

| POLICY/PROCEDURE INFORMATION (Policy no OP005) | |
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| Subject | Fire Safety Policy <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i> |
| Applicable to | The Nottinghamshire Hospice building at Woodborough Road and all other retail outlets operated by the business. |
| Target Audience | All hospice staff and volunteers. |
| Date issued | 26 Sept 2023 |
| Next review date | 26 Sept 2026 |
| Lead responsible for Policy | Director of Resources and Finance. |
| Policy reviewed by | Facilities and Transport Manager. |
| Notified to (when) | Quality and Safety Committee 26 Sept 2023 |
| Authorised by (when) | Quality and Safety Committee 26 Sept 2023 |
| CQC Standard if applicable | Safe |
| Links to other Hospice Policies | |
| Links to external policies | |
| Summary | The Policy details the legal and regulatory requirements for Fire Safety and the responsibilities for fire risk management, fire precautions, training, monitoring and audit. |
| This policy replaces | General Fire Procedure OP005 |

VERSION CONTROL

| Status | Date | Review date |
|---|---------------|--------------------|
| Original policy written by Michelle Wright, Building Supervisor | April 2015 | |
| Policy reviewed by Donna Payne, Clinical Services Director | April 2015 | April 2017 |
| Policy reviewed and amended by Jo Polkey, Director of Care Services | June 2017 | |
| Policy reviewed and amended by Transport and Maintenance Manager | May 2019 | |
| Policy notified to Strategy and Corporate Governance Group | June 2019 | |
| Policy authorised by Board of Trustees | June 2019 | |
| Updated control sheet and published on Policy Doc App | June 2019 | |
| Updated to include Blidworth shop fire muster point and the Hospice out of hours services for the Hospice Night Support Team. | March 2020 | |
| Updated logo and published on website | December 2020 | |
| Policy reviewed by Maria Holmes, Director of Finance & Resources | March 2022 | |
| Policy reviewed and amended by Transport and Facilities Manager | August 2023 | |
| Policy notified to Quality and Safety Committee | 26 Sept 2023 | |
| Policy authorised by Quality and Safety Committee | 26 Sept 2023 | 26 Sept 2026 |
| Updated logo and published on website | Oct 2023 | |

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| <p>1.</p> | <p>Introduction</p> <p>The greatest risk to life in any business is through the effects of a fire. A small fire can spread within minutes, producing excessive heat and toxic smoke. Although employees or members of the public may not be directly injured by the flames or heat. The inhalation of smoke will cause respiratory distress, confusion and, if persons are trapped in such an environment, their rapid unconsciousness and subsequent death.</p> <p>Although it is impossible to totally prevent the outbreak of fire, the correct controls, processes and monitoring can mitigate the possibility of a fire to as low as is reasonably practicable.</p> <p>The implementation of fire training, evacuation plans and drills will prepare people for the actions they must take in the event of a fire.</p> <p>Almost all of the controls, processes, training and drills outlined above are legal and regulatory requirements.</p> |
| <p>2.</p> | <p style="text-align: center;">Fire Safety Policy Statement</p> <p style="text-align: center;">September 2023</p> <p style="text-align: center;"><i>“In the event of a fire, the safety of life shall override all other considerations.”</i></p> <p>The risk of a fire at one of our locations is perhaps the greatest threat faced by our organisation. Nottinghamshire Hospice Limited (The Hospice) will take all measures reasonably practicable to prevent or minimise the risk of fire through the undertaking of a fire risk assessment.</p> <p>It is acknowledged that despite control measures being in place for fire prevention, it can never be assumed that a fire will not occur. The Hospice will therefore put in place systems to deal with the consequences of any outbreak of fire. These systems will be regularly monitored, tested, updated and amended as necessary to ensure they remain adequate.</p> <p>As an employer, The Hospice has a legal, regulatory and moral duty to ensure the safety of all persons working within or visiting any of our operated sites.</p> |

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| | <p>We will ensure fire safety by ensuring all employees and volunteers are given suitable instruction on basic fire evacuation measures. Employees involved in activities that give rise to an increased risk shall be given appropriate training in fire prevention and specific evacuation responsibilities.</p> <p>Visitors and contractors will be made aware of our fire safety arrangements and the actions they will need to take in the event of a fire being discovered or the Fire Alarm sounding.</p> <p>As employees and volunteers, you will be obligated to complete the relevant fire safety training as directed and to comply with all fire safety procedures. Where any individual has concerns regarding fire safety, it must be reported to their line manager as soon as possible. Appropriate action can then be taken to eliminate the problem. Safety is everyone’s business.</p> <p>Your full co-operation and compliance with the instructions in the Fire Safety Management plan is vital. I look forward to your support.</p> <p style="text-align: center;">Chief Executive Officer, Rachel Hucknall</p> |
| <p>3.</p> | <p>Scope</p> <p>This policy covers all fire safety assessments, safety arrangements and activities within all the Nottinghamshire Hospice operated business areas.</p> <p>All employees, volunteers and contractors are to be fully aware of the Policy, the specific Stand Operating Procedures (SOPs) and training requirements arising from it.</p> |
| <p>4.</p> | <p>Definitions</p> <p>Fire Safety Management Plan (FSMP)</p> <p>This is a mandatory document that details the Hospice’s Fire Safety Policy, current Fire Safety Risk Assessment, Fire SOPs, Fire Safety checks, Fire Safety Equipment servicing/modification records and incident/drill reports. It is an auditable document which can be examined at any time by the Fire Service and the HSE.</p> |

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| | <p>Personal Evacuation Plan (PEEP)</p> <p>A pre-planned evacuation plan for each person with reduced mobility in the event of a fire. Each specific plan must detail the method of evacuation, routes, mobility equipment requirements and the specific number of correctly trained staff on site to facilitate this. The plan must be discussed with all wellbeing staff and volunteers prior to the individual attending site.</p> |
| <p>5.</p> | <p>Responsibilities</p> <p>Chief Executive Officer</p> <p>Is responsible for ensuring Fire Safety on behalf of the Hospice and reports directly to the Trustees. These responsibilities include ensuring:</p> <ul style="list-style-type: none"> • The Hospice has access to specialist advice in relation to fire procedures, practice to ensure the Hospice functions within the scope of the law. • That there is a regular review of the fire risk assessment of the premises. • Mandatory staff fire training is provided across the organisation. <p>Director of Care</p> <ul style="list-style-type: none"> • Supports the fire safety process and ensure that the fire procedure for evacuating patients is appropriate. • Ensures patients who are unable to exit the building unaided have a Personal Emergency Evacuation Plan (PEEP). • Ensures that Staff and Volunteers working in Care Services are aware of their roles and responsibilities and know how to respond to a fire alarm being activated and the possible evacuation of patients. • Monitors mandatory training attendance. <p>Facilities and Transport Manager</p> <ul style="list-style-type: none"> • Ensuring all fire alarms and fire equipment are maintained and kept in good working order in accordance with current legislation and recommended best |

practice.

- Ensuring all fire escapes are maintained and in working order.
- Completing and maintaining the Woodborough Road Fire Safety Management Plan.
- Ensuring that fire action posters (Appendix 3) are displayed around the hospice.
- Liaison with the Fire Service during audits and in the event of a call out.

Shop Support Manager

- Ensuring all fire alarms and fire equipment situated in all retail premises are maintained and kept in good working order in accordance with current legislation and recommended best practice.
- Ensuring all fire escapes in retail premises are maintained and in working order.
- Ensuring that fire action posters (Appendix 4) are displayed in all hospice retail premises.
- Oversight of retail premises Fire Safety Diaries.

Shop Managers

- Completion of retail premises Fire Safety Diaries.
- To ensure that fire risk is integral to all annual risk assessments and to keep their staff informed of any relevant changes to fire safety procedures.
- Ensure staff and volunteers are aware of their roles and responsibilities and know how to respond to the fire alarm being activated and the correct evacuation procedure.
- To be aware of fire risks and report/escalate these to the Shop Support Manager.

- Ensure staff complete mandatory fire training.

Head of Wellbeing

- To ensure that fire risk is integral to all annual risk assessments and to keep their staff informed of any relevant changes to fire safety procedures.
- Ensure staff and volunteers are aware of their specific roles/responsibilities and know how to respond to the fire alarm being activated and the correct evacuation procedure for each patient who is subject to a PEEP.
- Ensure the completion of PEEPs for day patients who are deemed to have significant mobility issues; inclusive of plans for those patients undergoing specific wellbeing therapies or bathing.
- Ensuring that the sufficient mobility equipment is positioned to evacuate those patients subject to a PEEP.
- Ensuring daily trained staff levels are sufficient to enable the actioning of PEEPs for any patients attending wellbeing therapies.
- To be aware of fire risks and report/escalate these to the health and safety meeting.
- Ensure staff complete mandatory fire training.

Leadership Team

- To ensure that fire risk is integral to all annual risk assessments and to keep their staff informed of any relevant changes to fire safety procedures.
- Ensure staff and volunteers are aware of their roles and responsibilities and know how to respond to the fire alarm being activated and the correct evacuation procedure.
- To be aware of fire risks and report/escalate these to the health and safety meeting.

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| | <ul style="list-style-type: none"> • Ensure staff complete mandatory fire training. <p>All hospice staff and volunteers</p> <ul style="list-style-type: none"> • Have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. • Are expected to co-operate fully with any fire safety procedures that may be introduced as a measure to protect the safety and wellbeing of staff, volunteers, patients and members of the public on hospice operated premises. • Complete all mandated fire training. • Report any missing or defective equipment to the Maintenance Manager/Line Manager. • Respond to all unannounced fire alarms in the correct manner, irrespective of whether there is fire or not. |
| <p>6.</p> | <p>Risk Management</p> <p>The Hospice and Retail Outlets will conduct a Fire Risk Assessment annually, to ensure that fire precautions, processes and equipment remain current, serviceable and comply with all current regulations. A copy of the most recent Fire Risk Assessments can be found at N:\Company\Risk Assessments</p> <p>Where there is a significant change identified in processes, practices or equipment; and/or the review of an incident, near miss or fire drill identifies concern, then a further Fire Risk Assessment must be conducted.</p> |
| <p>7.</p> | <p>Fire Precautions</p> <p>The Hospice will ensure that fire prevention, detection and warning systems are in place and that regular checks are conducted to ensure:</p> <ul style="list-style-type: none"> • All fire alarm systems are serviceable. • Emergency lighting is serviceable. |

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| | <ul style="list-style-type: none"> • A record of checks, faults and repairs to systems and equipment is maintained. • All fire escape routes are marked, clear from obstruction and in good condition. • All fire exit doors can be opened easily. • Automatic fire doors operate correctly. • Fire door retainers (DORGARD) release upon activation of an alarm. • Emergency Gas isolation valves function correctly. |
| <p>8.</p> | <p>Out of Hours Services</p> <p>The Hospice operates care teams outside of the normal working hours, Monday to Friday between 0745-1715. During these hours the hospice will still provide emergency exit access for staff in the event of a fire and a management contact number in case of any fire safety incidents.</p> |
| <p>9.</p> | <p>Fundraising & Wellbeing Events</p> <p>Where fundraising events or wellbeing activities are conducted outside of normal working hours at any hospice operated site, a risk assessment must be completed by the event manager. A fire safety plan will be implemented which is tailored to the numbers of attendees and the activities being undertaken. Consideration must be made to:</p> <ul style="list-style-type: none"> • Briefing employees, volunteers and visitors on any event specific fire safety arrangements. • Provision of extra fire safety equipment as required for the planned activities. • Further fire escape signage to ensure identifiable escape routes to visitors. • The application of a one way system within the event. • Monitoring/limiting maximum visitor numbers within the site. • Limiting vehicle parking on site to ensure ease of access for the Fire Service if |

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| | <p>they are required.</p> <ul style="list-style-type: none">• A PEEP for any visitors attending an event who are unable to evacuate unaided. <p>A minimum of one trained Fire Marshal must be present at any fundraising, bereavement or wellbeing event held at the Woodborough Road site.</p> |
| <p>10. Training</p> | <p>All employees and volunteers during their respective workplace induction will be made aware of how to raise the alarm, access escape routes and the location of the specific Fire Evacuation Point.</p> <p>Blue Stream Academy Fire Safety training will be completed by all employees and volunteers annually. Where arranged, all staff will attend any fire training updates as a requirement of their employment.</p> <p>Role specific training</p> <p>Fire Marshals will receive external training to ensure they are aware of their role. They will have had some training in the use of fire extinguishers, a knowledge of fire prevention and be able to identify possible hazards to prevent a fire from occurring.</p> <p>The following employees will receive training to act as Fire Marshals in the event of a Fire Alarm:</p> <ul style="list-style-type: none">• All Directors.• Head of Wellbeing.• Wellbeing Lead Nurse.• All Care Coordinators.• Facilities and Transport Assistants. |

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| <p>11. Monitoring and Audit</p> | <p>Fire drills</p> <p>The Hospice will undertake no notice fire drills to be conducted at least once every six months. These are to ensure that all employees and volunteers are prepared and familiar with this fire policy and the site-specific procedures.</p> <p>Following the completion of a fire drill, an after action report will be completed which will detail the date and time, plus any further remedial action required to be taken as a result of the drill.</p> <p>External audit</p> <p>Nottinghamshire Fire and Rescue Service has authority to visit any hospice operated premises at any time. Fire officers will conduct a thorough audit to check that the current site fire risk assessment and fire prevention measures are appropriate and will offer further advice on best practice.</p> |
| <p>12. Equality Impact Assessment</p> | <p>A full Equality Impact Assessment has been completed.</p> |
| <p>13. Legislation</p> | <p>The main fire legislation in the UK is The Regulatory Reform (Fire Safety) Order 2005 (RRFSO). The Order places duties on ‘responsible persons’, to the extent which they have control, over premises and activities to ensure compliance with all relevant legislation to thus ensure:</p> <ul style="list-style-type: none"> • Ensure suitable and sufficient fire risk assessments are completed. • Implement protective and preventative measures as required to ensure the safety of all ‘relevant persons.’ • Appoint competent person/s to assist them in implementing the measures as required. <p>In the case of The Hospice, the “Responsible Person” is the Chief Executive Officer.</p> |

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| | <p>Enforcement</p> <p>The enforcement of fire safety is the responsibility of the local fire and rescue authority. Nottinghamshire Fire and Rescue Service has authority to visit premises at any time to check that fire risk assessment and fire prevention measures are appropriate. They will act if they believe that the fire safety measures are not adequate. Action can range from the issue of an Enforcement Notice in the event of serious risk that is not being managed, through to a Prohibition Notice if the risk is so great that access to the premises must be prohibited or restricted.</p> <p>Penalties</p> <p>Failure to not follow fire safety regulations can lead to the awarding of fines or, in extreme cases of negligence, custodial sentences. Minor penalties awarded can be up to £5,000. Major penalties can result in the award of unlimited fines and custodial sentences of up to 2 years in prison.</p> |
| <p>14. References</p> | <ol style="list-style-type: none"> 1. Fire Safety Act 2021 2. Regulatory Reform Fire Safety Order 2005 3. Fire Safety Regulations (England) 2022 4. Health Technical Memorandum 05-01: Managing Healthcare Fire Safety (England) 5. Health and Safety at Work Act 1974 |
| <p>15. Standard Operating Procedures</p> | <p>SOP032 Fire Alarm Testing</p> <p>SOP033 Fire Evacuation – Coordinators Actions</p> <p>SOP034 Fire Evacuation Procedure - Bereavement</p> <p>SOP035 Fire Evacuation Procedure - Wellbeing</p> |

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| | SOP036 Fire Warden Responsibilities |
| | SOP037 Fire Safety - Community |

Woodborough Road Fire Safety Policy and Strategy Statement

| | | | |
|---|---|------|--|
| Fire Safety Policy and Strategy Statements for | Nottinghamshire Hospice - Woodborough Road | | |
| Premises Address and Postcode | 384 Woodborough Road Nottingham NG3 4JF | | |
| Nature of Business | Hospice main office and Wellbeing. | | |
| Name of Responsible Person(s) | Chief Executive Officer | | |
| Name and contact details of Assessor or person completing this document | Facility and Transport Manager 07812 096007 | | |
| Date of statements | 12 May 2023 | | |
| Responsible Person's signature | | Date | |

Planning

The Responsible Person should set up an effective fire safety management system to implement their fire safety policy which is proportionate to the hazards and risks. Adequate planning includes:

- a) adopting a systematic approach to the completion of a fire risk assessment. Risk assessment methodology laid down in Schedule 1 Part 3 of the Fire Safety Order should be used to decide on priorities and to set objectives for eliminating hazards and reducing risks. This should include a programme, with deadlines for the completion of the fire risk assessment process, together with suitable deadlines for the design and implementation of the preventive and protective measures which are necessary.
- b) selecting appropriate methods of risk control to minimise risks.
- c) establishing priorities and developing performance standards both for the completion of the fire risk assessment(s) and the implementation of preventive and protective measures, which at each stage minimises the risk of harm to people. Wherever possible, risks are eliminated through selection and design of facilities, equipment and processes.

Responsibilities

As the Responsible Person you have overall responsibility for fire safety (Box 1). You can delegate responsibility for day-to-day tasks to someone else, e.g., a manager or supervisor (Box 2). Make sure they keep you informed about fire safety matters: they are still your overall responsibility. You can delegate specific tasks to individuals in your organisation, by workplace area or by topic (Box 3). Responsibilities should be clearly set so that if there are any fire safety concerns, they can be reported to the right person. Employees also have legal responsibilities to take care of the fire safety of themselves and others, and to co-operate with you to help you comply with the law.

1. Overall and final responsibility for health and safety is that of

Chief Executive Officer

(The Responsible Person)

2. Day-to-day responsibilities for ensuring this policy is put into practice is delegated to

Facilities and Transport Manager.

3. To ensure fire safety standards are maintained/improved, the following people have responsibility in the following areas

Name/Role

Responsibility

| | |
|---|-----------------------------------|
| Facilities and Transport Manager | Fire Risk Assessment |
| Facilities and Transport Manager | Fire Warning and Detection |
| Facilities and Transport Manager | Emergency Lighting |
| Facilities and Transport Manager | Fire Fighting Equipment |
| Facilities and Transport Manager | Passive Fire Safety Measures |
| Facilities and Transport Manager | Escape Routes & Exits |
| People Services Department | Staff Training & Liaison |
| Senior Leadership Team | Co-operation & Co-ordination |
| All Managers | Other Active Fire Safety Measures |

4. All employees must:

- co-operate with supervisors and managers on fire safety matters.
- not interfere with anything provided to safeguard their safety in respect of fire.
- take reasonable care of their own safety; and
- report all fire safety concerns to an appropriate person (as detailed in this policy statement).

Where the Responsible Person chooses to use the services of a third party to undertake any of the roles above, they must ensure that the person(s) engaged are competent to carry out their allotted tasks and duties. The Fire Safety Order defines competency as:

'A person is to be regarded as competent for the purpose where he has sufficient training and experience or knowledge and other qualities to enable them properly to implement the measures'

One method of choosing a competent person is to make reference to a recognised certification scheme, preferably third-party accreditation, and to seek (where necessary) references.

Organisation

This includes:

- (a) Involving employees and their representatives in carrying out fire risk assessments, deciding on preventive and protective measures and implementing those requirements in the workplace. This may be achieved by the use of formal fire safety committees where they exist, and by the use of team-working, where employees are involved in deciding on the appropriate preventive and protective measures and written procedures etc...
- (b) Establishing effective means of communication and consultation in which a positive approach to fire safety is visible and clear. The Responsible Person should have adequate fire safety information and make sure it is communicated to employees and their representatives, so informed decisions can be made about the choice of preventive and protective measures. Effective communication will ensure that employees are provided with sufficient information so that control measures can be implemented effectively.
- (c) Securing competence by the provision of adequate information, instruction and training and its evaluation, particularly for those who carry out fire risk assessments and make decisions about preventive and protective measures. Where necessary this will need to be supported by the provision of adequate fire safety assistance or advice.

Write down your arrangements for doing your fire risk assessment here.

- Risk assessments will be undertaken by:

Facilities and Transport Manager.

- The findings of the risk assessments will be reported to

Director of Resources and Finance.

- Action required to remove/control risks will be approved by

The Senior Leadership Team.

Director of Resources and Finance.

- will be responsible for ensuring the action required is implemented.

Facilities and Transport Manager

- will check that the implemented actions have removed/reduced the risks.

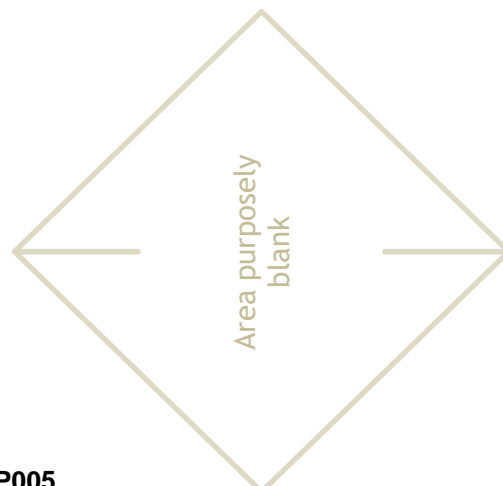
Facilities and Transport Manager

- Assessments will be reviewed every

Year.

- or with alterations in the work activity or the use/layout of part or all of the premises' changes, or
- if there is reason to believe that the fire risk assessment is no longer valid,

whichever is soonest.



Control

Establishing control includes:

- (a) Clarifying fire safety responsibilities and ensuring that the activities of everyone are well co-ordinated.
- (b) Ensuring everyone with responsibilities understands clearly what they have to do to discharge their responsibilities, and ensure they have the time and resources to discharge them effectively.
- (c) Setting standards to judge the performance of those with responsibilities and ensure they meet them. It is important to reward good performance as well as to take action to improve poor performance.
- (d) Ensuring adequate and appropriate supervision, particularly for those who are learning and who are new to a job.
 - Escape routes are checked by/every

The facilities management team daily.

- Fire extinguishers are maintained and checked by/every

Annually by an approved contractor and checked monthly by the facilities management team.

- Alarms are tested by/every

Weekly by the facilities management team and 6 monthly by an approved contractor.

- Emergency Lighting is tested by/every

Monthly by the facilities management team and annually by an approved contractor.

- Emergency evacuation will be tested every

Six months.

- Consultation with employees will be carried out by

All managers.

- Control and safe storage of flammable and combustible materials will be the responsibility of

The Facilities and Transport Manager.

- Will be responsible for identifying all fire safety preventative and protective measures needing maintenance.

The Facilities and Transport Manager.

- will be responsible for ensuring effective maintenance procedures are drawn up.

The Facilities and Transport Manager.

- will be responsible for ensuring that all identified maintenance is implemented.

The Facilities and Transport Manager.

- Any problems found with fire safety preventative and protective measures should be reported to

The Facilities and Transport Manager.

- Induction fire safety training will be provided for all employees by

People Services via Bluestream Academy and the respective workplace manager.

- Fire safety training will be provided by

Yearly mandated online training via BlueStream Academy.

- Training records are kept at/by

Nottinghamshire Hospice for all staff and volunteers via mandatory online training system.

- Training will be identified, arranged and monitored by

Director of People Services

Monitoring

Employers should measure what they are doing to implement their fire safety policy, to assess how effectively they are controlling risks, and how well they are developing a positive fire safety culture.

Monitoring includes:

- (a) Having a plan and making adequate routine inspections and checks to ensure that preventive and protective measures are in place and effective. Active monitoring reveals how effectively the fire safety management system is functioning;
- (b) Adequately investigating the immediate and underlying causes of incidents and accidents to ensure that remedial action is taken, lessons are learnt and longer term objectives are introduced.

In both cases it may be appropriate to record and analyse the results of monitoring activity, to identify any underlying themes or trends which may not be apparent from looking at events in isolation.

- To check our fire safety preventative and protective measures, and ensure our safe working practices are being followed, we will

- **Use the Fire Safety Management Plan and the Preventative Maintenance checks procedures to make sure all fire checks are completed**
- **Follow up actions highlighted in the health and safety visits which includes checking all checks are correctly recorded**
- **Foster a positive culture to health and safety within all Nottinghamshire Hospice shops**
- **Highlight fire best practice as appropriate**

Link to SOP XX – Fire Safety Monitoring and Audit

Director of Resources and Finance

- is responsible for investigating incidents and breaches of fire safety procedures.

Facilities and Transport Manager

- is responsible for acting on investigation findings to prevent a recurrence.

Review

Review involves:

- (a) Establishing priorities for necessary remedial action that were discovered as a result of monitoring to ensure that suitable action is taken in good time and is completed.
- (b) Periodically reviewing the whole of the fire safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective.

The Fire Safety Manager will be responsible for ensuring that appropriate Fire Safety arrangements are in place, are followed, are reviewed regularly and that improvements are made as appropriate.

The Fire Safety Manager is also responsible for the organisation and monitoring of all training, fire drill exercises and system tests, as well as being responsible for the contents of the fire safety manual to ensure all entries are made and that documents are not removed.

- The designated Fire Safety Manager is

Facilities and Transport Manager

Fire safety issues should be addressed on a day-to-day basis as needed. All staff should be requested to provide comments, issues or feedback to the Fire Safety Manager.

The Fire Safety Manager and any nominated deputies should meet regularly to discuss fire safety issues.

Regular audits of the fire safety manual and fire safety procedures should be undertaken and recorded.

The Fire Safety Manager will make records of any staff comments related to fire safety within the fire safety manual.

Consulting employees or their representatives about matters to do with fire safety is good management practice, as well as being a requirement under fire safety law. Employees are a valuable source of information and can provide feedback about the effectiveness of fire safety management arrangements and control measures. Where safety representatives exist, they can act as an effective channel for employees' views.

Safety representatives' experience of workplace conditions and their commitment to fire safety means they often identify potential problems, allowing the employer to take prompt action. They can also have an important part to play in explaining safety measures to the workforce and gaining commitment.

An example table monitoring template for recording staff comments and observations is provided below:

Retail Fire Safety Policy and Strategy Statement

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|---|--------------------------------|
| Fire Safety Policy and Strategy Statements for | Nottinghamshire Hospice |
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| Premises Address and Postcode | Head Office: 384 Woodborough Road Nottingham NG3 4JF |
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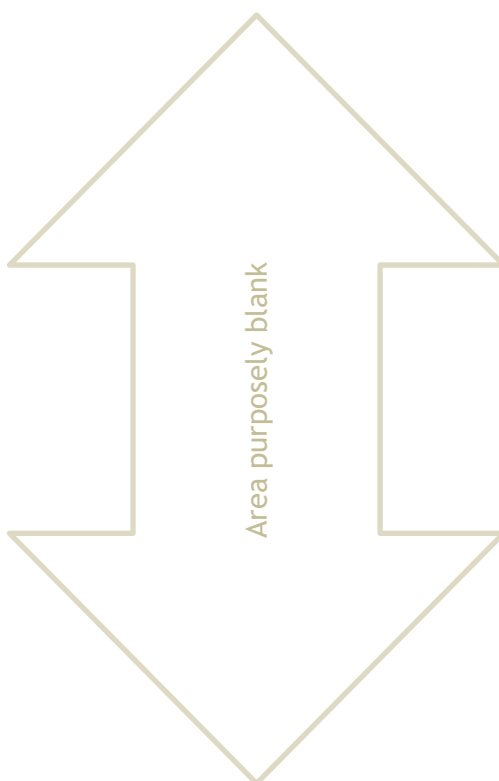
| | |
|---------------------------|--|
| Nature of Business | Retail charity shops supporting Nottinghamshire Hospice |
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|--------------------------------------|--------------------------------|
| Name of Responsible Person(s) | Chief Executive Officer |
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| Name and contact details of Assessor or person completing this document | Shop Support Manager 07812 510893 |
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|---------------------------|----------------------------------|
| Date of statements | 2nd March 2023 |
|---------------------------|----------------------------------|

| | | | |
|---------------------------------------|--|-------------|--|
| Responsible Person's signature | | Date | |
|---------------------------------------|--|-------------|--|



Planning

The Responsible Person should set up an effective fire safety management system to implement their fire safety policy which is proportionate to the hazards and risks. Adequate planning includes:

- d) adopting a systematic approach to the completion of a fire risk assessment. Risk assessment methodology laid down in Schedule 1 Part 3 of the Fire Safety Order should be used to decide on priorities and to set objectives for eliminating hazards and reducing risks. This should include a programme, with deadlines for the completion of the fire risk assessment process, together with suitable deadlines for the design and implementation of the preventive and protective measures which are necessary
- e) selecting appropriate methods of risk control to minimise risks
- f) establishing priorities and developing performance standards both for the completion of the fire risk assessment(s) and the implementation of preventive and protective measures, which at each stage minimises the risk of harm to people. Wherever possible, risks are eliminated through selection and design of facilities, equipment and processes.

Responsibilities

As the Responsible Person you have overall responsibility for fire safety (Box 1). You can delegate responsibility for day-to-day tasks to someone else, e.g. a manager or supervisor (Box 2). Make sure they keep you informed about fire safety matters: they are still your overall responsibility. You can delegate specific tasks to individuals in your organisation, by workplace area or by topic (Box 3). Responsibilities should be clearly set so that if there are any fire safety concerns, they can be reported to the right person. Employees also have legal responsibilities to take care of the fire safety of themselves and others, and to co-operate with you to help you comply with the law.

1. Overall and final responsibility for health and safety is that of

Chief Executive Officer

(the Responsible Person)

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Shop Support Manager

3. To ensure fire safety standards are maintained/improved, the following people have responsibility in the following areas

Name/Role

Responsibility

| | |
|-----------------------------------|--|
| Shop Manager/Shop Support Manager | Fire Risk Assessment |
| Shop Manager/Shop Support Manager | Fire Warning and Detection(if fitted by Nottinghamshire Hospice) |
| Shop Manager/Shop Support Manager | Emergency Lighting (if fitted by Nottinghamshire Hospice) |
| Shop Manager/Shop Support Manager | Fire Fighting Equipment |
| Shop Manager/Shop Support Manager | Passive Fire Safety Measures |
| Shop Manager/Shop Support Manager | Escape Routes & Exits |
| Shop Manager/Shop Support Manager | Staff Training & Liaison |
| Shop Manager/Shop Support Manager | Co-operation & Co-ordination |
| Shop Manager/Shop Support Manager | Other Active Fire Safety Measures |

4. All employees have to:

- co-operate with supervisors and managers on fire safety matters;
- not interfere with anything provided to safeguard their safety in respect of fire;
- take reasonable care of their own safety; and
- report all fire safety concerns to an appropriate person (as detailed in this policy statement).

Where the Responsible Person chooses to use the services of a third party to undertake any of the roles above, they must ensure that the person(s) engaged are competent to carry out their allotted tasks and duties. The Fire Safety Order defines competency as:

'A person is to be regarded as competent for the purpose where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the measures'

One method of choosing a competent person is to make reference to a recognised certification scheme, preferably third party accreditation, and to seek (where necessary) references.

Organisation

This includes:

- (a) involving employees and their representatives in carrying out fire risk assessments, deciding on preventive and protective measures and implementing those requirements in the workplace. This may be achieved by the use of formal fire safety committees where they exist, and by the use of team-working, where employees are involved in deciding on the appropriate preventive and protective measures and written procedures etc;
- (b) establishing effective means of communication and consultation in which a positive approach to fire safety is visible and clear. The Responsible Person should have adequate fire safety information and make sure it is communicated to employees and their representatives, so informed decisions can be made about the choice of preventive and protective measures. Effective communication will ensure that employees are provided with sufficient information so that control measures can be implemented effectively;
- (c) securing competence by the provision of adequate information, instruction and training and its evaluation, particularly for those who carry out fire risk assessments and make decisions about preventive and protective measures. Where necessary this will need to be supported by the provision of adequate fire safety assistance or advice.

Write down your arrangements for doing your fire risk assessment here.

- Risk assessments will be undertaken by:

An approved competent company

- The findings of the risk assessments will be reported to

Director of Income Generation and then Health and Safety Committee

- Action required to remove/control risks will be approved by

Retail Office and Nottinghamshire Hospice Shop

Shop Support Manager/ Shop Manager

- will be responsible for ensuring the action required is implemented.

Shop Support Manager/ Shop Manager

- will check that the implemented actions have removed/reduced the risks.

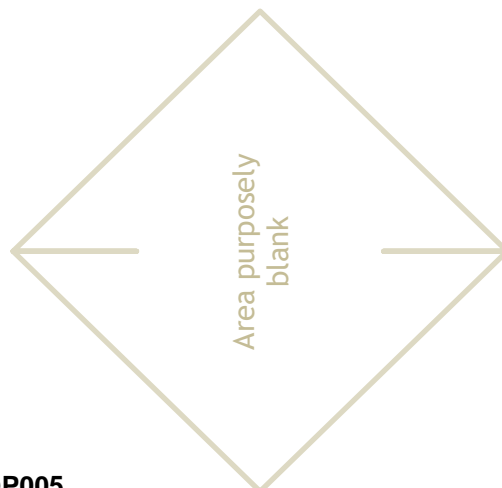
Shop Support Manager/ Shop Manager

- Assessments will be reviewed every

Year.

- or with alterations in the work activity or the use/layout of part or all of the premises changes, or
- if there is reason to believe that the fire risk assessment is no longer valid,

whichever is soonest.



Control

Establishing control includes:

- (a) clarifying fire safety responsibilities and ensuring that the activities of everyone are well co-ordinated;
- (b) ensuring everyone with responsibilities understands clearly what they have to do to discharge their responsibilities, and ensure they have the time and resources to discharge them effectively;
- (c) setting standards to judge the performance of those with responsibilities and ensure they meet them. It is important to reward good performance as well as to take action to improve poor performance; and
- (d) ensuring adequate and appropriate supervision, particularly for those who are learning and who are new to a job.

- Escape routes are checked by/every

Shop Manager prior to opening to the public

- Fire extinguishers are maintained and checked by/every

Annually by an approved contractor

- Alarms are tested by/every

**Weekly by the Shop Manager or landlord depending on the shop.
Annually by an approved contractor or the landlord depending on the shop**

- Emergency Lighting is tested by/every

**Monthly by the Shop Manager or landlord depending on the shop.
Annually by an approved contractor or the landlord depending on the shop**

- Emergency evacuation will be tested every

At least annually

- Consultation with employees will be carried out by

Shop Manager

- Control and safe storage of flammable and combustible materials will be the responsibility of

Shop Manager

- Will be responsible for identifying all fire safety preventative and protective measures needing maintenance.

Shop Manager and Shop Support Manager

- will be responsible for ensuring effective maintenance procedures are drawn up.

Shop Manager and Shop Support Manager

- will be responsible for ensuring that all identified maintenance is implemented.

Retail Office

- Any problems found with fire safety preventative and protective measures should be reported to

Initially the Shop Manager and then the Retail Office

- Induction fire safety training will be provided for all employees by

Shop Manager and Shop Support Manager

- Fire safety training will be provided by

- **Shop Manager for volunteers**
- **Nottinghamshire Hospice for all paid staff via mandatory online training**

- Training records are kept at/by

- **Each shop for volunteers**
- **Nottinghamshire Hospice for all paid staff via mandatory online training system**

- Training will be identified, arranged and monitored by

Shop Manager in conjunction with the Retail Department

Monitoring

Employers should measure what they are doing to implement their fire safety policy, to assess how effectively they are controlling risks, and how well they are developing a positive fire safety culture.

Monitoring includes:

- (a) having a plan and making adequate routine inspections and checks to ensure that preventive and protective measures are in place and effective. Active monitoring reveals how effectively the fire safety management system is functioning;
- (b) adequately investigating the immediate and underlying causes of incidents and accidents to ensure that remedial action is taken, lessons are learnt and longer term objectives are introduced.

In both cases it may be appropriate to record and analyse the results of monitoring activity, to identify any underlying themes or trends which may not be apparent from looking at events in isolation.

- To check our fire safety preventative and protective measures, and ensure our safe working practices are being followed, we will

- Use the diary planner supplied to each shop to make sure all fire checks are completed
- Follow up actions highlighted in the health and safety visits which includes checking all checks are correctly recorded
- Foster a positive culture to health and safety within all Nottinghamshire Hospice shops
- Highlight fire best practice as appropriate

Shop Support Manager and Retail Area Manager

- is responsible for investigating incidents and breaches of fire safety procedures.

Shop Support Manager and Retail Area Managers

- is responsible for acting on investigation findings to prevent a recurrence.



Review

Review involves:

establishing priorities for necessary remedial action that were discovered as a result of monitoring to ensure that suitable action is taken in good time and is completed;

- (c) periodically reviewing the whole of the fire safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective.

The Fire Safety Manager will be responsible for ensuring that appropriate Fire Safety arrangements are in place, are followed, are reviewed regularly and that improvements are made as appropriate.

The Fire Safety Manager is also responsible for the organisation and monitoring of all training, fire drill exercises and system tests, as well as being responsible for the contents of the fire safety manual to ensure all entries are made and that documents are not removed.

- The designated Fire Safety Manager is

Shop Support Manager

Fire safety issues should be addressed on a day-to-day basis as needed. All staff should be requested to provide comments, issues or feedback to the Fire Safety Manager.

The Fire Safety Manager and any nominated deputies should meet regularly to discuss fire safety issues.

Regular audits of the fire safety manual and fire safety procedures should be undertaken and recorded.

The Fire Safety Manager will make records of any staff comments related to fire safety within the fire safety manual.

Consulting employees or their representatives about matters to do with fire safety is good management practice, as well as being a requirement under fire safety law. Employees are a valuable source of information and can provide feedback about the effectiveness of fire safety management arrangements and control measures. Where safety representatives exist, they can act as an effective channel for employees' views.

Safety representatives' experience of workplace conditions and their commitment to fire safety means they often identify potential problems, allowing the employer to take prompt action. They can also have an important part to play in explaining safety measures to the workforce and gaining commitment.

An example table monitoring template for recording staff comments and observations is provided below:

Fire Action Poster – Woodborough Road

FIRE SAFETY NOTICE

It is everybody's responsibility to keep themselves and others safe. If you see or hear something that is not right – report it!

If you hear a continuous fire alarm:

Leave the building by the nearest exit.

Do not collect your personal belongings.

Close any doors behind you if possible.

Meet at the assembly point near the out gate to the car park.

Keep noise to a minimum for roll call purposes.

Do not re-enter the building unless told it is safe to do so by a Fire Marshal.

Be alert and obey instructions from a Fire Marshal or the emergency services.

If you discover a fire:

Operate the nearest fire alarm call point.

Call the fire service on 999, giving them the Hospice address and postcode:

384 Woodborough Road, Nottingham, NG3 4JF

Do not try to fight the fire unless it is to aid your escape.

Leave the building by the nearest exit.

Do not collect your personal belongings.

Close any doors behind you if possible.

Meet at the assembly point near the out gate to the car park.

Keep noise to a minimum for roll call purposes.

Do not re-enter the building unless told it is safe to do so by a Fire Marshal.

FIRE SAFETY NOTICE

It is everybody's responsibility to keep themselves and others safe. If you see or hear something that is not right – report it!

If you hear a continuous fire alarm:

Leave the building by the nearest exit.

Do not collect your personal belongings.

Close any doors behind you if possible.

Meet at the designated assembly point:

Do not re-enter the building.

Be alert and obey instructions from the emergency services.

If you discover a fire:

Operate the nearest fire alarm call point or shout fire, fire, fire

Call the fire service on 999, giving them the shop address and postcode:

Do not try to fight the fire unless it is to aid your escape.

Leave the building by the nearest exit.

Do not collect your personal belongings.

Close any doors behind you if possible.

Meet at the designated assembly point.

Do not re-enter the building.