



Public – To be published on the Trust external website

Fire Safety Policy

Ref HS-0008-v5.0

Status: Ratified

Document type: Policy

Clarifies the role of the Fire Incident Manager which applies to All Managers and Senior Staff

Contents

1	Introduction	3
2	Why we need this policy	3
2.1	Purpose	3
2.2	Objectives.....	3
3	Scope.....	3
3.1	Who this policy applies to	4
3.2	Roles and responsibilities	4
4	Policy.....	15
4.1	Executive Statement	15
4.2	Fire Safety Management System	15
4.2.1	Explanation of PLAN DO CHECK ACT model.	15
5	Definitions.....	16
6	Related documents	17
7	How this policy will be implemented	17
7.1	Training needs analysis.....	17
8	How the implementation of this policy will be monitored.....	18
9	References	19
10	Document control (external).....	20
	Appendix 1 - Equality Analysis Screening Form	22
	Appendix 2 – Approval checklist	26

1 Introduction

This document provides a framework of core safety measures across all of the Trust's property and premises. For staff to know what they need to do, to prevent fires and in the event of a fire.

This policy aligns with and supports the delivery of [Our Journey To Change: the next chapter](#).

2 Why we need this policy

The effective management of fire safety in any organisation requires the board to clearly set out the fire safety priorities and objectives for the organisation. This is achieved by the preparation and dissemination of a fire safety policy.

2.1 Purpose

It is the policy of Tees, Esk and Wear Valleys NHS Foundation Trust (the Trust) to protect all persons on Trust premises from the hazards of fire. This policy forms part of the Trust's overall Health & Safety Strategy.

2.2 Objectives

The Trust will ensure that: -

- Adequate means for escape are provided and maintained.
- Premises are maintained in a safe condition with fire protection structures.
- Systems of work minimise fire risks.
- Fire training is provided for all staff and other relevant groups (e.g. voluntary workers).
- An adequate fire warning system is provided and maintained.
- Adequate means for fighting fires are provided and maintained.
- Housekeeping standards are monitored to minimise fire risks.
- To ensure fire Co-operation and Communication procedures are in place for all premises including those that are shared.
- Access and resource fire protection needs on a risk prioritised basis.
- The Trust will ensure its statutory duties are met, through inspection and audit.

3 Scope

This document applies to all directly and indirectly employed staff within the Trust and other persons working within the organisation in line with the Trusts Equal Opportunities Document.

This policy encompasses the management of fire safety in all of the Trusts occupied premises.

A commitment to be aware of fire precautions and fire safety arrangements is a basic duty of all staff and an essential obligation for everyone with management responsibility.

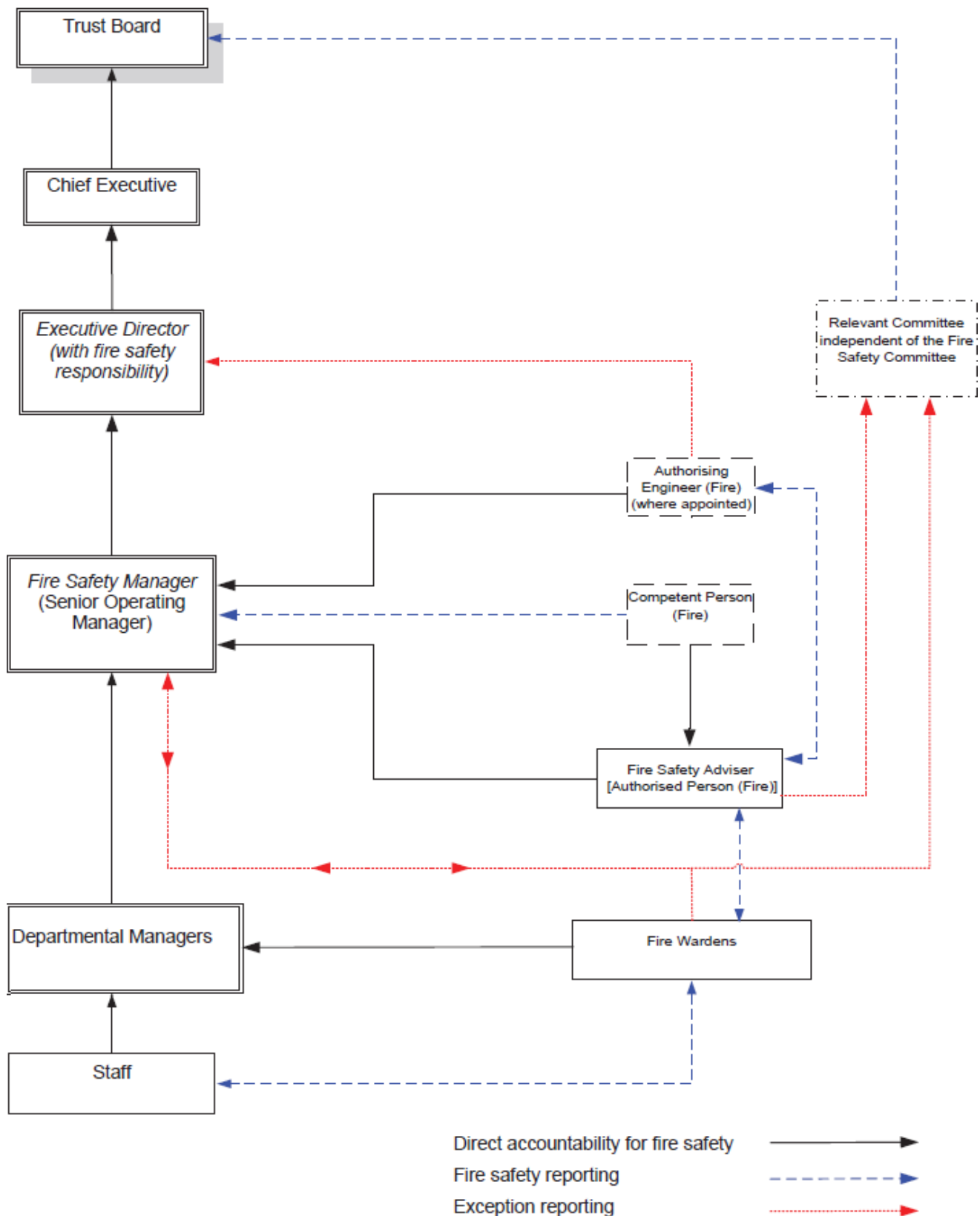
3.1 Who this policy applies to

This Policy applies to all of the Foundation Trust's premises and property and also to all staff who are directly or indirectly employed by the Trust.

3.2 Roles and responsibilities

Please see over page for management structure

MANAGEMENT STRUCTURE



Role	Responsibility
Trust Board of Directors	- The Trust Board has overall accountability for the activities of the organisation, which include fire safety. - The Trust Board should ensure that it receives appropriate assurance that the requirements of current fire safety legislation and the objectives of DH's Firecode are being met. - The Trust Board discharges the responsibility for fire safety through the Chief Executive.
Chief Executive	- The Chief Executive will, on behalf of the Board, be responsible for ensuring that current fire legislation is complied with and, where appropriate, guidance from the HTM 05 Firecode series is implemented in all relevant premises owned, occupied or under the control of the Trust. - The Chief Executive will ensure that all agreements for the provision of care and other services by third parties include sufficient contractual arrangements to ensure compliance with the Trust's fire safety policy. - The Chief Executive discharges the day-to-day operational responsibility for fire safety through the Board Level Director (with fire safety responsibility). - The Chief Executive should read and sign the annual statement of fire safety.
Board Level Director (with fire safety responsibility)	- The Board Level Director (with fire safety responsibility) is responsible for ensuring that fire safety issues are highlighted at Board level. - This responsibility also extends to proposing programmes of work relating to fire safety for consideration within the business planning process. - This will include management of the fire-related components of the capital programme and future allocation of funding. - At an operational level the Board Level Director should be: - assisting the Chief Executive with Board-level responsibilities for fire safety matters. - ensuring compliance with duties imposed by legislation.

	- ensuring that the healthcare organisation has in place a clearly defined fire safety policy and relevant supporting protocols and procedures. - ensuring that all work that has implications for fire precautions in new and existing Trust buildings is carried out to a satisfactory standard and conforms to all prevailing statutory and mandatory fire safety requirements (the HTM 05 Firecode series). - ensuring that all proposals for new buildings and alterations to existing buildings are referred to the Fire Safety Manager before building control approval is sought. - ensuring that all passive and active fire safety measures and equipment are maintained and tested in accordance with legislative requirements, and that comprehensive records are kept. - ensuring cooperation between other employers where two or more share premises. - ensuring through senior management and line management structures that full staff participation in fire training and fire evacuation drills is maintained. - ensuring that agreed programmes of investment in fire precautions are properly accounted for in the Trust's annual business plan. - fully supporting the Fire Safety Manager. - organising internal and, if considered necessary, peer review fire safety audits, with outcomes formally recorded and suitably reported. - In line with delegated authority, the Board Level Director (with fire safety responsibility) should devolve day-to-day fire safety duties to the Fire Safety Manager.
Fire Safety Manager	- The Fire Safety Manager acts as a focus for all fire safety matters in the organisation. - The Fire Safety Manager is tasked with developing and managing the fire safety management system, and will be responsible for: - the day-to-day implementation of the fire safety policy. - ensuring compliance with duties imposed by legislation.

	• appointing Fire Safety Advisors (Authorising Persons (Fire)). • establishing and operating the Fire Safety Advisory Group and for reporting any non-protocols and procedures to the Executive Director (with fire safety responsibility). • obtaining expert advice on fire legislation • obtaining expert technical advice on the application and interpretation of fire safety guidance, including the HTM 05 Firecode series. • developing, implementing, monitoring and reviewing the organisation's fire safety management system. • developing, implementing and reviewing the organisation's fire safety policy and protocols. • ensuring that fire risk assessments are undertaken, recorded, regularly reviewed and suitable action plans developed. • ensuring that risks identified in the fire risk assessments are included in the Trust's risk register as appropriate. • overseeing any fire safety risks identified by risk assessments. • developing, implementing and reviewing the organisation's site, building and local fire emergency action plan. • ensuring that requirements related to fire procedures for less-able staff, patients and visitors are in place. • developing, delivering and auditing an effective fire safety training programme (Training Needs Analysis). • reporting of fire incidents in accordance with the Trust's policy and sharing any lessons learned. • monitoring, reporting and initiating measures to reduce false alarms and unwanted fire signals • liaising with external enforcing authorities, including the Care Quality Commission (CQC) and fire and rescue authorities • liaising with the Trust's managers. • liaising with an Independent Expert Fire Adviser when required. • monitoring the inspection and maintenance of fire safety systems to ensure they are completed in line with legal requirements.
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	• organising internal and, if necessary, peer review fire safety audits, with outcomes formally recorded and suitably reported. • liaising with Trust managers. • ensuring that all proposed building works are communicated with relevant stakeholders. • Presenting the Annual Fire Statement to the Director with fire safety responsibility.
Fire Safety Advisor (Authorised Person (Fire))	The Fire Safety Advisor will be accountable to the Fire Safety Manager for matters of fire safety. They provide competent fire safety advice and will be responsible for: • providing expert advice on fire legislation. • assisting with the review of the content of the Trust's fire safety policy. • investigating all fire-related incidents and fire alarm actuations. • liaising with the enforcing authorities on technical issues. • liaising with managers and staff on fire safety issues. • supporting the preparation of fire prevention and emergency evacuation plans. • liaising with the Fire Safety Manager. • undertaking and recording fire risk assessments and reporting the findings. • providing expert technical advice on the application and interpretation of fire safety guidance. • delivering an appropriate programme of fire safety training. • advising the Fire Safety Manager as to whether legal requirements are being met. • ensuring staff are made aware of the relevant findings of the fire risk assessment. • providing the Trust project managers with support and assistance on fire safety matters. • providing fire safety advice and guidance for any proposed building works, ensuring that existing or proposed fire safety strategies are suitable and that any derogations from the HTM 05 Firecode series are suitably recorded and justified. • advising and assisting Trust project managers to ensure that building works comply with relevant codes and ensuring that suitable documentation is received and updated on completion.

Authorising Engineer (Fire) (External Specialist) (Where required)	• An Authorising Engineer (Fire) will be commissioned by the Fire Safety Manager to provide specialist fire safety support as deemed appropriate. • When commissioning an Authorising Engineer (Fire), the Trust will ensure that the appointed Authorising Engineer (Fire) is a chartered engineer and member of the Institution of Fire Engineers or a chartered member of a similar professional body or that these specialist organisations are contacted for further guidance and/or information. • The Authorising Engineer (Fire) will be required to demonstrate competence in their field of expertise.
Competent Person (Fire)	• Installers and maintainers of fire safety equipment will be commissioned or employed by the Trust and must be able to demonstrate a sound knowledge and specific skills in the specialist service being provided. This may include the installation or maintenance of related fire safety equipment and services such as: • fire detection and alarm systems. • portable firefighting equipment. • fire suppression systems. • fire doors. • passive fire protection (fire stopping). • fire dampers. • firefighting hydrants. • In cases where external parties provide services, the party concerned should, where there is such a scheme in operation, be registered with an appropriate fire industry accreditation scheme, ideally one which is third-party accredited by the United Kingdom Accreditation Service (UKAS). • Installation and maintenance of fire precautionary measures should be completed to the standards specified in the relevant HTM and associated Code of Practice.
Local Management	Matrons, General managers and Locality managers and Departmental managers have responsibility for: • monitoring fire safety within their respective workplaces and ensuring that contraventions of fire safety precautions do not take place. • report fire incidents and false alarm signals on the In-phase reporting system.

	• ensuring local fire risk assessments are undertaken and maintained up to date. • notifying the Fire Safety Advisor of any proposals for “change of use”, including temporary works that may impact on the risk assessment, within their area. • notifying the Fire Safety Manager of any proposals to use areas for patient treatment or care which were not designed for this purpose, such as corridors, storerooms or office areas. • reporting any defects in the fire precautions and equipment in their area and ensuring that appropriate remedial action is taken. • ensuring that local fire emergency action plans are developed, brought to the attention of staff, and adequately rehearsed to ensure sufficient emergency preparedness. • ensuring that the local fire emergency action plan is revised in response to changes (including temporary works) that may affect response procedures. • ensuring that the duties outlined in this document and relevant fire safety instructions are brought to the attention of staff through local induction and ongoing staff briefings. • always ensuring the availability of a sufficient number of appropriately trained staff to implement the local fire emergency action plan. • ensuring that every member of their staff attends fire safety training annually. • ensuring a record is kept of staff induction and attendance at fire safety training • ensuring that all new staff, on their first day in the ward/department, are given basic familiarisation training within their workplace, to include: – • the local emergency plan including fire procedures and the evacuation plan. • means of escape. • location of fire alarm manual call points. • firefighting equipment. • any fire risks identified. • fire precautions and prevention for the specific area. • ensuring staff at all levels understand the need to report all fire alarm actuations and fire incidents as detailed in the fire safety protocols.
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	• where appropriate, ensuring that sufficient Fire Wardens are identified and appointed for their specific areas of responsibility. • Managers are to ensure that there are sufficient procedures in place to evacuate persons to a place of safety. In the case of disability, employers and service providers are under a duty to make reasonable adjustments to their workplaces to overcome barriers experienced by disabled people. Where necessary, measures will be put in place to ensure evacuation procedures include persons with disabilities. Managers are to inform Fire Safety Advisors if anyone (staff, service user or visitor) needs extra help to follow the evacuation plan, a Personal Emergency Evacuation Plan (PEEP) should be completed. (PEEPs are required for all staff, requiring assistance -Ref Fire Protocol Document HS-0008-001)
Fire Incident Manager	• The most senior person in charge of an area and present at the time that an incident occurs should assume the role of the Fire Incident Manager. • The Fire Incident Manager should: • take control of the incident. • direct the local response. • ensure that the fire alarm system has been activated and that staff in the area are aware of the incident. • initiate the local fire emergency action plan. • determine whether evacuation is necessary and commence the evacuation. • Should the Fire Incident Manager be relieved of this role, a formal acknowledgement by the new incident manager should be made; this should be recorded and all appropriate persons should be informed.
Fire Wardens	All Fire Wardens – within community and appointed premises: • organise and assist in the fire safety regime within local areas. • raise issues regarding local area fire safety with line management. • assist with co-ordination of the response to an incident within the immediate vicinity. • ensure all areas are checked to ensure all persons have been evacuated during a fire incident.

	• identify and report to the Fire Incident Manager • be trained to tackle with first aid firefighting equipment where appropriate. • support line managers and the Fire Safety Advisor on fire safety issues.
All Employees	All staff have a duty to exercise reasonable care in relation to fire safety and in particular to: - • complete fire training annually. • bring to the attention of their manager any perceived fault in fire precautions. • take part in evacuation drills when required to do so. • ensure their activities do not impede fire evacuation routes. • follow closely any specific fire procedures drawn up for their safety, particularly about evacuation procedures on hearing the fire warning system alarm. • raise the alarm if they detect or suspect a fire; • ensure necessary fire exit routes are kept clear and not obstructed. • ensure fire doors are kept closed and not wedged open, or if on magnetic catches, not obstructed. • in the event of a fire sound the alarm, evacuate the area and close all doors, in accordance with the laid down evacuation procedure. Following this if it is safe to do so, without taking personal risks, attempt to extinguish the fire using the appropriate firefighting equipment. • assist other wards and departments with evacuations as and when called upon to assist. • report all fires to their managers and on the Trust's Incident Reporting System, no matter how minor. • comply with the Trusts fire safety protocols and fire procedures. • immediately report deficiencies in fire precautions to line managers. • always ensure the promotion of fire safety to help reduce the occurrence of fire and unwanted fire alarm signals.
Shared/Multi Occupancy/Disciplinary	Managers have a responsibility to ensure the safety of their staff working in buildings owned by a third party. Managers

Teams and Premises Not Owned by the Trust	must therefore discuss fire safety issues with the relevant organisation and gain assurance that appropriate fire safety systems are in place and that staff have access to, for example relevant information and training. This should include: • instruction and information before occupying the building on fire safety issues and procedures; • how to raise the alarm. • access/egress routes. • position of fire extinguishers and information on their use. • information on any fire prevention measures in place. • any responsibilities staff have e.g. to ring 999, or to aid in the evacuation of other people, e.g. patients. • access to Fire Safety training at the location if available. • access to any risk assessments that have been undertaken.
All contract staff and volunteers	All contractors and volunteers should: • comply with the Trusts fire safety protocols and fire procedures. • participate in fire safety training and fire evacuation exercises. • immediately report deficiencies in fire precautions to line managers for escalation. • always ensure the promotion of fire safety to help reduce the occurrence of fire and unwanted fire alarm signals.
Health, Safety, Security and Fire Group	• Receives reports from the Fire Safety Advisory Group.
Fire Safety Advisory Group	• Meets every month and reports to the Health, Safety, Security, and Fire Group • The Fire Safety Advisory Group will receive regular reports on fire related issues including fires, unwanted fire signals and implications for the Trust following changes to legislation and/or Codes of Practice.

4 Policy

4.1 Executive Statement

The Trust Board recognizes its responsibilities as 'responsible person' under the Regulatory Reform (Fire Safety) Order 2005. It is the intention and objective of the Chief Executive Officer and the Executive Management Team to ensure that this policy is actively implemented and that there are continual improvements in fire safety performance. Our staff are the Trust's main assets and will be afforded the necessary health and safety standards to meet legislative requirements, within the scope of the Trusts budget and business objectives. These standards include fire safety.

4.2 Fire Safety Management System

The Trusts Fire safety management system is a robust framework of protocols and processes used to ensure that an organisation can fulfil all tasks required to achieve the fire safety objectives set out by this fire safety policy and the processes laid down in the fire safety protocol document (HS-0008-001).

Effective fire safety management ensures that the incidence of fire is minimised, the physical fire precautions are maintained in an operational state, the organisation can respond effectively should a fire occur, and that the impact of a fire incident is minimised.

The current legislation in the form of the Regulatory Reform (Fire Safety) Order 2005 requires a managed risk approach to fire safety. The process of fire risk assessment, mitigation and review requires a robust system of management capable of identifying hazards, qualifying their impact, devising appropriate mitigation and continual monitoring.

The Trust has decided to use the fire safety management system which is recommended in the Healthcare Temporary Memorandum HTM 05-01 Managing healthcare fire safety. The PLAN DO CHECK ACT model.

4.2.1 Explanation of PLAN DO CHECK ACT model.

PLAN (Establish)	Establish fire safety policy, objectives, targets, controls, protocols and procedures relevant to improving fire safety management in order to deliver results that align with the organisation's overall policies and objectives.
DO (Implement and operate)	Implement and operate the fire safety policy, controls, processes and procedures.
CHECK (Monitor and review)	Monitor and review performance against fire safety policy and objectives. Report results to management for review and determine and authorise actions for remediation and improvement.

ACT (Maintain and improve) Maintain and improve the fire safety management system by taking corrective action based on the results of the management review and fire safety audit. Reappraise the scope of the fire safety management system, the fire safety policy and objectives.

5 Definitions

Term	Definition
Annual Fire Statement	An annual statement of fire safety to provide a clear indication in respect of the status of fire safety management within the organisation and a statement of assurance that adequate fire safety measures are in place.
Authorising Engineer (Fire):	A chartered fire engineer, or a chartered member of an appropriate professional body, with extensive experience in healthcare fire safety or nominated contractor
Competence:	Where a person is required to be competent, he/she must be able to demonstrate through training and experience or knowledge and other qualities that they have the ability to properly assist in undertaking the preventative and protective measures.
Competent Person (Fire)	A person who can provide skilled installation and/or maintenance of fire-related services (both passive and active fire safety systems).
Firecode	Guidance documents from the Department of Health regarding fire safety in healthcare premises.
A Fire Incident Manager	The most senior person present in charge of persons within the premises, during a fire who takes immediate command of the emergency response.
Fire risk assessment	The process of identifying fire hazards and evaluating the risks to people, property, assets and the environment arising from them, considering the adequacy of existing fire precautions, and deciding whether the fire risk is acceptable without further fire precautions.
Fire Safety Adviser	A person who has sufficient training and experience or knowledge and other qualities to enable them to properly assist in undertaking preventative and protective measures.

Fire Safety Manager	The person within the organisation tasked with coordinating fire safety issues throughout the organisation's activities.
Fire safety management system	A robust framework of protocols and processes used to ensure that an organisation can fulfil all tasks required to achieve the fire safety objectives set out in the fire safety policy.
Protocol	Section of the policy providing guidance on a specific issue.
Responsible person	The employer of persons working at the premises, a person who has control of the premises, or the owner of the premises.

6 Related documents

- Health and Safety Policy Ref: HS-0001.
- Fire Safety Protocol Document Ref HS-0008-001.
- Local area fire risk assessments, fire safety procedures and fire action notices.

7 How this policy will be implemented

- The Chief Executive has ultimate accountability for this policy. Specific responsibility for policy implementation is delegated to respective Directors and General managers, Locality managers and Heads of Service etc. The Fire Manager within the Estates Department will adopt responsibility for controlling and managing any identified fire risks within the Trust.
- This policy will be published on the Trust's intranet and external website.
- Line managers will disseminate this policy to all Trust employees through line management arrangements.

7.1 Training needs analysis

Fire safety training is described in the [Fire Safety Protocol](#) Document Ref HS-0008-001, protocol 5.

8 How the implementation of this policy will be monitored

Auditable Standard/Key Performance Indicators		Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Performance will be monitored by incidents. Incidents include: - - Incidents of Actual Fire. - False alarms - Unwanted Fire Signals. Targets for Unwanted fire signals, will be set as per those identified in the Performance level grading chart of HTM 05-03 Part H. Reducing false alarms in healthcare premises p20	All fire Incidents will be investigated by the Trusts Fire Safety Advisors. All incidents will be logged, and information provided to relevant Governance Groups. All incidents and Fire Reports will be discussed at both the Fire Safety Advisors monthly meeting and at the Health & Safety Committee on a two-monthly basis. The Incident and Fire Report documents will form part of the Authorising Engineer (Fire) audit process.	Relevant Governance Group. Fire Reports to Health & Safety Security and Fire Group on a two-monthly basis.
2	The Trust will produce an annual statement of fire safety to provide a clear indication in respect of the status of fire safety management within the organisation and a statement of assurance that adequate fire safety measures are in place.	The Annual fire statement will be produced in April, by a Trusts Fire Safety Advisor. The outcome of any fire safety audit and internal reports should be used as the basis on which to formulate the annual statement of fire safety.	An Annual Fire Statement is submitted to the CEO for signature. The annual statement of fire safety is to be retained by the fire safety section and may be presented to the Care Quality Commission along with supporting documentation as evidence of performance against Outcome 10 of the 'Essential standards of quality and safety'.
3	The Trust will produce Fire risk assessments and identify hazards to evaluate the risks to people, property, assets and the environment.	All Fire Risk Assessments will be completed by the Trusts Fire Safety Advisors As required by building type (1-3 years).	Fire Risk Assessments will be monitored at the Fire Safety Advisors Group on a Monthly basis.

considering the adequacy of existing fire precautions and deciding whether the fire risk is acceptable without further fire precautions. As identified in Article 14 of the Regulatory Reform Fire (Safety Order) 2005	All significant findings will be identified and logged on the Fire Safety Database and brought to the attention of the Fire Safety Manager.	
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9 References

- BS 5266-1:2025 Emergency escape lighting systems. Code of practice for the emergency lighting of premises.
- BS 5306-3:2017 Commissioning and maintenance of portable fire extinguishers.
- BS 5839-1:2025 Fire detection and fire alarm systems for buildings.
- BS 7273-4:2015+A2:2023 Actuation of release mechanisms for doors.
- BS 8214:2026 Code of practice for fire door assemblies.
- BS 9251:2021 Sprinkler systems for residential and domestic occupancies.
- BS 9999:2017 Fire safety in the design, management and use of buildings - code of practice.
- BS EN 12845:2015+A1:2019 Automatic sprinkler systems.
- Building Regulations 2010 Approved Document B, Volume 2 (Buildings other than dwellings).
- Electricity and Electrical Equipment Procedure (Internal Local Policy).
- Fire Risk Assessment (Fire Safety Department Local Document).
- Fire Safety Protocol Document Ref HS-0008-001 (Internal Local Policy).
- HTM 05-01:2026 Firecode – Managing healthcare fire safety.
- HTM 05-02:2015 Firecode – Fire safety in the design of healthcare premises.
- HTM 05-03 Part A:2024 Operational Provisions – Training.
- HTM 05-03 Part B:2024 Operational Provisions – Fire detection and alarm systems.
- HTM 05-03 Part C:2024 Operational Provisions – Textiles and furnishings.
- HTM 05-03 Part D:2024 Operational Provisions – Commercial enterprises on healthcare premises.
- HTM 05-03 Part E:2024 Operational Provisions – Escape lifts in healthcare premises.

- HTM 05-03 Part F:2024 Operational Provisions – Arson prevention in NHS premises.
- HTM 05-03 Part G:2024 Operational Provisions – Fire safety in laboratories and medical technical departments.
- HTM 05-03 Part H:2024 Operational Provisions – Reducing false alarms/unwanted fire signals in healthcare premises.
- HTM 05-03 Part J:2024 Operational Provisions – Guidance on fire engineering of healthcare premises.
- HTM 05-03 Part K:2025 Operational Provisions – Guidance on fire risk assessments in complex healthcare premises.
- HTM 05-03 Part M:2024 Operational Provisions – Fire safety in atria.
- HTM 06-01:2017 Electrical services supply and distribution.
- Personal Emergency Evacuation Plan (PEEP) (Fire Safety Department Local Document).
- Regulatory Reform (Fire Safety) Order 2005 (As amended by the Fire Safety Act 2021 and Fire Safety Regulations 2022).

10 Document control (external)

To be recorded on the policy register by Policy Coordinator

Date of approval	06 October 2026
Next review date	06 October 2029
This document replaces	HS-0008-v4.1
This document was approved by	Estates Facilities Management Directorate Management Team 09 September 2026.
This document was approved by	Health and Safety, Security and Fire Working Group 14 September 2026
This document was ratified by	Executive Directors Group
This document was ratified	06 October 2026
An equality analysis was completed on this policy on	09 September 2026
Document type	Public

FOI Clause (Private documents only)	N/A
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Change record

Version	Date	Amendment details	Status
v4.1	August 2023	Full review with minor changes, includes: • Updated into new template. • Added OJTC. • Removed non accessible diagram. • References updated. • Objectives amended. • Updated implementation monitoring.	withdrawn
v5	06 Oct 2026	Full review with new guidance document changes, includes: • OJTC the next chapter. • Roles and responsibilities updated. • Addition of Fire Incident Manager. • Definitions amended. • References updated.	Ratified

Appendix 1 - Equality Analysis Screening Form

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Section 1	Scope
Name of service area/directorate/department	Estates
Title	Fire Safety policy
Type	Policy
Geographical area covered	Trust Wide
Aims and objectives	The purpose of this policy is to ensure that the potential risk from fire is managed and a safe environment exists, whilst complying with relevant guidance and legislative requirements.
Start date of Equality Analysis Screening	August 2026
End date of Equality Analysis Screening	27 th August 2026

Section 2	Impacts
Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	This document benefits all employees, patients, visitors and contractors of the Trust
Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups?	• Race (including Gypsy and Traveller) NO • Disability (includes physical, learning, mental health, sensory and medical disabilities) NO • Sex (Men, women and gender neutral etc.) NO • Gender reassignment (Transgender and gender identity) NO

	• Sexual Orientation (Lesbian, Gay, Bisexual and Heterosexual etc.) NO • Age (includes, young people, older people – people of all ages) NO • Religion or Belief (includes faith groups, atheism and philosophical beliefs) NO • Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave) NO • Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners) NO • Veterans (includes serving armed forces personnel, reservists, veterans and their families) NO • Human Rights Implications NO (Human Rights - easy read)
Describe any negative impacts	The protected characteristics most likely to be affected by this policy are disability, age, pregnancy and maternity, and race, where language or communication needs may affect understanding of fire safety information and evacuation procedures. Fire safety arrangements, including emergency evacuation procedures, fire alarms, fire risk assessments, training requirements and emergency response arrangements, may affect individuals differently depending on their physical, sensory, cognitive, communication, language or mobility needs. Some people may require additional support or reasonable adjustments to ensure their safety in the event of a fire. Potential impacts are mitigated through fire risk assessments, Personal Emergency Evacuation Plans (PEEPs), local fire emergency action plans, reasonable adjustments, staff training, accessible information, and the requirement for managers to ensure appropriate arrangements are in place for staff, patients and visitors who may require additional assistance. The policy promotes a risk-based and proportionate approach to fire safety that seeks to protect all people using Trust premises.

Describe any positive impacts	This document provides a framework of core safety measures across all of the Trust's property and premises with the function to provide guidance to all staff.
Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	See reference section 9, including updated HTM 05-01.
Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Yes.
If you answered Yes above, describe the engagement and involvement that has taken place	This version was developed with engagement from fire safety advisors and estates staff. Trust wide all staff consultation.
If you answered No above, describe future plans that you may have to engage and involve people from different groups	
Section 4	Training needs
As part of this equality analysis have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	Fire safety training is described in the Trusts Fire Safety Protocol document Protocol 5.
Describe any training needs for patients	Not Applicable all fire safety arrangements are conducted by staff including evacuation decisions.

Describe any training needs for contractors or other outside agencies

Control of Contractors Procedure CORP-0049-v3.1. Contractor induction given by Estates. All contractors are approved before working on any of the Trust Estates or sites.

Check the information you have provided and ensure additional evidence can be provided if asked

Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes / No / Not applicable	Comments
1.	Title		
	Is the title clear and unambiguous?	YES	
	Is it clear whether the document is a guideline, policy, protocol or standard?	YES	Policy
2.	Rationale		
	Are reasons for development of the document stated?	YES	
3.	Development Process		
	Are people involved in the development identified?	YES	
	Has relevant expertise has been sought / used?	YES	
	Is there evidence of consultation with stakeholders and users?	YES	
	Have any related documents or documents that are impacted by this change been identified and updated?	N/A	
4.	Content		
	Is the objective of the document clear?	YES	
	Is the target population clear and unambiguous?	YES	
	Are the intended outcomes described?	YES	
	Are the statements clear and unambiguous?	YES	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	YES	
	Are key references cited?	YES	
	Are supporting documents referenced?	YES	
6.	Training		
	Have training needs been considered?	YES	

	Title of document being reviewed:	Yes / No / Not applicable	Comments
	Are training needs included in the document?	YES	Signposted to Fire Safety Protocol
7.	Implementation and monitoring		
	Does the document identify how it will be implemented and monitored?	YES	
8.	Equality analysis		
	Has an equality analysis been completed for the document?	YES	
	Have Equality and Diversity reviewed and approved the equality analysis?	YES	09/09/2026 AH
9.	Approval		
	Does the document identify which committee / group will approve it?	YES	
10.	Publication		
	Has the policy been reviewed for harm?	YES	No Harm
	Does the document identify whether it is private or public?	YES	Public
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	N/A	