

<b>Reference Number:</b> UHB 022 <b>Version Number:</b> 4	<b>Date of Next Review:</b> 10 <sup>th</sup> Jul 2021 <b>Previous Trust/LHB Reference Number:</b>
<b>FIRE SAFETY POLICY</b>	
<b>Policy Statement</b> Cardiff & Vale University Health Board is committed to ensuring the protection from fire and explosion, so far as is reasonably practicable, of its employees and persons other than employees (e.g. patients, members of the public, contractors, visitors etc.), who use or visit Health Board premises, or who may be affected by its activities.	
<b>Policy Commitment</b> This Fire Safety Policy is intended to provide an unambiguous commitment applicable to all premises used by Cardiff & Vale University Health Board and premises where Cardiff & Vale University Health Board patients receive treatment or care.	
<b>Supporting Procedures and Written Control Documents</b> <ul style="list-style-type: none"> <li>• Fire Policy Procedural Arrangements</li> <li>• CRI Fire Procedure</li> <li>• Acute Hospital Fire Procedure</li> <li>• Community Hospital Fire Procedure</li> <li>• Health Centres and Clinics Fire Procedure</li> <li>• St David's Hospital Fire Procedure</li> </ul> <p><b>Other supporting documents are:</b></p> <ul style="list-style-type: none"> <li>○ NHS Estate Firecode</li> <li>○ Safe Management of Medical Gas Cylinders</li> <li>○ Health &amp; Safety Policy</li> <li>○ No Smoking &amp; Smoke Free Environment Policy</li> <li>○ Major Incident Plan</li> </ul>	
<b>Scope</b> This policy applies to all of our staff in all locations including those with honorary contracts	
<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be a positive impact.

<b>Policy Approved by</b>	Health and Safety Committee
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Fire Safety Group
<b>Accountable Executive or Clinical Board</b>	Executive Director of Planning

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<b>Director</b>
<b><u>Disclaimer</u></b>
If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the <a href="#"><u>Governance Directorate.</u></a>

<b>Summary of reviews/amendments</b>			
<b>Version Number</b>	<b>Date Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	Nov 2010	04/01/11	Replace previous Trust version reference no 36
2	23/04/13	22/05/13	Policy reflects changes required to meet the requirements of the Enforcement Notice issued by South Wales Fire Service in relation to the management of smoking in Mental Health premises.
3	28/07/15	28/07/15	Policy reflects organisational structural changes. A review of the arrangements with regards to Deputy Fire Safety Managers for UHW. It reflects site closures and amendments and continues to reflect the requirements imposed by the Fire Service in relation to Whitchurch Hospital site.
4	10/07/18	10/07/18	

## Equality & Health Impact Assessment for Fire Safety Policy

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Fire Safety Policy UHB022
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Executive Services Head of Health and Safety 02920 743751
3.	Objectives of strategy/ policy/ plan/ procedure/ service	<p>The aim of the Fire Safety Policy is to ensure that it:-</p> <ul style="list-style-type: none"> <li>• Minimises the incidents of fire and all unwarranted fire signals throughout all properties used by Cardiff &amp; Vale University Health Board.</li> <li>• Minimises the impact from fire on life, safety, delivery of service, the environment and property.</li> </ul> <p>Achieving these aims will ensure that the UHB acts within the legislative and regulatory framework, complies with: The Regulatory Reform (Fire Safety) Order 2005 and applicable legislation.</p>
4.	Evidence and background information considered. For example	Fire Safety Group and the subgroups includes representation from

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	<ul style="list-style-type: none"> <li>• population data</li> <li>• staff and service users data, as applicable</li> <li>• needs assessment</li> <li>• engagement and involvement findings</li> <li>• research</li> <li>• good practice guidelines</li> <li>• participant knowledge</li> <li>• list of stakeholders and how stakeholders have engaged in the development stages</li> <li>• comments from those involved in the designing and development stages</li> </ul> <p>Population pyramids are available from Public Health Wales Observatory<sup>1</sup> and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need<sup>2</sup>.</p>	<ul style="list-style-type: none"> <li>• All Service/Clinical Boards</li> <li>• Staff Safety Representatives group</li> <li>• Cardiff University</li> <li>• South Wales Fire &amp; Rescue Service</li> </ul> <p>The Fire Safety Manager and The Senior Fire Adviser are members of the South Wales Fire Safety Concordat which includes representation from all South Wales Health Boards and Trust, as well the Fire &amp; Rescue Service and NHS Specialist Services.</p> <p>Fire Policy is Available on the Health Board Web pages</p>
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	The Policy aims to protect Staff, Patients and all users of Health Board premises.

<sup>1</sup> <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

<sup>2</sup> <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

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## 6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.1 Age</b> For most purposes, the main categories are:</p> <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65; and</li> <li>• over 65</li> </ul>	No Impact		
<p><b>6.2 Persons with a disability as defined in the Equality Act 2010</b> Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes</p>	Staff with sensory disabilities may need a fire alarm bringing to their attention which would be identified in a personal evacuation plan , patient areas with known audio impairment may be equipped with visual flashing lights to support the Audio Alarm		<p>Those staff and patients with sensory and mobility conditions, through personal evacuation plans and training provided to staff in areas caring for these patients</p> <p>Evacuation aids and training on</p>

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	<p>Some staff/ patients may need assistance in the event of a fire evacuation</p> <p><b>Impact control /minimised</b></p>		<p>their use is provided within all relevant areas</p>
<p><b>6.3 People of different genders:</b> Consider men, women, people undergoing gender reassignment</p> <p><b>NB</b> Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or</p>	<p>No Impact</p>		

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How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
Transgender			
<b>6.4 People who are married or who have a civil partner.</b>	No Impact		
<b>6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.</b> They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	Women who are expecting a baby may have mobility aspects  <b>Impact Minimised</b>		When identified within staff these would be subject of a Personal Evacuation Plan and patients through training staff in patient evacuation
<b>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers,</b>	People of a different race, nationality including non-English speakers/ reading.  <b>Impact Minimised</b>		Through the use of evacuation signage which is in picture format and conforms to BS 5499-1 a recognized standard

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How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
gypsies/travellers, migrant workers			
<b>6.7 People with a religion or belief or with no religion or belief.</b> The term 'religion' includes a religious or philosophical belief			
<b>6.8 People who are attracted to other people of:</b> <ul style="list-style-type: none"> <li>• the opposite sex (heterosexual);</li> <li>• the same sex (lesbian or gay);</li> <li>• both sexes (bisexual)</li> </ul>			
<b>6.9 People who communicate using the Welsh language in terms of</b>	Welsh speaking /reading staff, visitors and patients		Through the use of evacuation signage which is in picture format and conforms to BS



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<p><b>correspondence, information leaflets, or service plans and design</b></p> <p>Well-being Goal – A Wales of vibrant culture and thriving Welsh language</p>	<p>may need to be assisted in evacuation this controlled through</p> <p><b>Impact Minimised</b></p>		<p>5499-1 a recognized standard</p>
<p><b>6.10 People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health</p>	<p>No Impact</p>		
<p><b>6.11 People according to where they live:</b> Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access</p>	<p>No Impact</p>		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate
services and facilities			
<b>6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b>	None Identified		

**7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?**

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<b>7.1 People being able to</b>	No Impact		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>access the service offered:</b> Consider access for those living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>			
<p><b>7.2 People being able to improve /maintain healthy lifestyles:</b> Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on</p>	No Impact		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p>access to supportive services including smoking cessation services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>			
<p><b>7.3 People in terms of their income and employment status:</b> Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions</p> <p>Well-being Goal – A prosperous Wales</p>	No Impact		
<p><b>7.4 People in terms of their use of the physical environment:</b></p>	Mobility Access considered in relation to public and patient areas. Loss of lifts in the		Service providers consider Evacuation needs of patients and may redirect to service on

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p>Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces</p> <p>Well-being Goal – A resilient Wales</p>	<p>event of a fire has an impact on service and patient fire risk</p> <p><b>Impact minimised</b></p>		<p>ground floor. Horizontal Evacuation taught Evacuation Chairs and Evacmats located in risk areas ,training given to staff in their use</p>
<p><b>7.5 People in terms of social and community influences on their health:</b> Consider the impact on family organisation and roles;</p>	<p>No Impact</p>		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p>social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>			
<p><b>7.6 People in terms of macro-economic, environmental and sustainability factors:</b> Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate</p> <p>Well-being Goal – A globally</p>	No Impact		

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responsible Wales			

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**Please answer question 8.1 following the completion of the EHIA and complete the action plan**

<p><b>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</b></p>	<p>Personal Evacuation Plans and Staff Training minimises Equality impact on person with disabilities. Picture signage assists persons with language barriers</p>
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**Action Plan for Mitigation / Improvement and Implementation**

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p><b>8.2 What are the key actions identified as a result of completing the EHIA?</b></p>				
<p><b>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</b></p> <p>This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?</p>	No			



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	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p><b>8.4 What are the next steps?</b></p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> <li>• Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> <li>○ continues unchanged as there are no significant negative impacts</li> <li>○ adjusts to account for the negative impacts</li> <li>○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so)</li> <li>○ stops.</li> </ul> </li> <li>• Have your strategy, policy, plan, procedure and/or service proposal approved</li> <li>• Publish your report of this impact assessment</li> <li>• Monitor and review</li> </ul>				

