



**NORTHERN IRELAND PRACTICE AND EDUCATION
COUNCIL FOR NURSING AND MIDWIFERY**

FIRE MANAGEMENT POLICY

March 2018

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INTRODUCTION

The Fire Management Policy outlines the arrangements for effectively managing fire safety in NIPEC premises so as to prevent the likelihood of fire occurring and, in the unlikely event of fire, to protect employees, visitors and others from injury and mitigate potential damage to property.

Compliance with the Policy is a requirement under The Fire and Rescue Services (Northern Ireland) Order 2006 (FSO) and The Fire Safety Regulations (Northern Ireland) 2010. This is in addition to the requirements under The Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and The Disability Discrimination Order (Northern Ireland) 2006 to implement effective arrangements for access and emergency evacuation for employees and visitors.

This policy should be read in conjunction with the following NIPEC policies:

- Health and Safety
- Moving and Handling Guidance
- Reporting of Adverse Incidents/Accidents

AIMS/OBJECTIVES

The aims of the Fire Management Policy are to:

- define Appropriate Persons under legislative requirements
- ensure compliance with all relevant legislation
- undertake suitable and sufficient fire risk assessments of NIPEC offices and to review at a regular timeframe or when material changes occur
- identify and implement reasonably practicable control measures to reduce the risk of injury or damage from fire
- provide suitable fire safety instructions and evacuation procedures to all employees and to visitors, contractors and others whilst on premises
- ensure regular testing of fire alarm systems and fire evacuation drills are organized by the Landlord Agents and records of same are kept
- ensure testing and maintenance of all firefighting equipment, emergency lighting and portable appliances and other existing fire precautions are undertaken and records maintained
- liaise with Department of Health's Fire Safety Unit in their fire safety inspections and respond to and take action on any recommendations made.

ROLE AND RESPONSIBILITIES

General

Fire safety is the responsibility of all NIPEC staff. Some managers will have specific roles according to their responsibilities for ensuring that their staff are appropriately trained in fire safety. Responsibilities for each member of staff depending on which category they fall into are outlined in this policy along with NIPEC's arrangements for ensuring that fire safety equipment is maintained and that appropriate training is given for staff depending on their roles and responsibilities.

NIPEC also has responsibilities to ensure that any premises leased from external organisations and used by their staff, has in place measures to minimise the risk of fire and safe procedures in place for evacuation in the event of fire breaking out. The same also applies to tenants of

premises that are the responsibility of NIPEC to ensure that those tenants are aware of NIPEC's fire safety policy and procedures for evacuation in the event of fire.

Chief Executive

The Chief Executive will have overall responsibility for fire safety for NIPEC. To assist them, the Head of Corporate Services (HCS) will assume the responsibilities of the nominated officer (fire) to ensure NIPEC complies with the FSO and agreed programmes of investment in fire precautions are properly accounted for in NIPEC's Business Plan.

Head of Corporate Services (HCS)

As the nominated officer (fire), the HCS will have delegated responsibility for the implementation and co-ordination of fire safety arrangements measures. They will also ensure that sufficient competent personnel with appropriate resources are available to implement the Fire Management Policy and the overall requirements of policy are met.

Specifically, they have direct responsibility for the following:

- NIPEC staff understand and implement the requirements of the Fire Management Policy
- a Fire Risk Assessment is completed and reviewed at a regular timeframe or when material changes occur
- action is taken to ensure that any control measures identified by the Fire Risk Assessment are implemented or passed to a relevant person for action
- fire safety measures and fire safety practices within NIPEC premises are maintained
- fire safety equipment, portable appliances, emergency lighting are maintained and tested on a regular basis with all maintenance records by specialist contractors kept in the Site Log Book
- NIPEC staff have access to a range of e-learning training programmes, including fire safety, health and safety and manual handling awareness, in addition to any other specific training, ie fire wardens, use of evacuation chair, and that completion of same is monitored by line managers
- arrangements/liaison is made with the Landlord Agents to undertake regular fire evacuation training exercises to test effectiveness of evacuation plans
- all contractors, visitors and any other persons whilst in/on premises are controlled and made aware of the relevant fire safety instructions
- any person who may be especially at risk from fire has a Personal Emergency Evacuation Plan (PEEP) and that it is reviewed at least every 12 months.

The HCS will be supported by the Corporate Services Manager and Corporate Services Officer in the implementation and co-ordination of fire safety arrangements as outlined above.

Line Managers

Each Line Manager will ensure that all staff under their control have:

- have read and understood their responsibilities as outlined within the Fire Management Policy
- co-operates with the nominated officer (fire) or their deputy in carrying out their duties
- completes annual fire awareness training and participates fully in fire drills without exception.

Fire Safety Wardens

Nominated Fire Safety Wardens will receive specific instructions for their roles and will assist in the event of evacuation, checking that all staff and visitors have left the premises. They will also assist in carrying out fire safety checks in the areas where they work, reporting any fire hazards to the nominated officer (fire) and/or the Corporate Services Manager / Officer.

All staff

It is essential that all NIPEC staff:

- read and understand their responsibilities as outlined within the Fire Management Policy
- co-operate with the nominated officer (fire) or their deputy in carrying out their duties
- know and follow the evacuation procedures if fire breaks out
- report all fires and potential fire hazards to their line manager
- complete annual fire awareness training and participate fully in fire drills without exception.

Tenants in NIPEC premises

The Patient and Client Council (PCC) currently lease part of the premises leased by NIPEC and are therefore to be considered in the same way as all staff within NIPEC in respect to fire safety.

NIPEC will provide PCC with a copy of its Fire Management Policy. As tenants all PCC staff and their visitors must comply with all instructions on fire safety and prevention issued by the nominated officer (fire) and ensure that their staff are fully trained in fire safety and participate fully with all fire drills.

FIRE RISK ASSESSMENT

A Fire Risk Assessment is required for all premises – this is a methodical examination of premises looking at the activities carried out, the likelihood that a fire could occur and, having taken account of the significant findings, the reasonably practicable control measures introduced to reduce the risk from fire.

The Fire Risk Assessment should include:

- identification of fire hazards and assessment of risks arising from them;
- identification of people at risk;
- details of dangerous substances;
- fire prevention and protection measures in place;
- action plan compiled of any additional fire safety measures required to address relevant risks.

As with all public bodies, NIPEC is subject to a Fire Risk Assessment by the Department's Fire Safety Unit every 3-4 years. The assessment report is then used to prioritise and implement the preventative and protective measures deemed necessary within the timescale set out within the fire risk assessment report.

In addition, under the Health and Safety at Work Regulations (Northern Ireland) 1992, employers are required to carry out a suitable assessment of the risk arising out of its work activities. To meet this, NIPEC undertakes an internal health and safety and fire risk assessment of its premises every 12-18 months. This involves every member of staff undertaking a self-assessment of their work area and reporting any potential health and safety

issues. All issues raised are collated and an action plan developed, the implementation of which is overseen by the Corporate Services Manager as chair of NIPEC's Health and Safety Committee.

A fire risk assessment is also undertaken at the same time by the Corporate Services Manager and any issues raised reported to the Corporate Services Management Team and action taken as required.

Health and Safety and Fire Safety is also a regular agenda item for reporting and discussion by NIEPC's Business Team.

TESTING AND MAINTENANCE

Evacuation Procedures

NIPEC's Evacuation Procedure is detailed in Appendix 1.

Emergency evacuation drills are carried out twice a year by the Landlord Agents, who keeps records of all evacuations, whether by fire or drill, within their Fire Evacuation Record Log.

Alarm Systems

The testing of the buildings fire alarm system is the responsibility of the Landlord Agents. This is carried out weekly and recorded accordingly.

PERSONAL EMERGENCY EVACUATION PLAN

Personal Emergency Evacuation Plans (PEEPs) must be developed for any person who needs special assistance to exit a building in an emergency situation. If someone needs assistance to leave the building safely the PEEP should be documented along with the names of persons who will assist them. Line Managers should create a PEEP for anyone in their department who requires assistance and review it every 12 months. Line Managers and Senior Officers must also take into consideration any PEEP's required for visitors to their department.

MONITORING AND REVIEW

A copy of this policy will be given to all staff, who should be aware of their individual responsibilities. The nominated officer (fire) will oversee the implementation of this policy within NIPEC.

This policy will be monitored during its time period and reviewed in March 2020.

Signed: _____
Chief Executive

Date: _____

CENTRE HOUSE **EVACUATION PROCEDURE**

INSTRUCTIONS FOR ALL STAFF

1. Any person discovering a fire should, without hesitation sound the nearest **FIRE ALARM**. There is a fire alarm point on every landing. The fire alarm should be sounded for **ALL FIRES**.
2. Immediately the fire alarm is sounded, the security staff will bring the lifts to the ground floor.
3. On hearing the fire alarm all personnel **MUST STOP WORK IMMEDIATELY** and proceed to the nearest and safest fire exit.

LIFTS SHOULD NOT BE USED DURING AN EVACUATION.

4. Where possible staff should switch off any office equipment at the switch on the equipment unless the main socket is readily accessible, and close all doors through which they pass on leaving the building.
5. If you are not in your own office when the fire alarm is sounded, leave immediately by the nearest and safest fire exit - **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**. Any delay in the evacuation could endanger yourself and others.
6. It is important that any instructions given by a Fire Warden are listened to and followed and that the evacuation of the building proceeds in an orderly manner.
7. If visitors are present during an evacuation, staff should offer assistance and guide them towards the nearest and safest fire exit. If someone cannot or will not leave then the Senior Fire Officer should be informed at the Assembly Point.
8. Provided there is no personal danger, the fire may be attacked immediately after sounding the fire alarm. Be sure to use the proper extinguisher. If attempts to extinguish the fire cannot be continued without danger or if the fire is extending **WITHDRAW IMMEDIATELY** and ensure that all doors in the affected area are closed tight.

The names of those fighting a fire must be reported to the Senior Fire Officer at the Assembly Point.

The contact number for reporting a fire is (028) 9023 8071.

9. The assembly point for staff and visitors is at the rear of the building on Gloucester Street.

All staff and visitors should make their way to the assembly point and wait there for further instructions regarding re-admission to the building.