



# **IMS-06-02-CAV: Fire Safety Management Arrangements**

<b>Reference Number: UHB 504</b> <b>Version Number: 1</b>	<b>Date of Next Review: 25 May 2026</b> <b>Previous UHB Reference Number: N/A</b>
<b>IMS-06-02-CAV: FIRE SAFETY MANAGEMENT ARRANGEMENTS</b>	
<p><b>Purpose</b></p> <p>This document details the management arrangements for fire safety at Cardiff and Vale University Health Board.</p> <p>At Cardiff and Vale University Health Board, fire safety responsibilities are core values, which means always acting and operating in a way that prevents harm to people, the environment and the communities in which we operate. We expect all our employees, contractors and volunteers to conduct themselves at all times in alignment with the values, commitments and principles in this policy. The policy provides an unambiguous statement of the arrangements put in place to manage the risk of fire at Cardiff &amp; Vale University Health Board (C&amp;V UHB) and premises where NHS patients receive treatment or care, excluding a single private dwelling. This policy should be read in conjunction with IMS-06-01-CAV Fire Safety Policy.</p>	
<p><b>Audience</b></p> <p>The target audience for this document is all employees. The policy is also applicable to our organisational partners (e.g. our contractors, suppliers and joint venture partners etc) when undertaking services for, or on behalf of CVUHB.</p> <p><b>Health and Safety Committee</b></p> <p>The Health and Safety Committee should agree the Fire Safety Management Arrangements and commit to its full implementation.</p> <p><b>Board of Directors</b></p> <p>The Board of Directors <b>must</b> approve the Fire Safety Management Arrangements and commit to its full implementation.</p> <p><b>Procedure Review</b></p> <p>The Procedure will be reviewed within three years of implementation or as the Health Board changes and/or when legislation, codes of practice and official guidance dictate, by the Head of Health and Safety in collaboration with the Chief Executive.</p> <p><b>Line Managers</b></p> <p>Line managers <b>must</b> ensure that their employees and contractors understand the requirements of the Fire Safety Management Arrangements. All line managers should demonstrate the importance of this document by ensuring that their own behaviours actively promote and serve as a role model for the desired health and safety values and principles.</p>	

**Communication to organisational partners.**

Managers **must** ensure that the Fire Safety Management Arrangements is communicated to stakeholders and other business partners and ensure that they actively cooperate with the Health Board to achieve compliance with this procedure.

**All employees**

All our employees must ensure that they adhere to the procedure and understand the implications for them.

**Procedure Commitment**

The Chief Executive’s commitment to this procedure is underpinned by the Fire Safety Policy and Fire Policy Statement of Intent.

**Supporting Documents**

- Fire Safety Policy Statement of Intent
- IMS-06-01-CAV Fire Safety Policy
- IMS-14-01 CAV Contractor Control Policy

The Health and Safety Committee maintains a schedule of all supporting policies and documents.

**Other References:**

See Section 36

**Equality and Health Impact Assessment**

An Equality and Health Impact Assessment (EHIA) has been completed for the Fire Safety Policy and confirmed there is no adverse impact

**Policy Approved by**

Board  
Health and Safety Sub-Committee

**Group with authority to approve procedures written to explain how this policy will be implemented**

Operational Health and Safety Group  
Fire Safety Group

**Accountable Executive or Clinical Board Director**

Executive Director of People and Culture

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**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 [Governance Directorate.](#)**

<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	25 May 2023	26 May 2023	New document to support the Fire Safety Policy

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## 1. Introduction

The Regulatory Reform (Fire Safety) Order 2005 (FSO) provides the legislative framework to promote, stimulate and encourage high standards of Fire safety at work. It places a duty upon the employer to safeguard so far as is reasonably practicable, the health, safety and welfare of all employees, including the provision and maintenance of safe plant and systems of work. In addition, a number of other related laws have relevance within the Health Board. These are also designed to ensure that work is conducted in a safe and healthy manner.

Although the main responsibility for compliance with the FSO rests with the employer, the owner and occupiers, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work.

This document defines how management responsibilities are set for all management position within CAVUHB and details specific responsibilities for fire safety. This document should be read in conjunction with IMS-06-01-CAV Fire Safety Policy

## 2. Aim

The aims of this document are to:

- Outline the arrangements for managing fire safety throughout CAVUHB
- Identify roles and personnel with specific duties and responsibilities, and to detail what those duties and responsibilities are
- To provide a clearly defined management structure for the delivery of and maintaining suitable and sufficient controls and monitoring measures for all fire safety related subjects throughout the Health Board.

## 3. Scope

The target audience for this document is all line managers responsible for setting priorities and assigning resources.

## 4. Objectives

- To secure the fire safety and welfare of people at work
- To protect patients and people other than those at work against risks to their fire safety arising out of work activities
- To minimise the number of fire related risks and incidents within the UHB
- To establish a culture of co-operation, communication, competency and control for fire safety.
- Explain the structure of the organisation and how fire safety will be managed and communicated
- Define how fire management responsibilities are set throughout the UHB

## 5. Statutory Requirements

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### **5.1 Current Statutory Compliance**

The Chief Executive, Executive Management, Service Board and Department Heads i.e. Responsible Persons (RP's) shall ensure that all aspects of current fire safety legislation are met in their areas of jurisdiction.

The Chief Executive Officer is responsible for ensuring that all fire risk assessments are in place in all premises falling within their remit.

The UHB Responsible Person's will ensure that the duty of care towards all patients and occupants of premises within its remit is met with respect to the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 in so far as these statutes and enactments relate to fire safety.

All employees of the UHB (including contracted staff) are required to comply with the procedures associated with this policy and IMS-06-01-CAV Fire Safety Policy.

### **5.2 Changes to Fire Safety Legislation**

The UHB Fire Safety Manager shall monitor changes in fire safety legislation and adapt this Policy (and any Supporting Procedures); to suit any such amended requirements

## **6. Fire Safety Management**

C&V UHB Fire Safety Management System (FSMSY)

C&V UHB undertakes to meet the requirements for fire safety legislation by the implementation of the Fire Safety Management System which is integrated into the framework of the Health and Safety Management System.

The system also sets out the requirement of the UHB in terms of the management framework and responsibilities for fire safety and the procedures and responsibilities for dealing with fire alarm activations, actual fires and the level, frequency and methods of fire safety training.

The framework of Fire Safety Management for the UHB aligns with: Statutory Regulation, and British Codes of Practice, Welsh Health and Technical Memoranda.

## **7. Roles and Responsibility**

### **7.1. Health Board Profile**

The Board has overall accountability for the activities of CAVUHB which includes fire safety. The board should ensure that it receives appropriate assurance that the requirements of current legislation are being met.



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Operational management for Fire Safety within the Health Board has been devolved to the Clinical/Service Boards; they are supported in the management of Fire safety by the Directorates. The duty of implementing these requirements has, however, been delegated to: -

Each Directorate Manager/Head of Department or equivalent level of manager, who is responsible within their own area.

The UHB has duties as controller of premises and provides care at a number of sites including but not limited to Barry Hospital, Cardiff Royal Infirmary, Children’s Hospital for Wales, University Hospital Llandough, St Davids Hospital, University Dental Hospital, University Hospital of Wales, Rookwood and Community Premises. In addition, the Health Board has administration offices and support facilities at a number of other locations. The UHB also shares its sites with Cardiff University and other external organisations.

Each site shall have arrangements to ensure that fire safety risks are appropriately managed, with an identified senior person to whom concerns can be raised.

## 7.2. Roles and Responsibilities for implementation

The “Appropriate “level of management for Cardiff and Vale University Health Board is based on the recommendations of WHTM 05–01 where the management of central functions conform to the management level appropriate for the most complex premises and/or highest dependency of patients in the organisation’s portfolio.

## 8. Role of the Board

The Board has overall accountability for the activities of CAVUHB which includes fire safety. The board should ensure that it receives appropriate assurance that the requirements of current legislation are being met.

The Board discharges the responsibility for fire safety through to the chief executive.

### 8.1. The Chief Executive

Responsibility for the organisation of fire safety arrangements within the Health Board rests with The Chief Executive in respect of all premises within the Health Board. They are the Duty Holder as defined in the Regulatory Reform (Fire Safety) Order 2005.

The Chief Executive has nominated the Executive Director of People and Culture as the Senior Responsible Officer for Fire Safety, and is responsible throughout the UHB for the implementation of the Fire Safety Policy and for presenting Fire Safety issues to the Health Board.

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## 8.2 Executive Director of People and Culture

The Executive Director is responsible for ensuring that fire safety issues are highlighted at Board level. This responsibility will extend to the proposal of programmes of work relating to fire safety for consideration as part of the business planning process.

Operationally the Executive Director will;

- Assist the Chief Executive with Board level responsibilities for fire safety matters
- Ensure that the Health Board has in place a clearly defined fire safety policy and relevant supporting protocols and procedures
- Ensure that all work that has implications for fire precautions in new and existing UHB buildings is carried out to a satisfactory technical standard and conforms to all prevailing statutory and mandatory fire safety requirements
- Ensure cooperation between other employers where two or more share UHB premises
- Ensure through senior management and line management structures that full staff participation in fire training and fire evacuation drills is maintained
- Ensure that agreed programmes of investment in fire precautions are properly accounted for in the Health Boards annual business plan
- Ensure that an annual audit of fire safety and fire safety management is undertaken, and the outcomes communicated to the Board
- Fully support the Fire Safety Manager function in line with delegated authority
- Ensure Cardiff and Vale University Health Board has a “suitable and sufficient” Fire Safety Management System with appropriate levels of management available to enable “effective management” decisions to be made regardless of the time of day

The Executive Director of People and Culture has devolved day-to day fire safety duties to the Head of Health and Safety who is the Fire Safety Manager for the Health Board.

## 8.3. Head of Health and Safety - Fire Safety Manager

The Head of Health & Safety is also the recognised University Health Board Fire Safety Manager and supports the Director of People and Culture with assurance that fire legislation is complied with. An additional function of this role is to support strategic direction in fire safety management in liaison with the Assistant Head of Fire Safety.

Fire safety manager responsibilities include:

- The day-to-day implementation of the fire safety policy
- Reporting of non-compliance with legislation, policies and procedures to the Executive responsible for fire
- Obtaining appropriate and professional advice on fire legislation
- Obtaining expert technical advice on the application and interpretation of fire safety guidance, including Fire code

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- Raising awareness of all fire safety features and their purpose throughout the University Health Board
- The development, implementation, monitoring and review of the organisation's fire safety management system, fire safety policies and protocols
- Ensuring that fire risk assessments are undertaken, recorded and suitable action plans devised
- Ensuring that risks identified in the fire risk assessments are included in the clinical boards relevant risk registers as appropriate
- The development, implementation and review of fire emergency action plans
- Ensuring that requirements related to fire procedures for less-able staff, patients and visitors are in place
- The development, delivery and audit of an effective fire safety training programme for all staff appropriate to their duties and place of work
- The reporting of fire incidents in accordance with UHB policy and external requirements
- Monitoring, reporting and initiating measures to reduce false alarms and unwanted fire signals
- Liaison with external enforcing authorities, UHB managers and the Authorising Engineer (NWSSP)
- Monitoring the inspection and maintenance of fire safety systems to ensure it is carried out
- Ensuring that suitable fire safety audits are undertaken, recorded and the outcomes suitably reported
- Provide a link to the relevant UHB committees
- Ensuring the organisation's management arrangements support the day-to-day implementation of the fire safety policy
- In conjunction with the Emergency Preparedness Resilience and Response Department and local directorate managers establish the necessity for fire Response Teams across the organisation's sites. Local site circumstances will best determine the quality of people and skill profile required; consideration must also be given to the availability of staff outside of daytime operating hours.

#### **8.4. Director of Nursing**

The Director of Nursing will be responsible for:

- Ensuring that the fire safety aspects pertinent to patient safety are integrated throughout the Health Board.
- Providing advice with regards to patient safety.

#### **8.5. Chief Operating Officer (COO)**

The Chief Operating Officer will make suitable arrangements to;

- Ensure appropriate arrangements for fire safety are in place within each of the Clinical Boards.
- Ensure that they provide appropriate support to Clinical Board Directors where matters arise that require their intervention.

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- Ensure they advise the Chief Executive of any fire related issues which require their attention which cannot be resolved or is of an organisation wide significance.
- Monitor fire, health and safety performance against agreed targets within the Clinical Boards.
- Ensure that there are nominated leads at each site so as to provide a focus for each site outside of the management accountability structure that will provide staff with an identified senior person to whom concerns can be raised.
- Establish arrangements for each site to support the site nominated lead function.

## 8.6 Director of Capital Estates and Facilities

The Director of Capital Estates and Facilities is:

- Responsible for ensuring building services and maintenance is undertaken on a regular and systematic basis for those building elements, engineering services and equipment which have a direct implication on fire safety
- Responsible for managing a team ensuring all physical and structural elements of fire protection systems are maintained in accordance with WHTM's and statutory legislation.
- Required to ensure that sufficient arrangements are in place to respond to fire alarm incidents through the Estates and Facilities management arrangements.
- Responsible for ensuring that the Mandatory Code of Conduct for Contractors is observed for all penetrations and breaches of fire compartmentation and the appropriate controls are applied throughout, during and on completion of the works; including temporary fire stopping where works are suspended overnight, weekend periods etc.
- Responsible for ensuring that suitable management of any fire related components required by the capital programme and future allocation of funding is realised
- To ensure all proposals, for new buildings and alterations to existing buildings, are referred to the Assistant Head of Fire Safety for comments before Building Control approval is sought
- Ensure that all passive and active fire safety measures and equipment are maintained and tested in accordance with the latest relevant legislation/standards, and that comprehensive records maintained
- In liaison with the Head of Health and Safety, assess and provide appropriate levels of investment in relation to fire safety measures across the estate and personnel to facilitate the maintenance to existing fire safety arrangements and support the implementation of suitable fire safety precautions as required
- To ensure all work which has implications on fire precautions in new and existing Health Board buildings is carried out to a satisfactory technical standard and conforms to all prevailing statutory and mandatory fire safety legislation (including current HTM's, British and EU standards)
- To ensure project teams include relevant and competent persons to provide advice, information and guidance on both statutory and best practice standards as well as practical application to attain best whole life value

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### **8.7. Assistant Head of Fire Safety (Authorised Person)**

The Assistant Head of Fire Safety is accountable to the Fire Safety Manager for matters of fire safety. They provide competent fire safety advice and are responsible for;

- Ensuring the undertaking, recording and reporting of fire risk assessment
- Providing expert, technical advice on fire legislation and the application and interpretation of fire safety guidance, including Firecode
- Assisting with the review of the content of the Health Board's fire safety policy and associated suite of fire safety documents
- Assisting with the development and delivery of a suitable and sufficient training programme for staff
- The investigation of all fire-related incidents and fire alarm actuations
- Liaison with managers and staff on fire safety issues
- Liaison with Estates Management in the outcome of fire risk assessments, audit and change of use in order to achieve compliance with fire precautions in new and existing premises.
- Liaison with the Authorising Engineer for fire (NWSSP)
- Liaise with the Enforcing Authority (Fire & Rescue Service) and Building Control Inspectors to achieve compliance with the fire precautions in new and existing premises.
- Ensure "Live" fire exercises area carried out throughout Cardiff and Vale University Health Board premises.
- Developing and implementing C & V UHB site fire safety manuals and action plans
- Completion of the programme of on-line fire audits as directed by NWSSP-SES.
- Monitor the existing fire risk assessment methodology and application to ensure compliance and consistency.
- Provide specialist / technical advice and support to the Fire Safety Advisors.

### **8.8. Fire Safety Advisor**

The Fire Safety Advisors are operationally responsible to the Fire Safety Manager and Assistant Head of Fire Safety for matters of fire safety. They liaise with the Assistant Head of Fire Safety in relation to professional, technical and strategic matters and for monitoring the condition of fire precautions in Health Board premises. They provide competent fire safety advice and in addition will be responsible for:

- Undertaking, recording and reporting fire risk assessments within premises owned, occupied or under the control of the organisation, updating records accordingly and reviewing as necessary. Informing managers of any significant findings.
- Providing appropriate advice on application, interpretation and provision of Firecode and other relevant legislation and guidance.

Providing advice to management in respect of their initial and continuing responsibilities in respect of Health Board premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005.

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- Ensuring all recorded information in relation to Fire Risk Assessments is sent to the relevant person to record on the Fire Risk Register, updating and reviewing as necessary
- Assisting with the review of the content of the organisation's fire safety suite of policy documents
- Assisting with the preparation, development, maintenance and delivery of a suitable and sufficient training programme for staff, in conjunction with the Assistant Head of Fire Safety and the Training Needs Analysis.
- Planning, developing and organising regular Fire Evacuation exercises and staff training, witnessing their effectiveness or otherwise and recording accordingly. Ensure accurate records of fire exercises are produced and maintained.
- Maintain accurate records of all fire incidents and investigate fires as appropriate. Ensure the reports are entered on the NWSSP - SES
- Preparation of fire prevention and emergency action plans
- Reporting, monitoring and investigation of all Unwanted fire alarm actuations

## 8.9. Local Management

Fire Risk Assessments are held centrally but managers are provided with a copy. Identified non-conformances must be actioned and worked through on a risk prioritised basis.

All management have responsibility for;

- Monitoring fire safety within their respective areas of responsibility and ensuring that contraventions of fire safety precautions relating to statutory duties and UHB fire safety policy do not take place
- Operational management and communication of fire safety risks identified by the risk assessments
- Ensuring local fire risk assessments are undertaken and maintained up-to-date
- Notifying the Assistant Head of Fire Safety or Fire Safety Advisor of any proposals for "change of use", including temporary works that may impact on the risk assessment, within their area
- Reporting any defects in the fire precautions and equipment within their area of control and ensuring that appropriate remedial action is taken
- In the event of a fire, taking control and directing staff as the situation dictates
- 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 local fire emergency action plan is revised in response to any changes, including temporary works, which may affect response procedures
- Ensuring the availability of a sufficient number of appropriately trained staff at all times to implement the local fire emergency action plan to ensure the safe evacuation of all relevant persons including those with disabilities
- Ensuring that every member of their staff is provided with fire safety training as set out in the organisation's fire safety training matrix

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- Ensuring that all new staff, on their first day in the ward/department, are given basic familiarisation training within their workplace, to include:
  - Local fire procedures and evacuation plan
  - Means of escape/secondary means of escape
  - Location of fire alarm manual call points
  - Fire-fighting equipment
  - Any fire risks identified;
  - Oxygen shut off (where applicable)
- Ensuring records are retained of staff induction and attendance at fire safety training
- Ensuring staff at all levels understand the need to report all fire alarm actuations and fire incidents as detailed in the fire safety protocols
- Ensuring that sufficient Fire Wardens are identified and appointed for their specific areas of responsibility (where applicable)

#### 8.10. Deputy Fire Safety Manager (DFSM)

Deputy Fire Safety Manager together with one or more deputies will be appointed to ensure that there is adequate co-ordination and control of the fire arrangements on each of the main sites as follows:

- Each Clinical Board will appoint a Deputy Fire Safety Manager for areas under their control.
- Capital Estates and Facilities Departments will appoint DFSM(s) for areas under their control including refurbishments, capital projects and public areas
- Community premises- The Clinical Board with the major presence will be responsible for nominating a DFSM for each Community premises. However, actions identified relating to specific Clinical/Service Board activities within the premises will still remain be the responsibility of that Clinical/Service Board DFSM

Deputy Fire Safety Managers will be supported as necessary by Health and Safety Advisors and Fire Safety Advisors.

The Deputy Fire Safety Manager will be appointed to:

- Monitor the effectiveness of the day-to-day upkeep of the Fire Safety Policy; IMS-06-01-CAV and Fire Safety Management Arrangements; IMS-06-02-CAV.
- As the Deputy Fire Safety Manager may not be “onsite” on a day-to-day basis, this responsibility will be delegated to a relevant Line Managers/Heads of Department
- Ensure that for all areas within their control, emergency evacuation procedures are in place.
- Verify that for all patient areas, appropriate fire response teams are established, this is detailed in the relevant site fire procedure.
- Verify, via relevant Heads of Department/Line Managers, that for all patient areas within their control, mechanisms are in place for adequate staff to be available at all times to aid with patient evacuation in a fire emergency.

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- Establish that appropriate training is given to the fire response team and other staff who are involved in patient evacuation in their place of work.
- Be responsible during office hours for the co-ordination and direction of staff actions at a serious fire incident in accordance with the emergency plan. Out of hours response, being provided via agreed arrangements established with the relevant line managers or in line with the normal out of hours on site escalation procedure.
- Ensure that Fire Risk Assessments are reviewed and remain relevant.
- Receive reports of all fire incidents within their remit and support the arrangement of any actions required.
- Appointed Deputy Fire Safety Manager will receive appropriate training on their role requirements.

### 8.11. Fire Wardens

The Fire Wardens essentially will be the “eyes and ears” within that local area but will not have an enforcing role. They will rectify simple problems and report other issues identified to their head of service or departmental managers and if necessary to the Fire Team.

The Fire Warden should;

- Act as the focal point on fire safety issues for the local staff
- Organise and assist in the fire safety regime within local areas
- Raise issues regarding local fire safety with their line management
- Support line managers in their fire safety issues.

### 8.12. Staff Employees, Students and Contractors

All persons employed or undertaking paid or voluntary work on behalf of Cardiff and Vale University Health Board have a legal responsibility to co-operate with the Health Board to provide and maintain fire safety in the workplace.

All staff, contractors and volunteers must:

- Comply with the organisation’s fire safety protocols and fire procedures;
- Participate in fire safety training and fire evacuation exercises in accordance with the organisations training needs analysis;
- Report deficiencies in fire precautions to line managers and Fire Wardens
- Report fire incidents and false alarm signals in accordance with organisation’s protocols and procedures

### 8.13. Fire Safety Team

The Fire Safety Team consists of Assistant Head of Fire Safety and the Fire Safety Advisors. The team meets regularly and report into the Head of Health and Safety (Fire Safety Manager). Its function is to discuss any fire safety related matters that



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may affect the Health Board in its ability to maintain compliance with current legislation.

#### **8.14. Authorising Engineer (Fire) [External Specialist]**

The Authorising Engineer (Fire) will act as an independent professional adviser to the healthcare organisation. This role is provided by NWSSP – SES as detailed in FSN11/14.

In brief, the Authorising Engineer (Fire) will fulfil the following duties on behalf of appointing NHS Organisation:

- Provide independent professional advice on all aspects of healthcare fire safety.
- Undertake reviews of systems and installations.
- Support and improve competency levels of NHS staff.
- Maintain a distribution system to ensure that any adverse incidents and other relevant information is circulated to the appropriate individuals.
- Provide advice and support on the development of fire strategies through the design, installation and commissioning of new schemes, extensions and refurbishment projects.

#### **9.0. Contractor Management**

Contractors carrying out any work have a duty to ensure that the work they do relating to fire safety matters within their controls are carried out in good order.

Managers responsible for contractors must;

- Ensure only approved contractors are used and adherence to the Health Board Contractor Control policy IMS-14-01-CAV is maintained including measures implemented by means of safe systems of work

#### **10. Organisation for Fire Safety**

##### **10.1. Fire Safety Strategy**

The Fire Safety Strategy will be consistent, proportionate and targeted and shall aim;

- To encourage strong leadership in championing the importance of a pragmatic approach that will motivate and focus on core aims to distinguish between real and trivial issues, driving an overall positive fire safety culture
- To increase competence and reinforce promotion of worker involvement.
- to undertake a base line assessment and set realistic targets and priorities on key fire safety issues

##### **10.2. Safe Systems of Work**

Each Directorate/Department is required to have fire safety arrangements and procedures specific to that area.

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The Directorate/Department Manager is responsible for ensuring that Policies/Safe Systems of Work/Standard Operating Procedures are operational for all procedures undertaken within the Department.

Following risk assessment, the Directorate Managers/Heads of Department are responsible for devising, documenting and implementing any safe systems of work/safe operating procedures necessary in areas under their control, to eliminate hazards or minimise any risk to the health and safety of employers (and others).

### 10.3. Reporting and Investigation

- All fires no matter how small, even if extinguished, must be reported to the Fire Safety Advisor for investigation and action.
- Incidents of fire must be reported. A report is to be logged by the Fire Safety Advisor and must reach NHS Wales Shared Services Partnership – Specialist Estates Services within 48 hours of the incident.
- When an incident is entered onto the online fire system portal an automatically generated email is sent via [whe.fireaudit@wales.nhs.uk](mailto:whe.fireaudit@wales.nhs.uk)
- In the event of a serious fire incident developing where disruption to services and patient care are likely, the senior person present should consider whether to initiate the “Health Board Major Incident Plan”.
- In addition, fires involving multiple deaths, multiple injuries or damage on a very large scale are to be notified immediately to the Director of the NHS in Wales, National Assembly for Wales, Health Service and Management Division, Cathay’s Park, Cardiff, CF1 3NQ by the Health Board Chief Executive Officer or Executive Director on call, depending on availability. The Health and Safety Executive must also be advised in the nearest regional office.
- Details of all false alarm calls to which the fire service is called must also be reported to NHS Wales Shared Services Partnership – Specialist Estates Services. This is completed by the Fire Safety Advisor
- Switchboard operators will complete a Fire Call Report Form for every fire call (including false alarms) received. These will be forwarded to the appropriate Fire Safety Officer
- Other users of Health Board premise such as CU, Public Health Wales (PHW), Concourse Units etc. will be informed of fires in their areas of responsibility
- The Assistant Head of Fire Safety will maintain the fire statistics for the Health Board and will compile quarterly reports for submission to the Health and Safety Committee

### 11. Cancelling of Fire Alarms

No fire alarms are to be silenced until the situation is assessed as safe by the Senior person in charge / Fire Safety Advisor. If the situation is a non-fire activation the

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Senior person in charge should contact switchboard using 3333 and ask them to contact the F&RS and detail the activation. If the F&RS attend they take the decision to silence the alarms in conjunction with the Senior person in charge. Re-setting of the fire alarm system should be authorised in agreement with the F&RS (if in attendance) and only actioned by a competent person familiar with this process. For stand-alone buildings with a single alarm, cancellation and reoccupation of the building is the responsibility of the senior person on site.

## 12. Fire Safety Training

It is the responsibility of the Chief Executive to provide training for each category of staff. However, Line Managers are responsible for ensuring that fire safety policies and particular instructions are brought to the attention of their staff. Fire safety training will be included as part of both local and corporate staff induction. Departmental induction should include fire safety issues such as location of fire exits, fire alarms, location of fire assembly points and oxygen isolation valves etc.

A mandatory Training E Learning Package has been developed which is utilised in accordance with the guidance given in HTM management Document 05-01. The frequency and method of training will be based on the level of risk and responsibilities of employees in their workplace.

Ward based training sessions may be offered to staff, these will be initially undertaken by the Fire Safety Advisor but may be cascaded down to staff by other competent trainers approved by the Fire Safety Team.

Fire Drills should be conducted regularly in accordance with the evacuation exercise programme. Local management are responsible for ensuring that these drills take place and ensuring that all areas throughout the hospital have been involved.

Part-time staff, agency staff, students and ancillary workers will be included in the training. Additional training will be provided for key staff e.g. Deputy Fire Safety Manager, staff involved in maintenance of fire alarms and so on.

Major Fire Emergency Exercises will be run periodically by the Emergency Preparedness Resilience and Response Department in collaboration with the Fire Safety team to practice the Emergency Fire Procedures. This will allow key personnel to practice their roles.

Permanent records of instruction training received will be kept on the Electronic Staff Record database maintained by the Learning Education & Development Department and made available to each departmental area as appropriate.

Compliance to fire training will be monitored at the Fire Safety Group, Operational Health and Safety Group and other relevant Clinical Board/Departmental meetings. Assurance of compliances will be given to the Board via regular reports to the Health and Safety Committee.

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### **13. Discipline**

Disciplinary action under the terms of the Health Board's Disciplinary Policy will be taken against any employee, regardless of status, who shows wilful disregard for safe working practices. No disciplinary action will be taken against an employee until the case has been appropriately investigated. Where the total disregard for Safe Working Practices seriously affects the health and safety of themselves or that of any other employees, the employee may be summarily dismissed and the employer and their employees may be subject to prosecution under the Health and Safety at Work Act etc 1974 and Corporate Manslaughter legislation.

### **14. Emergency Situations**

Due to the wide variety of work undertaken within the Health Board, it is not possible to produce valid and detailed instructions to cover every emergency situation which may arise. Therefore, each Directorate/Department must ensure that it has adequate plans in place to deal with foreseeable emergencies, incidents and failures in systems.

The Major Incident Plan supports mechanisms for perceived significant health and safety events such as fire which is supported by the Emergency Preparedness Resilience and Response Department.

### **15. Health Board Fire Safety Meetings**

The Deputy Fire Safety Manager (DFSM) Group aim is to provide assurance to the Executive Director for Fire Safety and the Health and Safety Committee that the risks associated with fire are controlled. This includes ensuring actions identified as a result of Fire Inspections and Fire Risk Assessments are progressed and implemented. The group will monitor the status of management of Compliance, Estates and Management actions. The group will include representatives appointed as Deputy Fire Safety Managers for each of the agreed fire areas.

The meeting reports as a sub group of the Health and Safety Committee

The terms of reference of the Deputy Fire Safety Group will include:

- Overseeing the effectiveness of fire training
- Maintaining contact with Line Managers on fire precautions
- A review of the Status of the Fire Risk Assessment and any actions arising
- Review the Status of any management actions identified as a result of the Fire Service Inspections or Audits
- Agree responsibilities for areas of multiple occupancy
- Developing an action plan to deal with a fire emergency.
- Review the status of fire training and develop actions for enhanced compliance.

The Fire Safety Manager will chair the Group and membership will comprise of:

- Assistant Head of Fire Safety (Deputy Chair)

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- Deputy Fire Safety Managers
- Cardiff University Representative
- Fire Safety Advisors
- Trade Union/Staff Representatives
- Strategic Emergency Planning Officer
- Estate Management

## 16. Resources

It is likely that issues will arise as a result of implementation of the policy, which may require resources to monitor effective standards of fire safety. This resource need will be considered at the Fire Safety Group and taken to the lead Executive Director for fire for resolution or progression, on to the relevant Board Committee.

## 17. Maintaining Adequate Levels of Physical Fire Precautions

The Health Board needs to ensure it has an extensive programme for installing and satisfactorily maintaining an adequate level of physical fire precautions designed to prevent the occurrence, ensure the detection, and stop the spread of fires. Specialist advice in the preparation of this programme will be obtained from the Fire Safety Advisor.

The Assistant Head of Fire Safety must be consulted prior to any changes to the structure, use/function, layout, furniture, fittings or decoration, or to procedures and staffing levels to determine if such changes will have a bearing on fire safety.

The Assistant Head of Fire Safety will arrange for systematic inspections, at prescribed intervals, to be undertaken by the Fire Safety Advisors of all areas of the Health Board.

Site Fire Plans are to be kept by the Head of Discretionary Capital and Compliance showing the following:

- Fire resisting construction.
- Periods of fire resistance.
- Location of Compartments and sub-compartments
- Location of firefighting equipment.
- Location of fire alarm call points, detectors, sounders and fire panels.
- Fire locks and mechanisms.
- Location of fire action notices.
- Arrangements for means of escape.
- Location of exit signs.
- Location of Emergency lighting luminaries.
- Location of all fire suppression systems and their type

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## **18. Maintenance and Testing of Fire Equipment, Services including Fire Alarm and detection Systems etc.**

The maintenance of all premises fire services such as fire alarm and detection systems, fire resisting door sets, emergency lighting systems, mechanical ventilation, fire suppression systems and smoke control systems etc. is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 and is the responsibility of the Director of Capital Estates and Facilities as implemented by designated competent and qualified engineers. Equipment is to be maintained and tested by the staff of Estates Management in accordance with the following standards:

- Portable fire extinguishers BS 5306
- Part 3 Fire blankets BSEN 1869
- Firefighting systems BS 9990:2015
- Fire detection and fire alarm systems BS 5839
- Emergency lighting BS 5266-1
- Sprinkler systems BSEN 12845
- Lightning protection systems BS 6651:
- Mechanical ventilation systems and Fire Dampers BS 9999:
- Fire doors BS 8214
- Powered smoke and heat exhaust ventilators BS 7346-2

The results of tests and examinations of this equipment, together with any subsequent remedial actions, are to be recorded. The Head of Estates and Facilities will maintain the register and make it available for inspection by the Fire Safety Group, the fire safety management team and the Fire Authority. These records are to be retained for seven years.

## **19. Major Capital Project Design/ Building Works**

The Project Design Protocol is to be followed for all Capital and Revenue projects and schemes undertaken by the Design Group, Facilities Management, and Cardiff University (See Appendix i)

The Health Board Assistant Head of Fire Safety should be consulted during the design and construction of all Private Finance Initiative (PFI) Design and Build schemes to ensure that compliance with Fire code and the Health Board Fire Safety Strategy.

### **19.1. Fire Safety During building works:**

- The site of the activities must be strictly supervised and controlled, even during small works and sporadic maintenance visits.
- Capital & Asset Management and Estate Maintenance staff must ensure that all necessary precautions against fire are taken.

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- The Fire Safety Advisor will give guidance where necessary and keep in regular contact with such activities to check compliance with fire safety policy.
- The 'permit to work' and 'hot work permits' policy must be followed for removal/covering of fire detectors, and use of flame producing equipment for cutting, welding and grinding.
- The use of open waste skips is not permitted unless authorised by the Fire Safety Advisor. Enclosed lockable skips will be used and positioned in safe areas away from buildings and boundaries.

## 20. Fire Alarm Systems

All new Health Board installations will be protected by analogue addressable fire alarm systems designed to the current BS 5839: Fire Detection and Alarm Systems for Building Category L1 standard as supplemented by the current Firecode WHTM 05-03 Operational Provisions Part B-Fire Detection and Alarm Systems. Some deviations from this policy exist on older installations.

## 21. Maintaining Escape Routes

The duty to maintain escape routes, which includes corridors, staircases, lobbies and doors, is laid down in the Regulatory Reform (Fire Safety) Order 2005. They must be adequate, clearly marked and free from obstruction. A simple outline plan is to be displayed in each area as appropriate, showing the relevant escape routes and fire barriers.

It is the responsibility of individual managers – or persons delegated on their behalf to ensure that escape routes are maintained. These include external fire routes, which are the responsibility of the Estates Department.

A visual inspection at the start of the working day or shift should be made by staff working in a given area and any obstruction or defect found must be dealt with immediately.

A further check should be made at the end of the working period to ensure that appropriate doors are shut, locked or secured as appropriate and the site cleared.

## 22. Fire Safety Signage

Fire Action Notices detailing the action to be taken on discovering a fire and on hearing the fire alarm are to be displayed throughout the sites adjacent to each manual fire alarm call point. The information contained in the notices will identify the methods of:

- Raising the alarm.
- Informing the switchboard by emergency number.
- Controlling the fire.
- Evacuation procedure – assembly point (where appropriate)
- Stages of the fire alarm.

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Fire Safety Signs meeting the requirements of The Health and Safety (Safety Signs and Signals) Regulations 1996 will be displayed to indicate locations of fire exits, and fire alarm and firefighting equipment, where required.

### 23. Emergency Access

Access for the Fire Service is to be kept available at all times and fire hydrants and dry riser inlets are not to be obstructed. A copy of the Site Fire Plans and Evacuation Procedures are to be given to the Fire Service so that, where possible, the routes to be used by the service for firefighting do not conflict with escape routes. The Fire Service is to be made aware of any special hazards on site e.g. radiation and biological hazards, during inspections made by them and they are to be kept up to date with any developments in this field by the Fire Safety Advisors.

### 24. Smoking Policy

The Smoke-free Premises and Vehicles (Wales) Regulations 2020 came force on 1<sup>st</sup> March 2021 and prevents smoking anywhere within or on all UHB premises. The Regulations cover all workplaces including mental health and remote health-care premises. All staff, visitors and patients are expected to comply with the Regulations and Smoking Policy.

### 25. Furniture and Textiles

It is essential that the contents of premises comprising furniture, textiles, fixtures and fittings, including mechanical and electrical equipment, receive careful consideration and selection in order that they fulfil the aims of the fire strategy.

All Furniture & Textiles satisfy tests specified in BS5852 1990 (Ignitability test), the requirements of the Furniture & Furnishings (Fire Safety) Regulations 1988 & HTM 05-03 Part C.

Damaged furniture and textiles must be removed and repaired or replaced to meet the above guidance.

Donated furniture or textiles from whatever source must comply with the above standards. The Assistant Head of Fire Safety should be consulted if there is any doubt about the suitability of any item.

All soft toys in Paediatric Wards and Children's Centres should comply with the above guidance. Commercially produced toys should already meet the requirements; however, donations of homemade toys and other donations must not be accepted if they do not comply with the requirements.



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## 26. Staffing Levels

The level of trained, competent staff provided should be appropriate for the building concerned, including its use, nature of the occupants, management system in place and active and passive systems provided.

It is the responsibility of management to achieve an agreed safe level of staffing sufficient to deal with the consequences of fire in its early stages and ensure that there are sufficient staff available to ensure effective evacuation can be carried out.

## 27. Communications

All emergency calls from major UHB installations are routed to the switchboard which is manned 24 hours a day however, some smaller external sites such as health centres are required to call 999 direct. This is detailed in local emergency plans and fire notices.

## 28. Arson

Hospitals and their externally and internally located storage areas are vulnerable to arson attacks from intruders, patients with disturbed patterns of behaviour, employees and others who may enter sites, including contractors. Stores, including those with pharmaceuticals, may be targets for theft and fires may be started to conceal the theft. Attention to housekeeping, for example management of waste collection, storage and disposal, and security arrangements are controls in the prevention of arson.

Security systems and procedures are in place to keep unauthorised persons out of vulnerable areas e.g. lower ground floor at UHW. These systems must not be abused by personnel taking or allowing unauthorised persons into restricted areas without the necessary authority.

Identification badges must be worn at all times, including contractors and servicing personnel.

All fire incidents that are staff related, either by accident or intent, will be investigated in accordance with the Health Board Disciplinary Procedure.

## 29. Car Parking

The designated fire roads on all Health Board premises are maintained clear of obstruction by a site-specific car parking procedure.

## 30. Portable Electrical Equipment Safety

Electrical equipment provides a high risk in starting fires where they are faulty, overloaded or used in inappropriate areas. Portable appliance testing will be conducted for all portable equipment to ensure that basic electrical safety checks are maintained.

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Electrical installations and testing are managed by Estates. The following points should be adhered to:

- Multi socket plug adaptors are not to be used. Extension leads are authorised for use where they have been subject to Portable Appliance Testing.
- All personal electrical equipment brought into buildings such as mobile chargers should be fit for purpose, compatible and not introduce hazards into the workplace.
- No alterations and additions to wiring or fittings may be conducted apart from those carried out by authorised electricians
- Electrical equipment brought in by patients should be visual checked by ward staff for defects and if unsure items must be removed. Staff should report defective electrical equipment and remove them from supply by switching off and unplugging any electrical equipment that they find defective.

### 31. Waste Management

It is important to keep all circulation areas clear of storage and combustible materials, to maintain the means of escape provisions and reduce the risk of arson attacks.

The collection, storage and disposal of waste will be undertaken on a regular basis according to the need and in accordance with the Waste Management Policy UHB038.

### 32. Audit and Monitoring

The Chief Executive is required to ensure that the management policies regarding fire safety comply with the provisions laid out in Firecode Fire Safety in the NHS WHTM 05-01: Managing Healthcare Fire Safety Section 4. To assist with this requirement, an annual fire safety audit is conducted covering all Health Board in-patient care premises. The Fire Audit Information System has been developed independently by Welsh Shared Services Health Estates.

### 33. Resources

With respect of resource implications identified within this policy, the policy reflects current arrangements and as such identifies no additional resource need.

In respect of resources, the Health Board will identify designated budgets for fire safety across the organisation. If any additional resources are required, this will be considered as part of the risk management and profiling arrangements within the Health Board.

### 34. Communications and Implementation

- The Fire Safety Policy Statement should be disseminated to all staff and be made freely available to all stakeholders.

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- A copy of the Health Board Fire Safety Policy is available on the Health Board's Intranet site. For those staff without access to the intranet, it will be the responsibility of the local manager to post a hard copy of the Policy in a prominent location.
- A register of all current Fire Safety Policies and Procedures will be maintained by the Health and Safety Department
- Local Procedures and Protocols will be approved and reviewed by the Fire Safety Advisor in conjunction with the department manager
- It is the responsibility of all employees to read and understand the relevant sections

### 35. Arrangement's/Committee's and Sub Groups

The Health Board has established a Health and Safety Committee as a Committee of its Board, Chaired by an appointed Independent Member.

The Sub Groups reporting to the Health and Safety Committee are: -

- Operational Health and Safety Group, Chaired by the Executive Lead.
- Anti-Violence Group (Personal Safety Strategy Group) Chaired by an appointed Senior Manager
- The Deputy Fire Safety Managers Group, Chaired by the Head of Health and Safety as the appointed responsible Fire Safety Manager under the fire safety policy.
- The Water Safety Group, Chaired by a Senior Manager.
- Each Clinical/Service board has established a local health and safety group, which reports to the Operational Health and Safety Group.

### 36. Associated Reference Material

The relevant evidence base for this document is listed below:

- The Regulatory Reform (Fire Safety) Order 2005
- Fire Services Act 2004
- Building Act 1984
- Building Regulations 2000
- Fire Safety Act 2021
- The Building Safety Bill 2021
- Welsh Health and Technical Memorandum 05-03 (Firecode) Suite of Documents
- Department for Communities and Local Government Publications – fire safety risk assessment in Healthcare Premises
- Furniture and Furnishings Fire Safety Regulations 1988 (Amended);
- The Health & Safety (Safety Signs and Signals) Regulations 1996;
- The Equalities Act (2010)
- The Construction (Design and Management) Regulations 2007;
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Health and Safety at Work etc. Act 1974
- The National Health Service & Community Care Act 1990

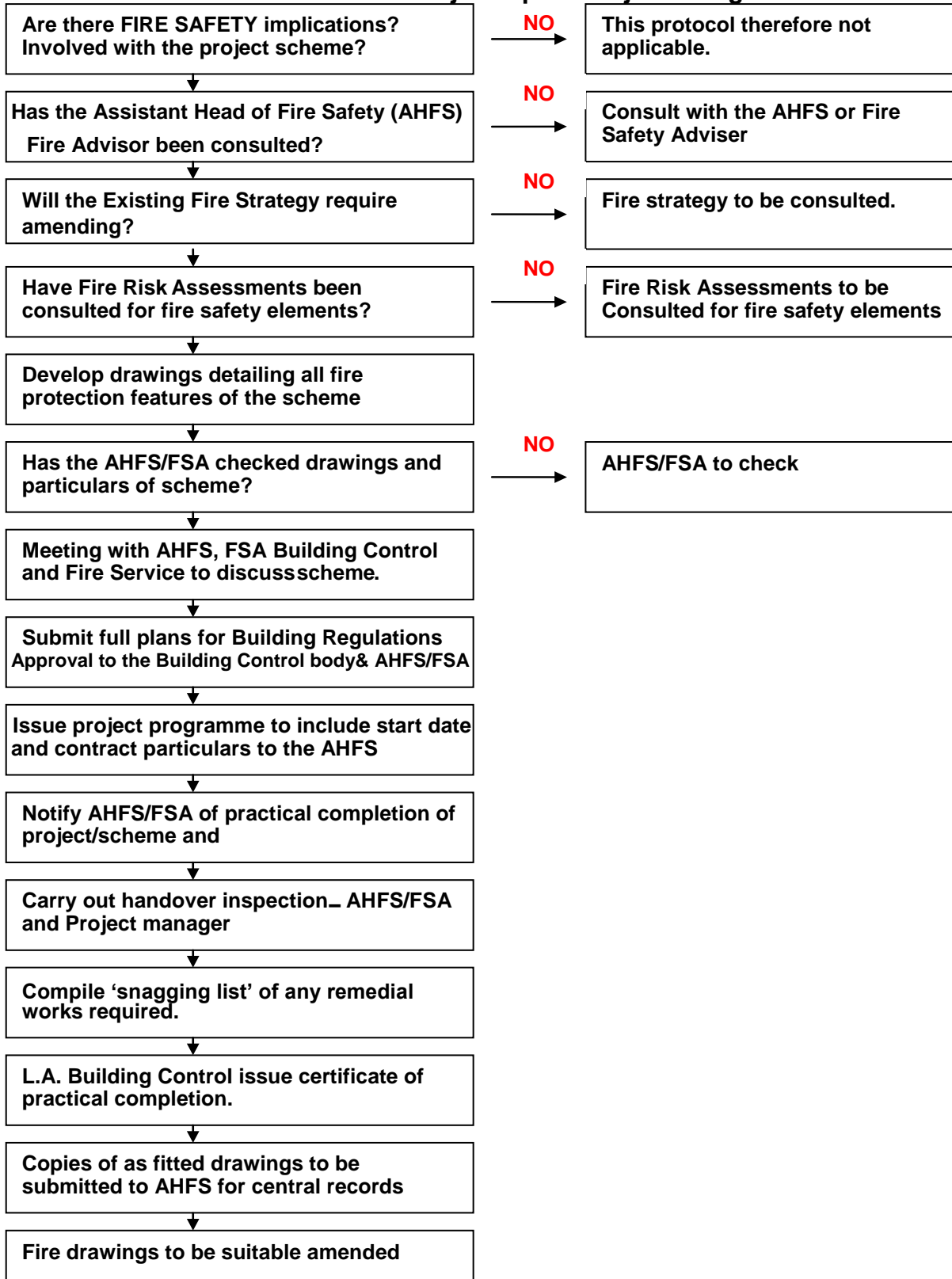
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- The Management of Houses in Multiple Occupation (Wales) Regulations 2006
- The Management of Health and Safety at Work Regulation 1999

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**Appendix i**

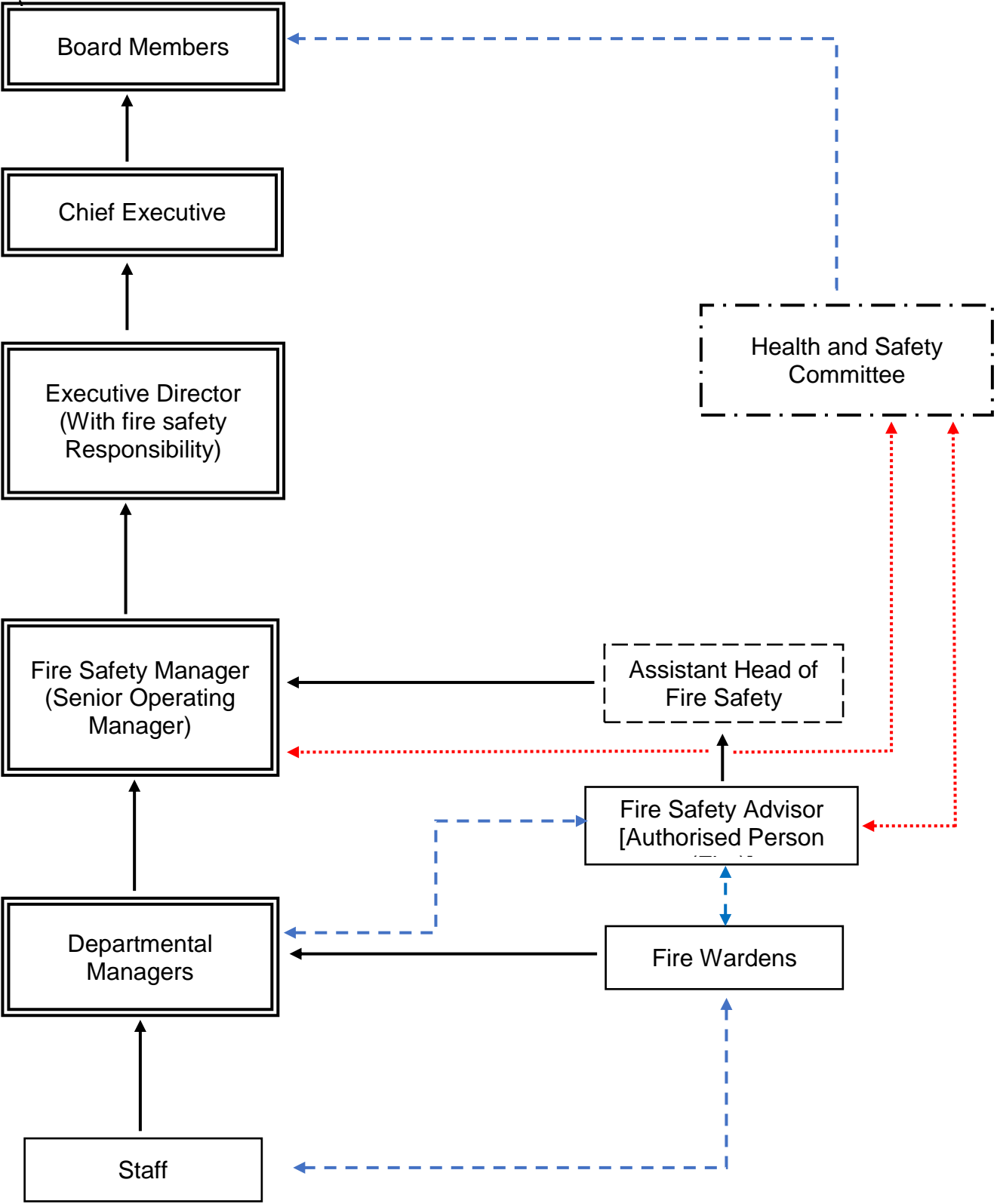
**Major Capital Project Design Protocol for Fire Safety**



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Appendix ii

**Fire Safety Management Structure**



Direct Accountability for Fire Safety →  
 Fire Safety Reporting →  
 Exception Reporting →

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Version	Reviewers	Reason for review	Date	Approved
1.0	R Warren F Barrett S Bennett B Perrett	New Document	March 2023	

### Change History

Version	Description of Change
1.0	Simplification of the Fire Safety Policy has resulted in a new document to detail the management arrangements required to fulfil the UHB statutory obligations under the requirements of The Regulatory Reform (Fire Safety) Order 2005;