any issues encountered during evacuation to the Fire Response Team or Incident Commander.
- **Preparedness:** Participate in fire drills and ensure familiarity with local emergency action plans and evacuation routes.
- **Awareness and Support:** Promote fire safety awareness among staff and assist local management in maintaining readiness for emergencies.

Fire Marshals are critical in ensuring that evacuation procedures are carried out effectively and safely, supporting the Trust's commitment to protecting patients, staff, and visitors.

## PFI Partners and Providers

PFI partners and contracted service providers are required to comply fully with the Trust's Fire Safety Policy, all statutory fire safety legislation, and NHS Firecode requirements. They play a critical role in maintaining safe environments and ensuring fire safety standards are upheld across the estate.

**Core Responsibilities**

- **Engagement and Collaboration:** Attend scheduled fire safety meetings with the Trust's Head of Fire Safety to review compliance and address emerging issues.

- **System Maintenance:** Ensure all fire safety systems—including alarms, sprinklers, fire doors, and associated equipment—are maintained in accordance with legal requirements, NHS Firecode, and relevant British Standards.
- **Risk Assessment:** Complete and regularly update fire risk assessments for all areas under their management, ensuring actions are implemented promptly.
- **Fire Strategy Management:** Maintain current Fire Strategy documentation and agree any revisions with the Head of Fire Safety prior to implementation.
- **Compliance Assurance:** Provide annual written confirmation of compliance, accompanied by a Certificate of Fire Safety Management.

These responsibilities are essential to ensuring that buildings remain safe, systems remain reliable, and the Trust continues to meet its legal and regulatory obligations for fire safety.

## All Staff, Contract Staff and Volunteers

Every individual working within the Trust—whether permanent, temporary, contracted, or volunteering—shares responsibility for supporting and maintaining fire safety standards. This collective duty is essential to safeguarding patients, visitors, colleagues, and the wider Trust environment.

## Core Responsibilities

- **Policy Compliance:** Adhere to the Trust's Fire Safety Policy, local procedures, and emergency action plans at all times.
- **Training and Participation:** Complete mandatory fire safety training and actively participate in fire drills and evacuation exercises relevant to your role.
- **Escape Route Awareness:** Familiarise yourself with designated escape routes and assembly points within your work area.
- **Hazard Reporting:** Immediately report defective fire safety equipment, blocked escape routes, or any hazards that could increase fire risk to your line manager and/or the Fire Safety Team.
- **Escalation of Deficiencies:** Notify line managers and Fire Wardens of any observed deficiencies in fire precautions or non-compliance.
- **Incident and Alarm Reporting:** Report all fire incidents, near misses, and false alarms promptly in accordance with Trust reporting procedures.
- **Promoting Fire Safety Culture:** Support measures to prevent fire and reduce unwanted fire alarm signals by following best practice and encouraging others to do the same.
- **Leading by Example:** Demonstrate high standards of fire safety behaviour so that patients, visitors, and colleagues experience a safe environment and recognise fire safety as a core value within the Trust.

**Why it matters:** Fire safety is everyone's responsibility. By working together, we help protect lives and maintain a safe environment for all.

**Fire Response Team Responsibilities**

Fire Response Teams are established at all Trust sites to provide an immediate, coordinated response to any fire alarm activation. Their primary purpose is to safeguard life, support effective evacuation, and assist in managing the incident in accordance with the Trust's Fire Emergency Action Plan.

**Core Responsibilities**

- **Immediate Attendance:** Respond promptly to all fire alarm activations and proceed to the affected area without delay.
- **Verification and Assessment:** Confirm the nature of the alarm, assess the situation, and communicate accurate information to the Fire Incident Manager.
- **Evacuation Support:** Assist with safe evacuation procedures, including supporting patients with reduced mobility and applying progressive horizontal evacuation principles.
- **Incident Coordination:** Work collaboratively with the Fire Incident Manager and emergency services to implement the Trust's emergency response plan.
- **Post-Incident Actions:** Report any deficiencies, hazards, or equipment faults identified during the response and ensure corrective actions are initiated.

Fire Response Teams play a critical role in maintaining patient, staff, and visitor safety during fire emergencies and are integral to the Trust's compliance with statutory requirements and NHS Firecode guidance.

**Why it matters:**
These teams ensure a rapid, coordinated response to fire emergencies, prioritising patient safety above all else.

**Fire Incident Manager Responsibilities**

The Fire Incident Manager is the most senior individual present and in control in the affected area at the time of a fire alarm activation or confirmed fire incident. This person assumes immediate command of the situation and ensures the Local Fire Emergency Action Plan is implemented effectively and without delay.

**Core Responsibilities**

- **Assume Command:** Take overall control of the incident and provide clear leadership until relieved by the Fire and Rescue Service or a designated senior officer.
- **Direct Local Response:** Coordinate staff actions within the affected area to maintain safety and order.
- **Confirm Alarm and Notifications:** Verify that the fire alarm has been activated and ensure all staff in the vicinity are aware of the incident.
- **Initiate Emergency Communications:** Confirm that the emergency call (2222) has been made and provide accurate details of the location and nature of the incident.

- **Activate Local Emergency Plan:** Implement the local fire emergency action plan promptly and effectively.
- **Assess Evacuation Requirements:** Conduct a dynamic risk assessment to determine whether evacuation is necessary and initiate progressive horizontal evacuation where appropriate.
- **Liaise with Response Teams:** Work closely with the Fire Response Team and Team Leader upon their arrival, sharing situational information and supporting coordinated actions.

The Fire Incident Manager plays a critical role in ensuring a rapid, structured, and safe response to fire emergencies, protecting patients, staff, and visitors.

## 5.0 APPROVAL

Provide details of how and where the document has been approved

## 6.0 DOCUMENT REQUIREMENTS

**Essential Fire Safety Guidance for All Staff**

Fire safety is a shared responsibility. Every member of staff, contractor, and volunteer plays a vital role in preventing fire and ensuring a safe environment for patients, visitors, and colleagues.

**Your Responsibilities**

- Complete mandatory fire safety training annually.
- Familiarise yourself with the nearest escape routes and designated assembly points in your work area.
- Keep all escape routes clear and unobstructed at all times.
- Report any fire hazards, defective equipment, or blocked exits immediately.
- Never ignore a fire alarm activation.

**If You Hear the Fire Alarm**

- Evacuate the area calmly and promptly, following your local fire emergency action plan.
- Do **not** use lifts during evacuation.
- Assist others if it is safe to do so.
- Proceed to the designated assembly point and remain there until instructed otherwise by the Fire Incident Manager or emergency services.

**If You Discover a Fire**

- Raise the alarm immediately by activating the nearest fire call point.
- Do **not** attempt to fight the fire unless you are trained and it is safe to do so.

**Reporting**

- Report hazards, deficiencies, or concerns through your line manager or via the Trust's reporting system in accordance with local procedures.

- **Trust Board:** Provides strategic oversight, approves the Fire Safety Policy, and receives assurance through formal reports and audits.
- **Strategic Fire Safety Group (SFSG):** Oversees Trust-wide fire safety strategy, compliance, and resource allocation. Reports to the **Estates and Facilities Governance Committee** and escalates significant risks to the **Trust Risk Committee**.
- **Operational Fire Safety Group (OFSG):** Manages day-to-day fire safety operations, including fire risk assessments, training compliance, and incident investigations. Reports to the SFSG.
- **Estates and Facilities Governance Committee:** Receives assurance from SFSG on compliance, capital projects, and maintenance of fire safety systems. Escalates unresolved risks to the Trust Risk Committee.
- **Trust Risk Committee:** Provides corporate oversight of high-level risks, including fire safety, ensuring they are managed within the Trust's risk appetite.

## Reporting and Assurance

- **Escalation Pathway:**
  Operational Fire Safety Group → Strategic Fire Safety Group → Estates and Facilities Governance Committee → Trust Risk Committee → Trust Board
- **Quarterly Reports Include:**
  - Fire risk assessment compliance status
  - Incident trends and lessons learned
  - Training compliance metrics
  - Audit findings and improvement plans
- Significant risks are recorded on the **Trust Risk Register** and monitored until resolved.

## Decision-Making and Accountability

- All decisions align with statutory duties under the Regulatory Reform (Fire Safety) Order 2005 and NHS Firecode guidance.
- Operational responsibility is delegated to the Head of Fire Safety as the Fire Safety Manager / Authorised Person (Fire), supported by competent advisors and Estates teams, with clear escalation routes for unresolved risks.

## Continuous Improvement

Governance arrangements include:

- Policy reviews every three years or sooner if required.
- Lessons learned from incidents and audits.
- Benchmarking against NHS best practice.
- Annual Fire Safety Report presented to the Trust Board.

**Ward /Department Red Fire Folder**

All wards and departments must maintain a Fire Folder to support emergency response and compliance with fire safety legislation. The folder must include the local fire emergency action plan, evacuation strategy, floor plan showing escape routes and fire equipment, fire alarm zone details, high-risk areas, and key contact information. It must be reviewed annually and updated following any significant changes, such as layout alterations or temporary works. The folder should be kept in an accessible location for staff and emergency responders, and compliance will be monitored through routine fire safety audits.

| Minimum Requirement to be Monitored (WHAT – element of compliance or effectiveness within the document will be monitored) | Responsible Individual (WHO – is going to monitor this element) | Process for Monitoring e.g. Audit (HOW – will this element be monitored (method used)) | Frequency of Monitoring (WHEN – will this element be monitored (frequency/ how often)) | Responsible Individual or Committee/ Group for Review of Results (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who) |
|---|---|---|---|---|
| Periodic review of fires and false fire alarm reports | Head of Fire Safety | Audit of incident reports and investigation of cause | Immediately after incident and monthly reporting | Operational Fire Safety Group [Report produced by the Fire Safety Officer] |
| Periodic review of fire safety training records | Head of Fire Safety | Audit of attendance records | monthly reporting | Operational Fire Safety Group [Report produced by the Fire Safety Officer] |
| Periodic review of fire service notices and communications | Head of Fire Safety | On receipt from Fire Authority and continually audited | Reviewed quarterly and where necessary | Operational & Strategic Fire Safety Groups Estates and Facilities Governance Committee Trust Risk Committee |
| Programme of fire risk assessment | Head of Fire Safety | Audit and inspection of fire safety operations | Monthly at OFSG Quarterly at SFSG, Trust Risk Committee and E&F Governance | Operational & Strategic Fire Safety Groups Estates and Facilities Governance Committee Trust Risk Committee |
| Fire safety audit reports and annual fire safety reports | Director of Estates and Facilities | Audit and continual review | Monthly at OFSG Quarterly at SFSG, Trust Risk Committee and E&F Governance | Operational & Strategic Fire Safety Groups Estates and Facilities Governance Committee Trust Risk Committee |
| Periodic third-party fire safety audit | Director of Estates and Facilities & Head of Fire Safety | Audit and continual review | Monthly at OFSG Quarterly at SFSG, Trust Risk Committee and E&F Governance | Operational & Strategic Fire Safety Groups Estates and Facilities Governance Committee Trust Risk Committee |

## 8.0  TRAINING AND IMPLEMENTATION

The Trust will extend the implementation of this Fire Safety Policy through structured communication, mandatory training updates, and local briefings.

Following approval, the policy will be published on the Trust intranet and communicated via staff bulletins, with targeted notifications to managers and specialist roles.

Fire safety induction and annual refresher training will be updated to reflect policy requirements, supported by role-specific modules for Fire Wardens, Fire Response Teams, and managers.

Local managers will brief teams using a summary guide and ensure Personal Emergency Evacuation Plans (PEEPs) and evacuation arrangements align with the policy.

Compliance will be monitored through ESR reports and spot checks, with progress reported to the Operational Fire Safety Group and escalated through governance as required. Lessons learned from drills, audits, and incidents will inform continuous improvement, ensuring fire safety responsibilities are embedded across the organisation.

### 8.1 Fire Safety Training

Adequate fire safety training is essential to ensuring that fire prevention and emergency action plans can be put into practice. In most patient environments, the safe evacuation of patients in the event of fire will rely on the effective action of staff in implementing the fire emergency action plan.

The provision of adequate fire safety training is a legal duty placed on the 'Responsible Person(s)' by the Regulatory Reform (Fire Safety) Order 2005.

In order to satisfy the legal requirements for training, all staff need to have an understanding of the fire risks to which they may be exposed and know what action to take in the event of a fire, so that fire procedures can be applied effectively.

This requirement applies to all staff irrespective of their seniority or professional discipline. It is the responsibility of local management to ensure that all their staff have attended the appropriate fire safety training as detailed in the training needs analysis matrix.

See the Trust Mandatory and Statutory Training Policy and Fire Safety Management Protocol Nº10 Fire Safety Training

In accordance with the Trust Mandatory and Statutory training needs analysis, all staff have an individual responsibility to ensure that they undertake statutory fire training. ALL training is to be recorded within staff personal records, ideally in ESR.

### 8.2  Fire Safety Protocols & Fire Safety Guidance Notes

The Trust Board requires those tasked with managing aspects of fire safety to:

- Diligently discharge their fire safety responsibilities in accordance with this policy
- Set in place a program for the assessment and review of fire risks.
- Develop and implement appropriate action plans, procedures, and control measures to mitigate fire risks, comply with relevant legislation and, where practicable, codes of practice and guidance.

- Develop and disseminate appropriate fire emergency action plans pertinent to each department/building/area to ensure the safety of occupants, protect the delivery of service and, as far as reasonably practicable, defend the property and environment.

To assist in meeting the aims set by this fire safety policy a set of fire safety management protocols have been developed that provide guidance on all issues relating to fire safety within the Trust, these documents are available on the fire web page of the Trust intranet (see appendix 2).

Fire Safety Guidance Notes have been produced as essential reference documents designed to provide clear, practical advice on managing specific fire-related hazards within healthcare and other high-risk environments. These notes focus on known fire safety risks such as the storage and use of medical oxygen, the handling and charging of lithium-ion batteries, the safe operation of white goods, and the correct use of electrical extension leads.

Each guidance note outlines the inherent fire hazards associated with these items, explains the potential consequences of misuse or failure, and sets out robust control measures to mitigate risk. By following these notes, staff can ensure compliance with statutory requirements, reduce the likelihood of ignition, and maintain a safe environment for patients, visitors, and colleagues. They form a critical component of the Trust's fire safety management system, supporting proactive risk reduction and reinforcing a culture of safety.

## 8.3   Fire Risk Assessment

The Responsible Person(s) has a duty imposed on them under the Regulatory Reform (Fire Safety) Order 2005 to ensure that all fire safety risks are identified and appropriate measures are adopted to protect the safety of all relevant persons.

The fire risk assessment will form the foundation for all fire precautions preventative, protective and managerial within all premises owned, occupied, or managed by Mid Yorkshire Hospitals NHS Trust, and will help ensure that fire safety procedures, fire prevention measures and fire precautions (plans, systems, and equipment) are all in place and working properly.  The fire risk assessment process will identify any gaps that require attention.

The Fire Safety Manager is tasked with ensuring fire risk assessments are undertaken by a competent fire safety professional, recorded and suitable action plans are devised where required

The fire risk assessment is not a one-off procedure, once carried out it must remain under regular review by local management, which is at least annually or if the findings of the fire risk assessment are no longer valid.

The fire risk assessment should be referred to the Fire Safety Manager for a review by a competent fire safety professional if:

- There is a change in the number and type of occupants
- There are changes to any processes carried out in the workplace
- There are changes in the level of staffing (increase or decrease)
- There is a decrease in the number of staff trained in the evacuation of the occupants from the workplace
- There is a change to the layout of the workplace or change of use of any room(s)
- There is a change of use of the workplace
- There are changes to the opening times of the workplace

- There is an introduction or increase in the level of combustible or flammable liquid storage or use within the workplace
- Local Management become aware of shortfalls in the fire protective measures
- There has been a failure of Fire Precautions, Fire Protection systems
- Following a fire event

See Fire Safety Management Protocol Nº2 Fire Risk Assessment for further guidance.

A fire risk assessment must be in place for all workplaces owned, occupied or managed by Sherwood Forest Hospitals NHS Foundation Trust, it is the responsibility of Local Management in conjunction with the Head of Fire Safety to ensure suitable and sufficient fire risk assessments are in place and reviewed.

## 8.4    Fire Emergency Action Plans

An effective response to any fire emergency depends on the preparedness of all those involved and detailed knowledge and understanding of the fire emergency action plan and the arrangements in place to safeguard a buildings occupant.

To achieve such a level of preparation, considerable effort should be made in the form of planning, training, and testing the arrangements in place.

Local management must ensure that all workplaces have in place a robust fire emergency action plan with the intention of safeguarding all occupants in the event of fire.
See Fire Safety Management Protocol Nº3 Fire Emergency Action Planning and Procedures.

## Equality Act 2010 – PEEPs

The Trust will comply with the Equality Act 2010 by ensuring individuals with disabilities are not disadvantaged during emergency evacuation. To achieve this, the Trust will:

- Develop Personal Emergency Evacuation Plans (PEEPs) for staff, patients, and visitors who require assistance.
- Provide reasonable adjustments, such as evacuation aids and trained support staff.
- Review and update PEEPs regularly to reflect changes in needs or environment.

These measures form part of our commitment to safe evacuation for all building occupants and compliance with legal obligations.
Further information can be found in Fire Safety Management Protocol 21 Generic & Personal Emergency Evacuation Plans

## 9.0   IMPACT ASSESSMENTS

- This document is not subject to an Environmental Impact Assessment

## 10.0   EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

## Evidence Base:
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022

- NHS Firecode suite [HTM 05-01, 05-02, 05-03]


**Related SFHFT Documents:**
- SFH Risk Management Policy
- SFH Business Continuity Policy


## 11.0  KEYWORDS

words **not** in the published title but thought useful when using the intranet search engine to help find the document


## 12.0  APPENDICES
- List all appendices here or refer to list in contents table

## APPENDIX A - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

| | |
|---|---|
| **Name EIA Assessor:** | **Date of EIA completion:** |
| **Department: Estates & Facilities / Fire Safety** | **Division: Corporate** |

| |
|---|
| **Name of service/policy/procedure being reviewed or created:  FIRE SAFETY POLICY** |
| **Name of person responsible for service/policy/procedure:  HEAD of FIRE SAFETY – Gary Tibbs** |
| **Brief summary of policy, procedure or service being assessed:** <br><br>The Fire Safety Policy supports the NHS duty to provide a safe environment for patients, service users, staff, contractors, and visitors by setting out arrangements for fire prevention, detection, evacuation, and emergency response across all Trust premises. The policy recognises the needs of individuals with protected characteristics and ensures that reasonable adjustments—such as Personal Emergency Evacuation Plans (PEEPs), accessible fire safety information, and staff training—are in place where required. The policy promotes equitable access to safety measures and does not disproportionately disadvantage any group. |
| **Please state who this policy will affect:** Patients or Service Users, Carers or families, Commissioned Services, Communities in placed based settings, Staff, Stakeholder organisations, Others (give details) <br>**(Please delete as appropriate)** <br><br>**All of these groups** |

| Protected Characteristic | Considering data and supporting information, could protected characteristic groups' face negative impact, barriers, or discrimination? For example, are there any known health inequality or access issues to consider? (Yes or No) | Please describe what is contained within the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening. <br>Please also provide a brief summary of what data or supporting information was considered to measure/decipher any impact. |
|---|---|---|
| **Race and Ethnicity** | YES | |
| **Sex** | No | |
| **Age** | No | |
| **Religion and Belief** | No | |
| **Disability** | YES | |
| **Sexuality** | No | |
| **Pregnancy and Maternity** | No | |

| | |
|---|---|
| **Gender Reassignment** | No |
| **Marriage and Civil Partnership** | No |
| **Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)** | No |

**If you have answered 'yes' to any of the above, please complete Stage 2 of the EIA on Page 3 and 4.**

**What consultation with protected characteristic groups including patient groups have you carried out?**
- None for this version

**As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?**
- No

**On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative adverse impact on equality?** (delete as appropriate)

| Positive | | | Negative | | | |
|---|---|---|---|---|---|---|
| | | **Low** | | | | |

**If you identified positive impact, please outline the details here:**

The Fire Safety Policy is assessed as having a **low positive impact on equality**. While the policy applies equally to all individuals across the Trust, it incorporates inclusive measures—such as Personal Emergency Evacuation Plans (PEEPs), accessible fire safety information, and staff training—that support the needs of people with protected characteristics. These measures help reduce potential disadvantage and promote safe access to NHS services and workplaces, although the policy does not directly target or disproportionately benefit any specific group.

There is potential for indirect disadvantage if individual needs are not identified or managed effectively during a fire emergency (for example, for people with mobility, sensory, or cognitive impairments). This risk is mitigated through the use of PEEPs, ward-level evacuation planning, staff training, and ongoing fire risk assessment.

| Protected Characteristic | Please explain, using examples of evidence and data, what the impact of the Policy, Procedure or Service/Clinical Guideline will be on the protected characteristic group. | Please outline any further actions to be taken to address and mitigate or remove any in barriers that have been identified. |
|---|---|---|
| **Race and Ethnicity** | Availability of this policy in languages other than English on request | Alternative version will be created on request |
| **Gender** | NONE | |
| **Age** | NONE | |
| **Religion** | NONE | |
| **Disability** | Blind or Impaired vision | Alternative large print version will be created on request.  Usable technology by end user. |
| **Sexuality** | NONE | |
| **Pregnancy and Maternity** | NONE | |
| **Gender Reassignment** | NONE | |
| **Marriage and Civil Partnership** | NONE | |
| **Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)** | NONE | |

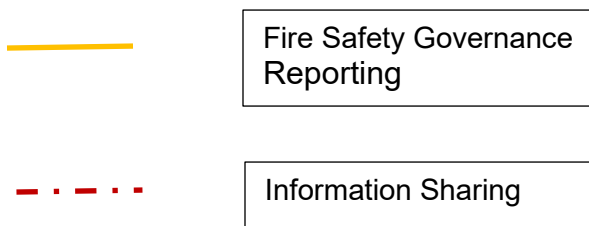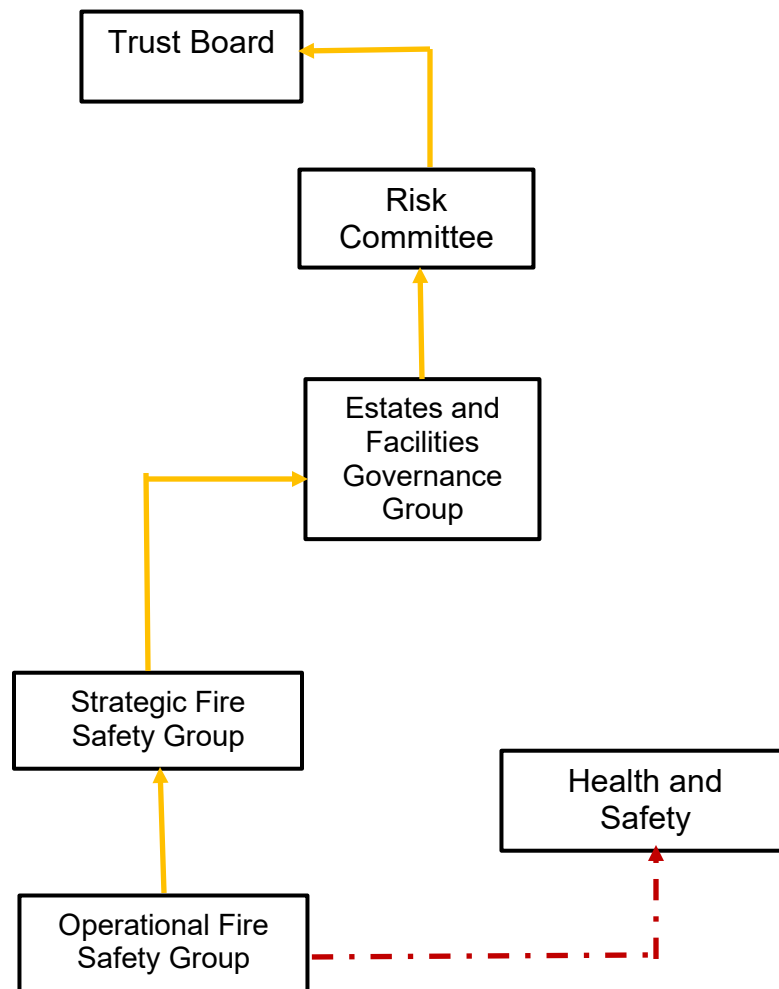| |
|---|
| **Signature:** |
| *I can confirm I have read the Trust's Guidance document on Equality Impact Assessments prior to completing this form* |
| **Date: 03 / 02 / 2026** |

**APPENDIX B -  Fire Safety Management Accountability**



Legend:
- ——— Direct Accountability
- —··— Fire Safety Reporting
- ----- Exception Reporting
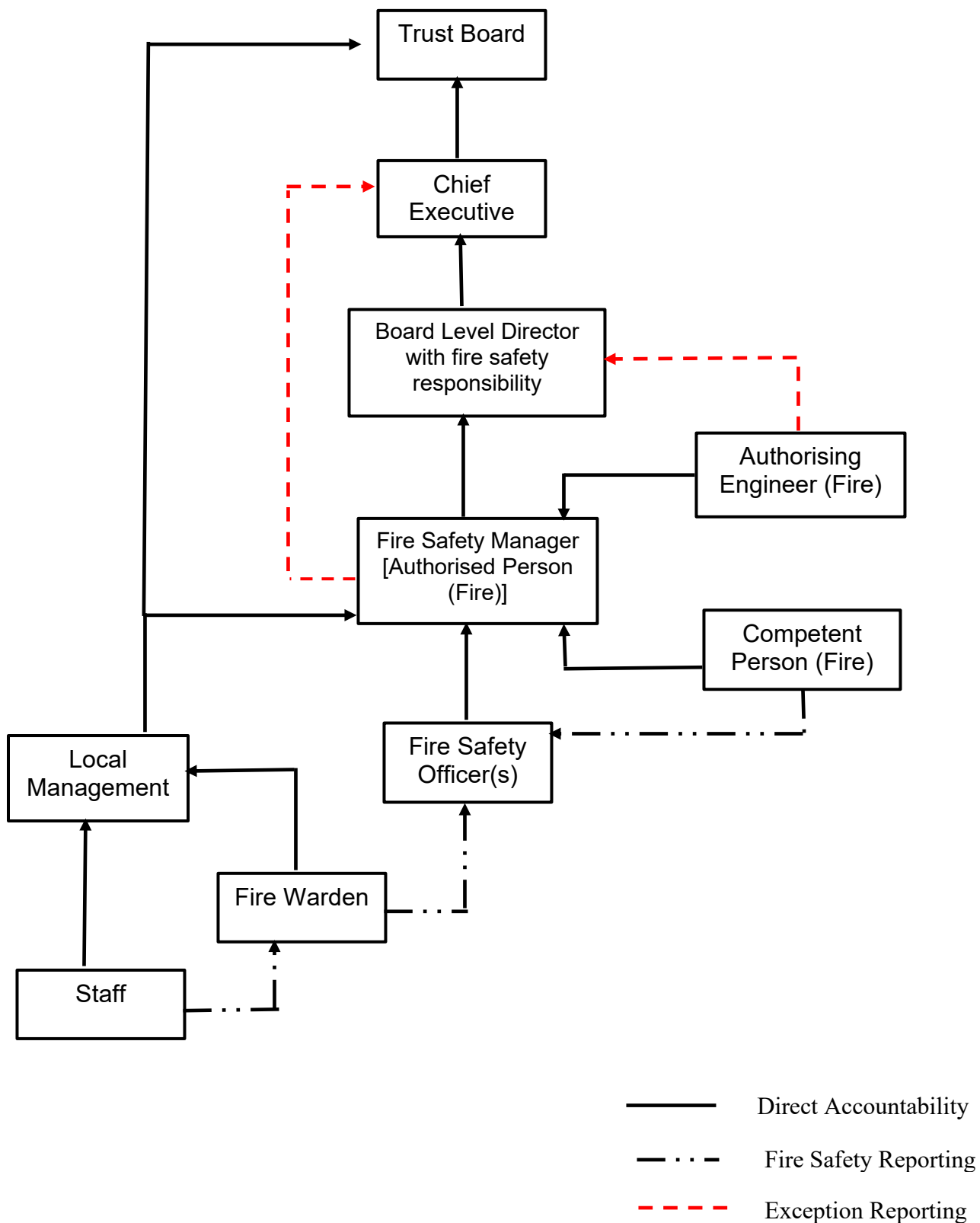
**APPENDIX B – Fire Safety Reporting Structure**

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                    ┌──────────────┐
                    │  Trust Board │ ◄──┐
                    └──────────────┘    │
                                        │
                          ┌─────────────┴──┐
                          │      Risk      │
                          │   Committee    │
                          └────────────────┘
                                   ▲
                                   │
                          ┌────────┴───────┐
                          │  Estates and   │
                 ┌───────►│   Facilities   │
                 │        │  Governance    │
                 │        │     Group      │
                 │        └────────────────┘
                 │
        ┌────────┴───────┐
        │  Strategic Fire│
        │   Safety Group │           ┌────────────────┐
        └────────────────┘           │  Health and    │
                 ▲                    │    Safety      │
                 │                    └────────────────┘
        ┌────────┴───────┐                    ▲
        │ Operational Fire│                   │
        │   Safety Group  │ ·─·─·─·─·─·─·─·─·─·┘
        └─────────────────┘
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| ———————— | Fire Safety Governance Reporting |

| —·—·—·—· | Information Sharing |

## APPENDIX C - Fire Safety Management Protocols

The Trust's Fire Safety Protocols have been developed to provide clear, practical instructions for preventing fire incidents and ensuring an effective response in the event of an emergency. These protocols form an essential part of the Trust's Fire Safety Management System and support compliance with statutory requirements, national healthcare fire safety standards, and the Trust's Fire Safety Policy.

The protocols outline the key actions and responsibilities required to maintain a safe environment for patients, staff, and visitors. They are designed to ensure that all staff understand what to do before, during, and after a fire-related event, reducing risk and safeguarding life safety.

These protocols apply to all staff working within the Trust, including clinical and non-clinical areas. Managers and supervisors have a duty to ensure that staff are familiar with these protocols and that they are integrated into local procedures and emergency plans.

How Should They Be Applied?

- **Managers** must incorporate these protocols into local fire emergency action plans, staff induction, and ongoing training.
- **Staff** must follow these protocols at all times, report any fire safety concerns promptly, and participate in drills and training as required.
- Protocols should be reviewed regularly and updated following any changes in layout, occupancy, or risk profile.

| Nº | Title | Nº | Title |
|----|-------|----|-------|
| 1 | Management and Governance of Fire Safety | 15 | Portable Fire Extinguishers |
| 2 | Fire Risk Assessments | 16 | Information for the Fire and Rescue Service |
| 3 | Fire Emergency Planning and Procedures | 17 | Fire Alarm and Detection Systems - Design |
| 4 | Fire Strategies - Buildings | 18 | False Fire Alarms and Unwanted Fire Signals |
| 5 | Fire Safety Manuals | 19 | Access Security Systems and Accessible Door Opening Devices |
| 6 | Fire Drawings | 20 | Fire Alarm Systems – Isolation of systems and Devices |
| 7 | Fire Safety and Purchasing | 21 | Generic and Personal Emergency Evacuation Plans |
| 8 | Hot Work Processes | 22 | Fire Evacuation Exercises |
| 9 | Fire Prevention | 23 | Trust Approved 'Hold Open' Devices for Fire Doors |
| 10 | Fire Safety Training | 24 | Changing the use of rooms and Fire Safety |
| 11 | Fire Safety Systems - Maintenance | | |
| 12 | Arson Prevention | | |
| 13 | Fire Stopping | | |
| 14 | Fire Doors and Fire Door Assemblies | | |

## APPENDIX D - Fire Safety Guidance Notes (FSGN)

The Trust's Fire Safety Team has developed fire Safety Guidance Notes (FSGN) to assist managers and staff in implementing effective and proactive fire safety measures across all areas of the organisation. Their purpose is to provide clear, practical guidance that supports compliance with statutory requirements, national healthcare fire safety standards, and the Trust's Fire Safety Policy.

The scope of the documents covers all wards, departments, and operational areas, ensuring that fire safety responsibilities are understood and consistently applied. By following the guidance, managers and staff will help maintain a safe environment for patients, visitors, and colleagues, reduce the risk of fire incidents, and ensure preparedness for emergency situations.

Fire safety is a shared responsibility. These guidance documents reinforce the importance of vigilance, proactive risk management, and adherence to established procedures, forming a key part of the Trust's commitment to life safety and regulatory compliance.

| Nº | Title |
|----|-------|
| 01 | Oxygen |
| 02 | Lithium-Ion Batteries |
| 03 | Microwaves |
| 04 | Festive Decorations |
| 05 | Ski Pads |
| 06 | Toasters |
| 07 | Electrical Extension Leads |
|    |       |