

Fire Safety Protocol 4



Employer and Management Responsibilities

Employer

The Trust Board is deemed under the Regulatory Reform (Fire Safety) Order 2005 to be the employer and, as such, accountable for fire safety management in respect of the activities undertaken by SHSC and facilities under its control. The Trust Board will delegate the operational management and responsibility of fire safety to an appointed Chief Executive Officer.

Chief Executive Officer

The Chief Executive Officer will ensure that sufficient resources and governance arrangements are provided to support the Trust Board to achieve statutory instructions; they will appoint a Board-level executive director to ensure the effective implementation of necessary arrangements for the management of fire safety.

Board-Level Executive Director

A Board-level executive director will be appointed with the responsibility for the operational effectiveness of fire safety preventative and precautionary measures to minimise the likelihood and consequences of a fire and its effect on the safety of staff, visitors, other relevant persons, property and the environment. A suitable manager will be appointed to the role of Fire Safety Manager to oversee fire safety management.

Fire Safety Manager

The Fire Safety Manager will be responsible for the development of a fire safety management strategy with the support of a Fire Safety Adviser (Authorised Person - Fire), which enables:

- the preparation and upkeep of the organisation's fire safety policy,
- the provision of reports and recommendations which enables the Trust Board to consider the removal or reduction of identified risks to an acceptable level,
- adequate means for quickly detecting and raising the alarm in case of fire,
- means for ensuring emergency evacuation procedures for all areas, at all times owned premises are occupied, without reliance on external services,

- staff to receive fire safety training appropriate to the level of risk and duties they may be required to perform,
- the reporting of fire-related incidents to appropriate organisations,
- the development of partnership initiatives with other bodies and agencies involved in the provision of fire safety.

Fire Safety Adviser

A Fire Safety Adviser will be appointed to support and assist managers to fulfil statutory duties imposed upon them. The Fire Safety Adviser is a person who has sufficient training, experience, knowledge and other qualities to enable them to properly assist managers in undertaking preventative and protective fire safety measures.

Managers

Managers are responsible to the Chief Executive Officer for the day-to-day management of fire safety; they are to ensure that suitable and sufficient fire safety arrangements are devised to identify and mitigate fire safety hazards within areas for which they have delegated responsibility, so far as is reasonably practicable possible.

A statutory duty is placed upon the person with authoritative control of the workplace to undertake a fire risk assessment; this may be undertaken with the support and assistance from a Fire Safety Adviser who will aid in the identification of fire safety hazards. The ownership of the fire risk assessment and its findings will be vested in the person in control of the area that has been assessed. Therefore, in the case of a clinical environment, it is the clinical manager, or equivalent, that has ownership of the fire risk assessment and its findings, albeit there may be significant findings and actions that are outside the manager's control, which are collated and managed centrally. The local ownership of fire safety issues ensures the person with control over individual departments or areas of the premises can discharge the duties imposed on them by statutory instructions.

Managers may seek support and assistance to aid them in undertaking their duties and appoint persons, to the role of a 'Fire Warden' to monitor the effectiveness of fire safety preventative and precautionary measures and aid in the implementation of emergency arrangements devised for the safety of occupants for whom they hold a duty of care.

Fire Warden

Suitable and sufficient Fire Wardens will be appointed by workplace managers to assist in the co-ordination and control of fire safety measures applicated to a designated work area, assisting in the evacuation of persons from the work area in the event of a fire emergency.

Staff

Staff have a statutory general duty at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate, so far as is necessary, with the employer to enable them to comply with their statutory obligations. Where it is considered that breeches in statutory requirements have been made they are to report such issues via their manager to enable the breeches to be address and resolved.

Safety Forum

SHSC, in accordance with the statutory instructions pertaining to health and safety, establish a forum, (i.e. the Health and Safety Group), to facilitate discussions between managers and staff representatives relating to fire safety issues appertaining to the workplace.