



Fire Safety (Premise) Policy

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Section	Contents	Page No.
	Staff Summary	4
1.0	Introduction	4
2.0	Purpose/Scope	4
3.0	Process	4
4.0	All Staff	6
5.0	Implementation Plan	6
6.0	Monitoring compliance with this Policy	6
7.0	References	6
8.0	Roles & Responsibilities	6
9.0	Appendices	6
	Appendix 1: Roles and Responsibilities	7

Staff Summary

To minimise the risks to all staff, contractors and visitors which may arise from fire.

1.0 Introduction

- 1.1 It is the overall aim of Yorkshire Ambulance Service (YAS) to minimise the risks to staff, employees, contractors and visitors which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place. To achieve this YAS will ensure that, in respect of fire safety, there will be a high level of management commitment, professional competence and adequate resources.

2.0 Purpose/Scope

- 2.1 Main duties are to minimise risk from fire through thorough fire risk assessments, the YAS Fire Safety Manager ensures that Fire Risk Assessments (FRAs) are carried out on new YAS properties and FRA reviews annually on all main sites (Springhill 1&2, CBU HQs, Fleet premises, Manor Mill, Magna, YAA air bases and 111 call centres). Ambulance stations, Training departments, Standby points, PRCs, PTS liaison and all other sites leased or owned will be reviewed bi-annually.

2.1.1 Premises Standards

Each premises within or directly managed by the Trust will have:

- Fire Risk Assessments which are available to staff, contractors and others who are authorised to be on the property these can be located on the Trust intranet or by request.
- A satisfactory routine maintenance program for all fire safety systems is carried out every week or bi-weekly by Estates engineers or approved contractors and 6 monthly/annually by approved contractors to current British standards.
- An Emergency Action Plan (site specific fire procedure document, fire action notice) to include the means of raising the alarm in case of fire, alerting the fire service and evacuation of those present in the premises to a pre-determined assembly area.
- A maintained Fire Safety Logbook for recording evacuation drills, fire alarm testing, firefighting equipment testing, emergency lighting testing and means of escape which provides an historical record of the emergency provisions.

3.0 Process

- 3.1 The Trust recognises that adequate, appropriate training is necessary for staff to be able to effectively respond to fire situations.
- 3.2 The Trust Board delegates overall responsibility for the management and control of fire safety to the Chief Executive.
- 3.3 The Chief Executive will:
- Ensure compliance with statutory legislation – Regulatory Reform (Fire Safety) Order 2005 and where applicable Approved Codes of Practice and Department of Health requirements regarding fire safety (Fire Code).
 - Ensure appropriate funds are available to carry out capital and revenue works.

- 3.4 In addition to their management obligations the Chief Executive is the Duty Holder on whom the Fire Regulations imposes a duty relating to safety.
- 3.5 This responsibility is delegated to the Associate Director of Estates, Fleet and Facilities.
- 3.6 The prime objective is to create a safe working environment that ensures all fire systems and control measures in use in Trust premises are maintained and serviced at the correct frequencies by competent staff.
- 3.7 The Leadership & Learning department is responsible for ensuring adequate staff training has taken place.
- 3.8 This includes.
- Monitoring that staff training in fire prevention and safety is carried out in liaison with the Trust Fire Safety Manager.
 - Ensuring that fire safety training is part of the general induction training for all new staff.
 - Fire awareness training will then be provided annually via the Statutory & Mandatory learning process.
 - Ensuring 3 yearly refresher training for Fire Marshals.
 - PTS & Support Services refresher training.
 - A&E Operational staff annual update training
- 3.9 Fire Evacuation Drills
- 3.9.1 Fire evacuation drills will be carried out annually at the following locations due to the number of staff & various departments on the premises such as admin staff, fleet, training, etc or a higher risk being present. These will be arranged & co-ordinated by the Fire Safety Manager.
- 111 Callflex
 - Northallerton
 - Administration Centre North
 - Bradford AS
 - Doncaster AS
 - Fleet Sheffield
 - Fleet Wakefield
 - Fleet Hull
 - Harrogate AS
 - Huddersfield AS
 - Leeds AS
 - Manor Mill Resource Centre
 - OSU Magna
 - Springhill 1 & 2
 - Training Unit Wakefield
 - Training Unit Burn Hall
 - Wakefield AS
- 3.9.2 At all other YAS sites, site managers are advised to re-familiarise members of staff with the fire and evacuation procedures and policy for those particular premises at a minimum annually and recorded in the premises Fire logbook.
- 3.10 Fire Fighting Appliances

- 3.10.1 Firefighting appliances are maintained and tested to British Standards and records kept. YAS estates have contracted with an external provider to inspect and maintain fire safety systems and firefighting appliances. The YAS Fire Safety Manager will periodically check test dates and test/inspection records. (Premises Fire Safety Logbook)

Appliance / Equipment	Frequency
Fire Alarm/Detection Testing	Weekly (Core Buildings) & Bi Weekly (others)
Fire Alarm/ Detection Servicing	6 & 12 Monthly Service
Fire Extinguishers	Annual Inspection
Emergency Lighting	Monthly test and Annual Capacity/Drain down test

3.11 Fire Risk Assessments and Monitoring

- 3.11.1 All premises as identified as higher risk or larger premises (as in 3.2 above) will be reviewed on an annual basis & all other sites Bi annually.
- 3.11.2 The YAS Fire Safety Manager will make recommendations for improvements following a Fire Risk Assessment and Fire Risk Assessment Reviews.
- 3.11.3 Local management, in conjunction with Health and Safety representatives, will monitor any local breaches of fire safety and rectify, if possible, and report any problems or issues to the Estates helpdesk.

4.0 All Staff

4.1 All staff have a duty to:

- Familiarise and comply with YAS Fire Safety policy, procedures and their premises fire risk assessment.
- Report any deficiencies or non-compliance issues relating to Fire Safety Regulations and Guidance
- Attend/complete fire safety training and participate in fire evacuation drills.

5.0 Implementation Plan

- 5.1 The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted on how to find and access this during Trust Induction

6.0 Monitoring compliance with this Policy

- 6.1 The monitoring of compliance and effectiveness of this policy will be via annual and Bi annual inspections by the Fire Safety Manager and through reports to the Health and Safety Committee.

7.0 References

- 7.1 Regulatory Reform (Fire Safety) Order 2005
Health Technical Memorandum 05 suite of documents: Managing Healthcare Fire Safety

8.0 Appendices

- 8.1 This Policy includes the following Appendices:

Appendix 1 – Roles and Responsibilities

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Trust Board

The Trust Board has overall accountability for the activities of the organisation, which includes fire safety. 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, Department of Health's Fire code guidance is implemented in all premises owned, occupied or under control of the trust. He will ensure that an agreed programme of investment in fire precautions is properly accounted for in the Trust's Annual Business Plan.

The Chief Executive discharges the day-to-day operational responsibility for fire safety through the Director with the fire safety responsibility, which is the Associate Director of Fleet, Estates and Facilities.

Head of Facilities Management

The Head of Facilities Management is the Trust nominated Fire Safety Manager, who will be responsible for ensuring:

- The delegated management of the Trust estate.
- The repair and maintenance of property and equipment, as delegated by the Head of Facilities Management, in accordance with agreed procedures.
- Delegated fire safety matters, through the role of the Fire Safety Manager, are dealt with satisfactorily.
- Securing the continued services of a Fire Safety Manager.
- Coordinating the supply of materials and certain contracted services to YAS, in particular the supply of appropriate firefighting equipment and associated equipment.
- A paper is prepared for presentation to each Strategic Health and Safety Committee meeting informing it of the current state of fire safety in all premises.
- Fire Risk Assessment reviews are undertaken annually/bi annually and should any alterations have taken place the Fire Risk Assessment Document is updated to reflect these changes.
- That all new premises have a Fire Risk Assessment completed prior to occupation.

Heads of Department and Area Operations Managers

Heads of Department and Area Operations Managers (site managers) are responsible for:

- Maintaining an up-to-date list of Fire Marshals within their area of responsibility and ensure that where staff leave or transfer from that area that additional staff are nominated and trained to undertake this role. This additional training should be organised through the YAS Training School.
- Ensuring that all fire incidents are communicated to the Facilities Manager and that the incident is reported on Datix.
- Ensuring that a written Fire Risk Assessment is available on the premises within their area of responsibility as required by the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that all staff are made aware of the Fire Risk Assessment and any significant findings.

- Ensuring staff, for which they are responsible, are aware of and adhere to this guidance and are updated in regard to any changes.
- Site managers have a responsibility to re-familiarise members of staff with the fire and evacuation procedures and policy for their relevant premises at a minimum annually and recorded in the premises Fire logbook.

Responsible Person

The responsibility for complying with The Regulatory Reform (Fire Safety) Order 2005 and Trust Fire Safety Policy rests with the “responsible person”. Anyone who has control of a single premise or who has a degree of control over certain areas of a premise or fire safety systems will be a responsible person.

The Responsible person will be responsible for:

- Managing fire safety within their area of control and where necessary cooperate with others to ensure that fire safety measures are not compromised.

Senior Person on Duty at the scene of any fire incident

The Senior Person on Duty at the scene of any fire incident will be responsible for:

- Overall control of the scene in a fire situation.
- Co-ordination and direction of staff actions at all fire incidents.
- Liaison with Fire Service officers.
- Completion of a report submitted to the Trust’s Fire Safety Manager (Head of Facilities Management) and the Fire Safety Manager on all fire safety incidents at the earliest possible opportunity.
- Ensuring that any fire incidents are reported on Datix.

Fire Marshals

Fire Marshals are responsible for ensuring:

- Fire routes and fire exits are kept clear.
- Non accumulation of rubbish and unwanted/discarded items particularly on fire exit routes and exits.
- Accessibility of fire extinguishers
- Fire detectors are not obstructed.
- Position and accuracy of staff registers
- Fire procedure and fire risk assessment documents are displayed appropriately.
- Fire evacuation drills are carried out where appropriate.

Should the fire alarm activate either automatically or be manually operated by a member of staff, Fire Marshals (if present on site at the time) are also responsible for:

- Evacuation of the premises and calling the fire brigade
- Providing head counts of evacuees and checking against register
- Reporting findings together with any other relevant details to the officer in charge of the fire service attendance.

Fire Safety Manager:

The Fire Safety Manager will:

- Advise the Trust on all fire safety matters and provide technical fire expertise in order that it can fulfil its obligations.
- Provide expert advice on the application and interpretation of fire legislation and fire safety guidance, including Health Technical Memorandum 05 suite of documents Managing Healthcare Fire Safety.
- Assist with the development of the organisations fire strategy.
- Help with the development of a suitable fire training programme.
- Liaise with enforcing authorities on technical issues.
- Advise on fire safety measures generally and recommend the order of priorities for improvements.
- Survey and report annually/bi annually on the standard of fire safety in all Trust Premises, together with fire risk assessment reviews.
- Provide a survey and initial fire risk assessment for new premises.
- Provide day to day consideration to any specific problems or issues which may occur regarding fire safety.
- Keep appropriate records of matters relating to fire safety.
- Develop liaison with third party officials, i.e., representatives of hospital Trusts, etc. where YAS personnel may be accustomed to local policies and/or fire procedures.
- Maintain a working relationship with stakeholders who will include representatives of local authority Fire Services and Building Controls towards the maintenance of effective fire safety standards and future improvements to the Trust estate.

Authorised Engineer (Fire) – External Consultant

The Authorising Engineer (Fire) will provide the Trust with independent advice and guidance on all matters of fire safety. He will provide an auditing function with respect to fire safety on behalf of the Trust and provide a written report of the Trust's compliance with fire safety requirements and duties can include:

- Monitor compliance with fire safety legislation.
- Monitor compliance with Fire code guidance.
- Monitor the performance of the service and fire safety management delivery.
- Undertake annual fire safety audits.
- Provide technical fire safety advice.