

Fire Safety

Clinical & Non-Clinical Staff

Annual

- Avoid printing this document if possible
- **Please ensure you complete and sign the declaration form once completed**

Airedale NHS Foundation Trust is committed to Fire Safety as set out by current legislation. The following pages give a basic outline of the fire procedures adopted by the Trust.

Why is this so important?

Fire safety training is an essential requirement for the NHS in order to protect staff, patients, visitors or service users and to ensure the integrity of the workplace. It is also a legal obligation.

In 2012-13, Fire & Rescue services attended 154,000 fires in England which resulted in 271 deaths and 3,830 injuries. In 2011/12, there were approximately 1,500 fires were recorded on NHS premises.

(Health and Social Care Information Centre)

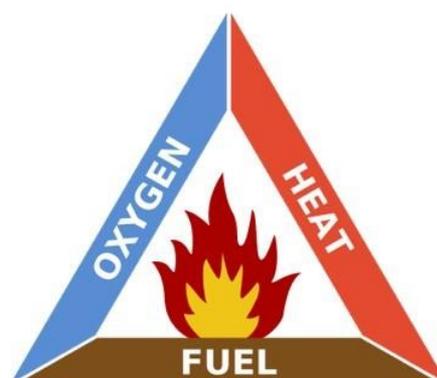
These caused serious disruption to patient care and services, people were endangered and put at risk and it also resulted in large financial costs.

What is fire?

Fire is the visible effect of a chemical reaction known as combustion, which produces smoke, heat and flames. This reaction can produce dangerous toxic fumes. Fire will cause damage to property and it may cause injury or death.

Anyone caught in a fire will become disorientated and may suffer serious injury due to smoke inhalation even if they are not burned.

Smoke inhalation is the number 1 cause of death in indoor fires



Fire hazards

Anything that burns can be a source of fuel. Items that burn easily are more dangerous than those which resist ignition. In a health setting the following can be key fire hazards:

- Smoking
- Flammable liquids, gases and chemicals
- Medical oxygen
- Electrical items
- Clutter
- Arson
- Staff Kitchens/Cooking Equipment



Smoking



Even though smoking is prohibited in all public buildings and this has reduced the risk of fire caused by smoking you should know and adhere to your Organisation's Smoking Policy.

If smoking is permitted, use smoking areas and dispose of smoking products safely. Use ashtrays and empty these into metal bins, take care that discarded smoking materials are extinguished properly.

Flammable liquids, gases & chemicals

You should know and understand the risks involved with using and storing everyday cleaning products, chemicals and gases in a health care setting. The **Control of Substances Hazardous to Health Regulations (2002)** (COSHH) incorporates the use and storage of these materials. The regulations insist that flammables should be clearly labelled and stored securely away from heat.



If you are not sure of the risks associated with any liquids, gases or chemical, you need to refer to your organisation's risk assessment and discuss it with your health and safety representative. For more information on COSHH you can visit the health and Safety Executive (HSE) website: www.hse.gov.uk/coshh/

Medical oxygen

Oxygen is one of the three things needed to start combustion. Materials burn much faster in oxygen than in air alone, making any fire worse.

To prevent the risk of fire you should be familiar with how oxygen is supplied and managed. When working with oxygen always refer to the safety advice provided by the supplier and that of your organisation. If part of your job involves using oxygen you should receive training in its use and how to store it, which should always be in designated storage areas.

Always report leaks and make sure you know how to turn off cylinders or fixed oxygen supplies and never smoke near oxygen.

NEVER smoke or let anyone else smoke near you while you are using medical oxygen equipment. **NEVER** use medical oxygen equipment near open fires or naked flames.



Electrical equipment

Electrical equipment can be a fire hazard if it's in a poor condition or used incorrectly. All portable electrical equipment should be regularly PAT tested for safety.



Equipment that has been tested and passed will be suitably labelled. On a regular basis, you should visually inspect cables for wear, ensuring they are securely fixed to plugs and equipment. Visually check the plugs for signs of damage or overheating. This is particularly important for portable appliances. Do not attempt any repair yourself, no matter how minor, to any cables or equipment.

Before you use any piece of electrical equipment check it for signs of damage, overheating or it not working properly.



In the event of an electrical fault, you should not touch the equipment but, if safe to do so, isolate it from the mains by switching off and unplugging the item. The fault should be reported through your organisation's fault logging procedure.

If in doubt, **SWITCH OFF, REPORT AND LABEL**

Clutter is also an additional danger to fire fighters and may prolong a fire and increase the damage it causes.

Good housekeeping in the workplace improves the health and safety of all and reduces the risk of a fire.

Make sure that all emergency exits are clear and that fire safety equipment is easily accessible and in good working order. Fire equipment should be regularly inspected.



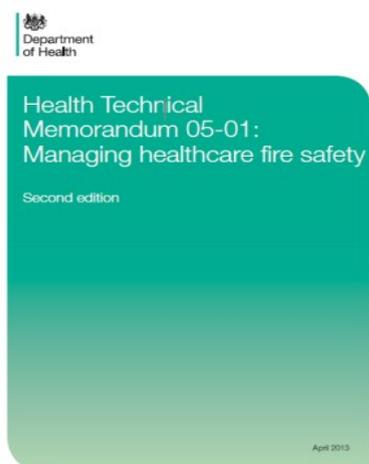
The legislation covering commercial premises in England & Wales is the Regulatory Reform (Fire safety) Order 2006.

The order was implemented in October 2006 and replaced the Fire Precautions (workplace) Regulations 1997. The Regulatory Reform (fire safety) Order (RRO) applies to both new and existing buildings. It provides for a minimum fire safety standard and emphasises the duty of the 'Responsible Person' to ensure that their premises have had a fire risk assessment carried out.

The Trust is measured against the HTM guidance and the Fire Code suite of documents which was released throughout 2007.

Fire code guidance documents

The guidance documents form the basis on what we assess our fire safety on the site. Although there are 13 documents there are only 2 which we will open more than the rest, these are Health Technical Memorandum: 05-01 (HTM:05-01) and HTM:05-02.



HTM 05-01 sets out the management of fire; this covers the order of hierarchy from the trust board right down to visitors to the Trust.

If we had a serious fire an investigation would take place and all the management advice within **HTM 05-01** would be scrutinized and we would have to prove we were complying with the document.



HTM 05-02 sets out the requirements of the buildings, Healthcare buildings are built to specific design features within this document along with the Building Regulations, British Standards (BS) and the Disabilities Discrimination Act.



Protective measures

Under the Law, employers have a duty to make sure that the workplace is a safe environment. This means that the building and its fixtures must be fit for purpose.

Buildings are designed to reduce risk and many have built in safety features. In regards to fire safety there are structural features that separate areas and prevent fire spreading.

The most visible of these are **fire doors**. Fire doors perform a vital and specific task by burning at a particular rate to hold back and prevent the spread of fire and smoke.

Fire doors in the NHS will hold back the spread of a fire for a minimum of 30 minutes. Other structural features such as refuges are designed to protect life.

Evacuation from a building is supported by emergency lighting and complimented by **fire signage, to guide people to safety**. Fire alarms signal danger and firefighting equipment is there to be used to tackle fires.

If you hear the fire alarm

Upon hearing the fire alarm, as above, you should follow your organisation's evacuation plan and procedures, but the general principles to follow are:

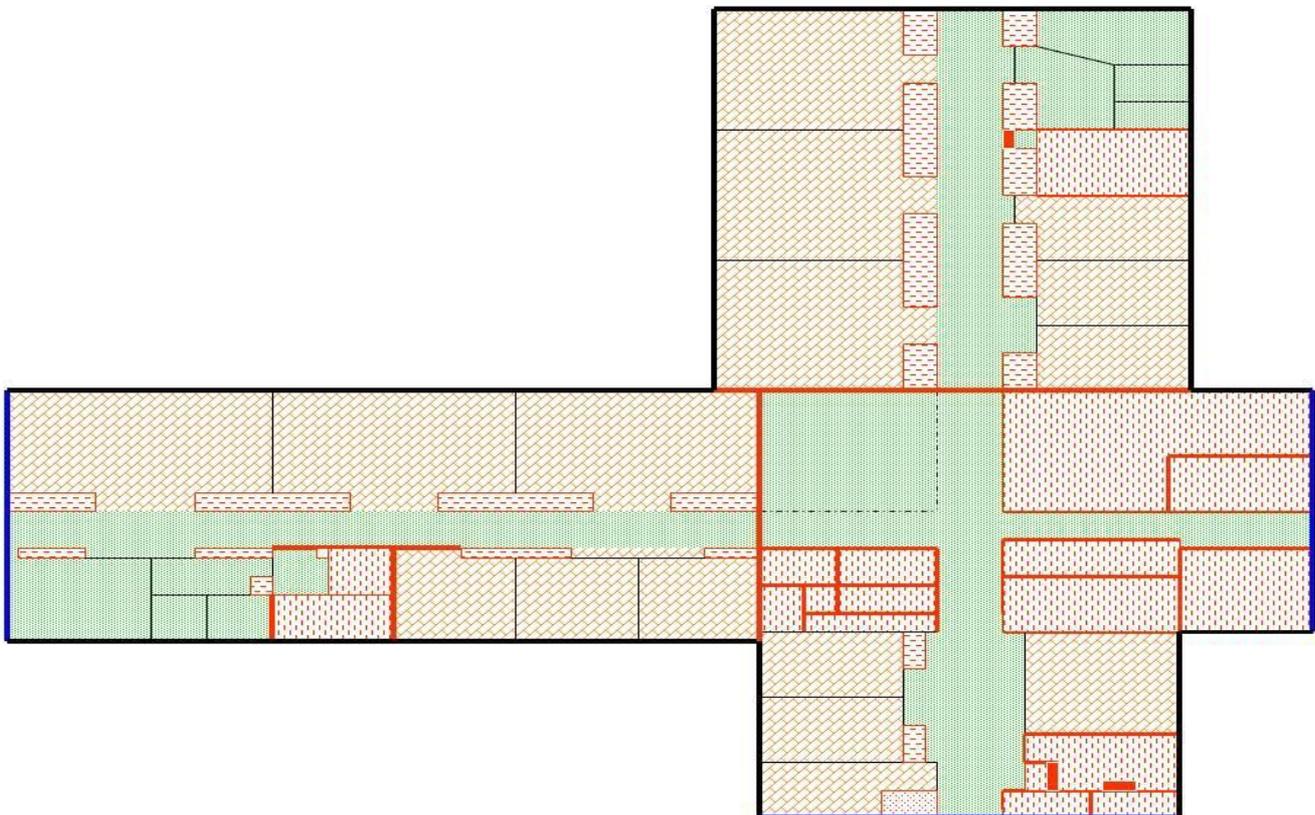
- Exit the building as quickly as possible
- Do not stop to collect personal belongings
- Do not use lifts
- Meet well away from the building at the agreed assembly point
- Do not return to / re-enter the building unless told it is safe to do so
- Follow any instructions from Fire Marshalls Wardens and the emergency services

If you are responsible for patients or other people you will need to follow separate specific instructions based on their ability, your location and circumstances to ensure their safety

When Airedale has an audit by The Fire & Rescue Service, it is **this** document we will be measured against. **The coloured lines on the plans (below)** are representative of the fire protection within a ward/department.

A red line represents 30 minutes fire protection, a blue line represents 1hr fire protection, the thick black lines represent the outside walls and the thin black lines offer no significant fire protection.

The Fire & Rescue Service will check these areas on audit and assess if we are complying with HTM 05-02. The last audit taken was in early 2015 which the Trust passed.



The other audit we will be subject to by the Fire & Rescue service is the staff audit; this is done to check the staff's knowledge of the fire procedure for their area.

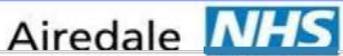
All staff will be expected to know the action they would take if they discovered a fire and if they heard a continuous alarm.

Fire brigade officers will approach a member of staff either on the ward, on the main corridors or even in the restaurant and simply say "there is a continuous fire alarm sounding in here at this minute, **tell me what you are going to do**" You will be expected to know the procedure as set out below.

In addition to this you may be asked questions to the use of the **fire alarm panel** in a fire emergency. You will need to know the answers to these and more in order for the trust to pass the audit. **Know** your fire safety procedure and study your ward/departments.

Airedale General Hospital

Staff Fire Procedure



If You Discover, or Suspect a Fire



Raise the alarm immediately by breaking the glass on the nearest Fire Alarm Call Point.



Dial **6666** on any internal telephone in a safe area and inform switchboard of the location of the fire, or suspected fire.



Attempt to put out the fire, but only if you have been trained in the safe use and selection of fire extinguishers.

If Action on Hearing a Continuous Fire Alarm

Upon hearing a continuous fire alarm all staff will search the area for signs of fire.



If a fire is discovered, call 6666 on any internal telephone in a safe area and inform switchboard of the location of the fire and request the fire and rescue service.

Close all windows and doors if safe to do so and evacuate the area.

If on completion of the search no fire is discovered call 6666 and report a false alarm.

If Action on Hearing a Continuous Fire Alarm



A local Fire Warden will go to the fire alarm panel and establish where the continuous fire alarm is sounding, the fire warden will return to their ward /department with the information. If the suspected fire is directly above or below your ward/department prepare for evacuation in case the situation develops. Once the alarm is silenced check with the panel that the incident is over, do not just assume it is over, it may be that the engineers have silenced the alarm as per procedure.

Departments Fire Assembly Point

Departments Alternative Fire Assembly Point

Fire call - 6666 : Fire call - 6666 : Fire call - 6666 : Fire call - 6666

The Fire Alarm System



Sounder



Strobe light



Continuous fire alarm

A continuous fire alarm activates to inform occupants of an area that there is a fire/suspected fire in your immediate area, you must instigate your emergency plan and follow the staff fire procedure until all the occupants are out to a place of safety

Intermittent fire alarm

The intermittent warns occupant that there is a fire within the vicinity of your area. Unless the intermittent fire alarm turns into a continuous alarm (indicating that the fire is spreading) you do not need to take action unless you are the local fire warden. Local fire wardens are on duty to ensure a smooth transition under a fire situation, they will appear calm and in control, which of course they are, but they will be under immense stress so you need to help them as much as you can (or as much as they will allow you to).

In an intermittent alarm situation it is always a good idea to send a local member of staff to the nearest fire alarm panel and report back what is being displayed. If it is displaying a message that ward 1 is on fire and you are on ward 9 you may have a problem later so get prepared.

If the fire is directly above or below you the red flashing light will appear on the electronics box above the door opposite the nurse's station.

Ward 16's continuous alarm location indicator

If the light is flashing it is telling occupants on ward 16 that there is a continuous fire alarm sounding on ward 8, be prepared for evacuation if the situation changes.

Once the alarm is silenced send someone to check that the incident is over. Silencing the alarm is not a sign that there is no problem. The engineer will silence the alarm as part of their procedure when arriving at an incident the alarm as per procedure.

The two most common fire extinguishers on site are the **AFFF (foam and the C02)**. There are others on site as you will see from the chart below

It is important that you choose the correct fire extinguisher for the type of fire you are facing. To help you with this all fire extinguishers have at least one icon on the body of the extinguisher to guide you as to what it can be used for. The icons are listed below



CLASS A
 These are fires normally of an organic nature. Such as furniture, wood, textiles.



CLASS B
 These are fires involving liquids or liquefiable solids. These could be fuel, waxes, solvents, plastics etc.



CLASS C
 These are fires involving gases or liquefiable gasses, Butane, propane, methane etc.



CLASS D
 These are fires involving metals.



ELECTRICAL
 Fires involving electricity.



CLASS F
 Fire involving cooking oils.

Only use fire extinguishers and any other firefighting equipment if you're trained to do so.



Red Water Fire Extinguishers

- Suitable for solid fires and safe for use on paper, wood and textiles. Ordinary water fire extinguishers should not be used on fires with electrical equipment.



Blue Dry Powder Fire Extinguishers

- Suitable for small fires and fires involving electrical equipment. However, they should not be used on sensitive electrical equipment, for example a computer



Cream Foam Fire Extinguishers

- Suitable for fires involving flammable liquids such as petrol and effective in preventing re-ignition



Black CO2 or Carbon Dioxide Fire Extinguishers

- Very effective on fires involving computer equipment and various other electrical appliances.



Yellow Wet Chemical Fire Extinguishers

- Developed specifically to deal with deep fat cooking fires so suitable for fires in kitchens and in food processing plants.

To operate a fire extinguisher we use the acronym
PASS

Pull out the safety pin

Aim at the base of the fire

Squeeze handles together

Sweep nozzle from side to side



Please note: You are under **no obligation** whatsoever to take a fire on site your priority is to look after yourself, your colleagues and your patients. If in doubt evacuate the area and await the Fire & Rescue Service.

Please think about the following questions:

What number would you call if you discovered a fire?

There are 2 types of fire alarm heard on site, what are they?

Which fire extinguisher would you use on an electrical component which is still plugged in to the electric supply?

What document is used as guidance for the management of fire?

What legislation covers fire safety?

You have now completed the Fire Safety Workbook

Please complete and sign the **workbook declaration form** to confirm you have read and understood the Fire Safety Workbook.

This must be submitted to: Training.dept2@anhst.nhs.uk



For more information:

The face to face session delivered in the Lecture Theatre is also now available on the Airedale NHS Trust You Tube channel to view by clicking [HERE](#)