

Fire Safety Protocol 9



Fire Safety Training

Fire Safety Training

General

Under the Regulatory Reform (Fire Safety) Order 2005, fire safety training is a statutory duty for all employees, it requires employers to ensure that all staff are provided with training on fire safety appropriate to the risks identified as part of the fire risk assessments carried out as a statutory duty under the legislation. Fire safety training will be provided in accordance with the Departments of Health's 'Firecode' (**Health Technical Memorandum 05-01: Managing healthcare fire safety**).

Efficient application of fire safety procedures is subject to staff knowing what to do in the event of an emergency. All staff are required to ensure they are fully aware of how they are to respond to an outbreak of fire; **this applies to all staff without exception.**

Senior medical and managerial staff should lead by example and ensure that staff for whom they have a responsibility undertake fire safety training appropriate to the specific needs of their workplace.

All members of staff in premises providing healthcare should be aware of and:

- understand the characteristics of fire, smoke and toxic fumes;
- know the fire hazards involving the working environment;
- be aware of the significant findings of relevant risk assessments;
- practise and promote fire prevention;
- know instinctively the correct action to take if fire breaks out or if smoke is detected;
- be familiar with the evacuation procedures and associated escape routes within their work location;
- participate in practical training sessions.

Fire Safety Training

Fire, with smoke and toxic fumes, can develop rapidly and cause confusion and panic; training provided should emphasise the requirement for quick and disciplined responses when a fire is discovered.

All staff, including part-time and agency, should attend local fire-safety training, which will include emergency evacuation procedures appropriate to their workplace. This training is to be provided immediately on their appointment and repeated annually however; those staff involved in direct patient care will normally require instruction on evacuation more than once per year.

The use of electronic learning programmes (e-learning) and video training are rapidly becoming available to assist staff to complement training provided by a competent person. However; e-learning (including video training) is not acceptable as the sole means of training staff; e-learning can only be used to support training delivered by a competent fire safety specialist.

In circumstances where a member of staff cannot be made available for training delivered by a competent person (due, for example long term sickness), the use of e-learning may be considered a temporary alternative. However; no member of staff should go without training conducted by a competent person for longer than two years. Therefore; staff should not receive refresher training via e-learning more than once in a two-year period.

Operational Managers should ensure that all staff receive training in accordance with the Fire Safety Training Needs Analysis Table as shown below (Fig 1), this will demonstrate compliance with any statutory duty under the Regulatory Reform (Fire Safety) Order 2005:

Training should not be reliant solely on e-learning, but should include face-to-face training delivered by a Competent Person;

Staff involved in direct patient care where the evacuation of patients is foreseeable, will require training from a Competent Person (e.g. Trust Fire Safety Adviser) this may include the use of specialist equipment and techniques for evacuation;

Staff with specific roles e.g. Switchboard Operators, Estates Staff etc. should be provided with additional training on their roles in the event of a fire situation;

All staff should be made aware by line managers of the significant findings of fire risk assessments, including any measures to mitigate or control the risk(s) identified

The training programme developed uses risk profiles to identify the training frequency required of staff groups. A training needs analysis identifies training content for the following staff groups:

Non-clinical - (e.g. management/administration/support/maintenance

Clinical: Outpatient Services (e.g. Day Care/Community

Clinical: Inpatient Services (e.g. wards/Resource Centres)

Specialist - (e.g. Legal Duty Holders/Fire Wardens/ Building Managers

Risk Level	Primary Instruction (Trainer)	Supplementary Instruction (e-Learning)
Low	Every 3 years	Annually
Medium	Every 2 years	Annually
High	Every 1 year	Annually

Risk Profile

The risk profile will take into consideration the potential for fire risks to premise occupancy characteristics (life risk) and anticipated fire growth rate, this will determine the risk group and the training requirement of staff.

Factors taken into consideration include:

- the anticipated likelihood of a fire occurring;
- the anticipated severity and potential spread of fire;
- the ability of the structure to resist the spread of fire and smoke;
- the consequential danger to people in and around the building;
- the need to address property and contents protection, business interests and the environment.

Occupancy Characteristic

The occupancy characteristic is principally determined according to whether the occupants are familiar or unfamiliar with the building and whether they are likely to be awake or asleep. Occupancy characteristics will be determined in accordance with Table 1.

Table 1 - Occupancy Characteristics

Occupancy	Description	Examples
A	Occupants who are awake, familiar with the building with no open public access	Administration
B	Occupants who are wake and may be unfamiliar with the building	Outpatient services
C	Occupants who are likely to work or be asleep	Inpatient and Residential

Fire Growth Rate

The fire growth rate is the estimated rate at which a fire will grow. Fire growth rates will be categorised in accordance with Table 2.

Table 2 - Fire Growth Rate

Category	Fire growth rate	Examples
1	Slow	Large open areas, minimal combustible materials (e.g. halls).
2	Medium	Small, fire-resisting compartments with combustible materials and sources of ignition (eg. offices, recreational and sleeping accommodation).
3	Fast	Large, open areas, stored combustible materials with closed sources of ignition (e.g. open planned storage areas).
4	Ultra-fast	Flammable liquids, expanded cellular plastics and foam (e.g. flammable liquid storage areas with open sources of ignition).

Risk Profiles

Risk profiles have been developed taking into consideration:

Table 3. Occupancy characteristics and fire growth rate

Table 4. Staff Groups

Table 5. Training Frequency Analysis

Table 3. Occupancy Characteristics and Fire Growth Rate

Occupancy Characteristic (from Table 1)	Fire Growth Rate (from Table 2)	Risk Profile	Risk Level
A (Occupants are awake, familiar with building with no direct patient access)	1 Slow 2 Medium 3 Fast 4 Ultra-fast	A1 A2 A3 A4	Low Low Medium High
B Occupants are awake, unfamiliar with the building provide direct/indirect healthcare	1 Slow 2 Medium 3 Fast 4. Ultra-fast	B1 B2 B3 B4	Low Medium High High
C Occupants are awake/asleep - direct healthcare is provided	1 Slow 2 Medium 3 Fast 4 Ultra fast	C1 C2 C3 C4	Medium High High High

Table 4. Staff Group Risk Profiles

Staff Group	Risk Profile	Risk Level
Non-Clinical		
Executive Officer (corporate)	A2	LOW
Senior Manager (directorate)	A2	LOW
Supervisor (workplace)	A2	LOW
Clerical and administration (office based)	A2	LOW
Domestic/general services Drivers/caretakers etc	A2	LOW
Office-based staff	A2	LOW
Contractors	A2	LOW
Tradesmen/technicians and craftsmen	A2	LOW
Gardeners and other external workers	A2	LOW
Facilities and Estate Officers	A2	LOW
Clinical Outpatient Services		
Outpatient/Resource Services clinicians	B2	MEDIUM
Community healthcare staff	B2	MEDIUM
Clinical outpatient non-clinical admin and support staff	B2	MEDIUM
Clinical Inpatient Services		
Inpatient/Resource Services clinicians	C2	HIGH
Clinical inpatient non-clinical admin and support staff	C2	HIGH
Inpatient admin, auxiliary and catering support staff	C2	HIGH
Specialist		
Fire Marshal/Warden	C2	HIGH
Building Managers	C2	HIGH
Department Fire Safety Assistants	C2	HIGH
Legal duty holders	C2	HIGH
Kitchen and staff (Lightwood House)	C2	HIGH

Table 5. Training Frequency Analysis

Staff Group	Primary Training Requirement	Supplementary Training Requirement
Non-Clinical		
Executive Officer (corporate)	Every 3 years	Annually
Senior Manager (directorate)	Every 3 years	Annually
Supervisor (workplace)	Every 3 years	Annually
Clerical and administration (office based)	Every 3 years	Annually
Domestic/general services Drivers/Caretakers etc	Every 3 years	Annually
Office-based staff	Every 3 years	Annually
Contractors	As required	
Tradespersons/technicians and craftspersons	Every 3 years	Annually
Gardeners and other external workers	Every 3 years	Annually
Facilities and Estate Services officers	Every 3 years	Annually
Clinical Outpatient Services		
Outpatient/Resource Services clinicians	Every 2 years	Annually
Community healthcare staff	Every 2 years	Annually
Clinical outpatient non-clinical admin and support staff	Every 2 years	Annually
Clinical Inpatient Services		
Inpatient/Resource Services clinicians	Every 1 year	Annually or as required
Clinical inpatient non-clinical admin and support staff	Every 1 year	Annually or as required
Inpatient admin, auxiliary and catering support staff	Every 1 year	Annually or as required
Specialist		
Fire Marshal/Warden (inc. Deputies)	Every 1 year	Annually or as required
Building Managers	Every 1 year	Annually or as required
Legal duty holders	Every 1 year	Annually or as required
Kitchen and staff (Lightwood House)	Every 1 year	Annually or as required

Training Needs Analysis

PRIMARY LEARNING ACTIVITY (Trainer led)		Staff Group	Staff Group	Staff Group
		Non-Clinical	Clinical Outpatient	Clinical Inpatient
Induction				
corporate fire policy	1	✓	✓	✓
local induction and workplace walk round	2	✓	✓	✓
fire awareness	3	✓	✓	✓
in the event of fire/hearing a warning of fire	4	✓	✓	✓
patient evacuation principles	5	✓	✓	✓
corporate fire safety	6	✓	✓	✓
contractors pre-start	7		✓	
Trainer defined content	8			
Statutory Instruction				
local fire policy and procedures	9	✓	✓	✓
principles of combustion	10	✓	✓	✓
preventing fires	11	✓	✓	✓
deliberate/arson fire risk	12	✓	✓	✓
the effects of fire - fire awareness	13	✓	✓	✓
the role of fire compartments	14	✓	✓	✓
the importance of fire doors	15	✓	✓	✓
the fire protection of stairways	16	✓	✓	✓
summoning the Fire and Rescue Service	17	✓	✓	✓
discovering a fire	18	✓	✓	✓
raising the alarm	19	✓	✓	✓
preventing unwanted fire signals	20	✓	✓	✓
hearing a warning of fire	21	✓	✓	✓
tackling a fire - using fire extinguishers	22	✓	✓	✓
evacuating patients/disabled persons	23			✓
evacuation procedure	24	✓	✓	✓
Trainer defined input/s	25	✓	✓	✓
Specialist Instruction				
role of Fire Marshal/Warden	27	✓	✓	✓
incident management	28	✓	✓	✓
role of fire teams - theory and practice	29	✓	✓	✓
the role of fire wardens	30	✓	✓	✓
managing fire safety (statutory compliance)	31	✓		
Trainer defined content	32	✓		
Practical				
fire drills - patient areas	33			✓
fire drills – non-patient areas	34	✓	✓	
fire extinguisher - demonstration and use	36	✓	✓	✓
emergency moving and handling	37	✓	✓	
use of evacuation equipment	38	✓		✓
trainer defined content	39	✓	✓	✓
SUPPLEMENTARY LEARNING ACTIVITY (led by line manager)				
Approved electronic learning programme	40	✓	✓	✓

Fire Safety Training

Fire safety training will be provided within the place of work as directed by the workplace manager and facilitated by the Fire Safety Manager. All workplace managers are to ensure sufficient and suitable arrangements are made to facilitate staff training needs as determined by the risk profile.

The Fire Safety Manager will liaise with both building- and workplace clinical managers to facilitate training needs, however, workplace managers are responsible for their staff and as such should ensure training is provided at a time/date/place which is convenient to provide continuity of operational service requirements. Where practically possible, training will be provided to staff groups in the following locations:

Staff Group	Location
Non-clinical	Administration Work Area
Clinical outpatient	Outpatient Work Area
Clinical inpatient	Inpatient Work Areas

Primary training will be provided in accordance with the training needs analysis with supplementary training undertaken annually by organisational approved electronic learning (E-Learning) programmes. Training specific to workplace requirements may be undertaken as and when requested by workplace managers.

Scheme of Work - Fire Safety Instruction

To comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other statutory legislation there is a requirement that all employees receive appropriate training on fire safety within the workplace and revision training on a regular basis.

Target Group

All employees undertaking work for Sheffield Health & Social Care NHS Foundation Trust (SHSC).

General Aims:

To provide employees with a level of knowledge and understanding of risks posed by fires within the workplace to enable them to develop appropriate arrangements to limit the effects of fire and the likelihood of injury or harm to occupants of a premise; the procedures to be undertaken in the event of a fire emergency and the control measures required to provide a safe working environment.

Training Synopsis:

This training programme has been designed for learners with varying responsibilities, it will provide learners with an understanding of the threat to life and property that fires pose and the measures that are required to reduce risk.

It provides relevant knowledge on both the passive and active fire safety measures within the workplace and the relevant skills enabling an effective appropriate response in the event of a fire emergency. It is designed to promote a positive pro-active response from all staff groups to enable them to actively contribute to the health, safety and welfare of all persons having cause to use health care premises.

Learning Outcomes

Knowledge and Understanding:

- KU1 Understanding the relationship of fire hazards and how fire start.
- KU2 Demonstrates the knowledge of the action to be taken in the event of a fire emergency.
- KU3 Demonstrate an understanding of individual responsibility regarding fire safety.
- KU4 Understands the process to conduct a workplace fire risk assessment.

Ability:

- A1 To use and correctly discharge a portable fire extinguisher.
- A2 Analyses fire hazards and compiles a 'Workplace Fire Risk Assessment'.
- A3 To prepare a workplace 'Evacuation Plan' taking into consideration individual requirements.
- A4 To prepare for a workplace 'Fire Evacuation Exercise'.
- A5 To maintain effective fire safety records.

Learning Modules:

The fire safety learning modules contained within this 'Scheme of Work' have been devised to provide wide and varied instruction and practical exercises considering the different hazards that may be found within given work areas. Instruction will be provided to meet employee needs, learning will include one or a combination of topics as listed below:

Fire Safety Awareness and Evacuation
Fire Extinguishers
Legislation and Fire Risk Assessment
Devising Fire Emergency Plans
Duties of a Fire Warden
Fire Safety in Kitchens
Practical Fire Evacuation Exercise - Drills