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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

IMS-06-01-CAV: Fire Safety Policy

Reference Number: IMS-06-01-CAV (UHB 022) Version Number: 5	Date of Next Review: 25 May 2026 Previous UHB Reference Number: N/A
IMS-06-01-CAV: FIRE SAFETY POLICY	
<p>Purpose</p> <p>This document is the Cardiff and Vale University Health Board Fire Safety Policy. 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 fire safety strategy applicable to Cardiff & Vale University Health Board (C&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-06-02-CAV Fire Safety Management Arrangements.</p>	
<p>Audience</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>Health and Safety Committee</p> <p>The Health and Safety Committee must approve the Fire Safety Policy and commit to its full implementation.</p> <p>Board of Directors</p> <p>The Board of Directors should agree the Fire Safety Policy and commit to its full implementation.</p> <p>Policy Review</p> <p>The Policy will be reviewed within three years of implementation or under significant Health Board or legislative change or significant fire incident. This will be determined by the Head of Health and Safety in collaboration with the Chief Executive.</p> <p>Line Managers</p> <p>Line managers must ensure that their employees and contractors understand the requirements of the Fire Safety Policy. All line managers should demonstrate the importance of the Fire Safety Policy by ensuring that their own behaviours actively promote and serve as a role model for the desired health and safety values and principles.</p> <p>Communication to organisational partners.</p> <p>Managers must ensure that the Fire Safety Policy is communicated to stakeholders and</p>	

other business partners and ensure that they actively cooperate with the Health Board to achieve compliance with the policy.

All employees

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

Policy Commitment

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

Supporting Documents

- Fire Safety Policy Statement of Intent
- IMS-06-02-CAV Fire Safety Management Arrangements

Equality and Health Impact Assessment

An Equality and Health Impact Assessment (EHIA) has been completed 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
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
<p><u>Disclaimer</u> 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 <u>Governance Directorate.</u></p>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	November 2010	January 2011	Replace previous UHB version reference no 36
2	April 2013	May 2013	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	July 2015	July 2015	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	July 2018	July 2018	Updated and reviewed in line with the UHB
5	25 May 2023	26 May 2023	Full review and update in line with the UHB. Inclusion of a policy statement.

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Fire Safety Policy

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Fire Safety Policy of: -

Cardiff and Vale University Health Board
Woodland House
Maesycoed Road
Cardiff
CF14 4HH

Applicable to all Health Board Locations Including: -

- Woodland House
- Barry Hospital
- Cardiff Royal Infirmary
- Children's Hospital for Wales
- Community Premises/Health Centres and Clinics
- Rookwood Hospital
- St David's Hospital
- University Dental Hospital
- University Hospital Llandough
- University Hospital Wales

1.0 Aim

The aim of this Policy is:

- To minimise the risks and the impact on life to employees, contractors, patients, visitors and all those that may be at risk of fire arising out of our work activities
- Recognise the statutory requirements under the Regulatory Reform (Fire Safety) Order 2005.
- To discharge its fire safety responsibilities as a provider of healthcare by ensuring that suitable and sufficient arrangements are in place to manage all fire related subjects and matters that arise concerning fire safety across the Health Board.
- Where a fire occurs, this policy aims to minimise the impact of such occurrence on life safety, the delivery of patient care, the environment and property.

2.0 Objectives

- To minimise the number of fire related incidents. Should an outbreak occur ensure it is immediately detected, effectively contained and quickly extinguished by rapid intervention, and sound planning.

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- To establish a culture of co-operation, communication, competency and control for fire safety.
- To communicate to all relevant persons and stakeholders the requirements placed on the UHB and them in adhering to this policy.
- To assess and provide appropriate levels of resource in relation to fire safety measures across the UHB
- To proactively support development of working partnerships initiatives with all relevant stakeholders and appropriate bodies to facilitate the provision of the fire safety where reasonably practicable.

3.0 Facilitation

- The Board has overall accountability for the activities of CAVUHB. The board discharges its responsibilities for fire safety through the Chief Executive as detailed in IMS-06-02-CAV: Fire Safety Arrangements

This includes;

- The provision of appropriate levels of investment in estate and personnel to ensure the implementation of robust fire safety precautions
- Development of partnership initiatives with stakeholders and other interested parties in the provision of fire safety where reasonably practicable

4.0 Implementation

Roles tasked with managing specific aspects of fire safety should;

- Implement their fire safety responsibilities in line with IMS-06-02-CAV
- Employ a clearly defined management structure for the delivery, control and monitoring of fire safety measures
- Have a programme in place for the assessment and review of fire risks
- Develop and implement appropriate protocols, procedures, action plans and control measures to mitigate fire risks, comply with relevant legislation and, where practicable, codes of practice and guidance
- Develop and disseminate appropriate fire emergency action plans pertinent to each department/building/area to ensure the safety of occupants, protect the delivery of service and, as far as reasonably practicable, defend the property and environment

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- Develop and implement a programme of appropriate fire safety training for all relevant staff
- Develop and implement monitoring and reporting mechanisms appropriate to the management of fire safety
- Implement its responsibilities as a provider of healthcare to ensure that suitable and sufficient governance arrangements are in place to manage fire-safety related matters;
- Provide appropriate levels of investment in the estate and personnel to facilitate the implementation of suitable fire safety precautions
- Facilitate the development of partnership initiatives with stakeholders and other appropriate bodies in the provision of fire safety where reasonably practicable.

5.0 Monitoring Review and Audit

The UHB will monitor the implementation of this policy through:

- Review of fire and false alarm incident reports;
- Review of fire safety training records;
- Review of fire service notices and communications;
- Fire safety audit reports;
- Submission of reports to Health and Safety Committee

Review of this policy is the responsibility of the UHB's Fire Safety Manager.

A full audit of the effectiveness of this policy and the associated Fire Safety Management System (FSMSY) should be carried out every three years.

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Document Information

Version	Authors	Reviewers	Reason for review	Date	Approved
5	R Warren	R Warren F Barrett S Bennett B Perrett	Overdue	March 2023	25 May 2023

Change History

Version	Description of Change
5	Rewrite and simplification of the Fire Safety Policy. This has resulted in a Fire Safety Policy Statement of Intent and a new document, IMS-06-02-CAV Fire safety procedures to detail the procedures and processes required to fulfil the UHB statutory obligations under the requirements of The Regulatory Reform (Fire Safety) Order 2005;