

Meeting of  
Lanarkshire NHS Board  
28<sup>th</sup> April 2010

Lanarkshire NHS Board  
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## **SUBJECT: NHS LANARKSHIRE FIRE POLICY AND PROCEDURES**

### **1. PURPOSE**

To seek the approval of the Lanarkshire NHS Board of the revised NHS Lanarkshire Fire Policy and Procedures document. To further ask that the Board note the revised procedures and management arrangements to ensure fire safety throughout the premises of the Board

### **2. BACKGROUND**

Scottish Government Fire Policy document CEL(25)2008 made it mandatory for all NHS Boards to have a Fire Policy. The current NHS Lanarkshire policy was previously issued in 2006 and the policy submitted for approval has been in draft format since late 2008

Following a review of health and safety and fire safety arrangements responsibility as Executive lead for fire safety transferred from the Director of Human Resources to the Director of Strategic Implementation Planning and Performance from 1<sup>st</sup> August 2009.

These revised arrangements included the transfer of the Area Fire Safety Advisor and Fire Safety Officers from SALUS to the Property and Support Services Division from 1<sup>st</sup> September 2009. These arrangements ensure a more integrated approach to fire risk assessments and the implementation of work associated with the assessments to ensure continuous improvement to fire safety arrangements.

The Nominated Officer (Fire) remains as the General Manager of Property and Support Services although the transfer of Fire Officers described above will enable improved integration of roles and responsibilities.

The NHS Lanarkshire Fire Safety Committee has a responsibility for the review, management and reporting of compliance with this policy. The revised policy was discussed and agreed at its meeting on 24<sup>th</sup> March 2010. The policy was recommended to and subsequently approved by the Corporate Management Team on 1<sup>st</sup> April 2010.

### 3. SUMMARY

The attached document builds upon the previous NHS Lanarkshire Policy and Procedures and the Lanarkshire NHS Board are requested to note the following:

- Similar to the health and safety arrangements a site designated senior manager has been identified in relation to fire safety for all sites within NHS Lanarkshire. The designated senior manager will be the named point of contact for fire issues and will undertake an overarching role in promoting and improving fire safety.
- The NHS Lanarkshire Fire Safety Committee will be chaired by the Nominated Fire Officer, General Manager of Property and Support Services Division. The committee will include the Specialist Fire Safety Advisor and appropriate representation from the Acute Operating Division and both CHPs.

The committee will report through the Director of Strategic Implementation Planning and Performance to the Corporate Management Team and the Strategic Risk Management Group. Monthly reports on fire safety will also be provided to the Lanarkshire Occupational Health and Safety Management Group.

- Regular meetings have been established with the local fire brigades to improve communication and understanding of fire safety issues within all NHS Lanarkshire premises
- Fire safety groups have been established within each of the district general hospitals and for each of the CHPs. The groups will be chaired by a Property and Support Services manager and will include site/organisational representatives. The groups will meet on a quarterly basis and provide reports to the NHS Lanarkshire Fire Group and to the newly established Health & Safety Group for their particular areas.
- A key area of work being undertaken at the present time in relation to fire safety relates to Fire Risk Assessment Compliance Reports. This involves the review of all properties within NHS Lanarkshire by Fire Safety Officers identifying areas of work which require to be undertaken in relation to compliance with Fire Safety Regulations. Work is progressing well and it is expected that the Fire Risk Assessments will be completed towards the end of the current calendar year. This work will identify a prioritised list of works to be undertaken to improve fire safety. During 2009/10 approximately £350k of prioritised work was undertaken in relation to fire safety
- An annual Fire Safety Report covering the period April 2009 to March 2010 is currently being compiled and will be presented to a future Board meeting

#### **4. ACTIONS**

The Board is asked to note the above, approve the attached Fire Safety Policy and Procedures document and request that the Fire Policy and Procedures be implemented across all locations

#### **5. FURTHER INFORMATION**

For further information or clarification of any issues in this paper please contact:

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**20<sup>th</sup> April 2010**