The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Meeting:	Board of Directors (in Public)		
Meeting Date:	1 December 2020	**Agenda item:**	18
Report Title:	Fire Safety Report – 6 months to September 2020		
Author:	Director of Finance		
Executive Sponsor:	Director of Finance		

Implications

Link to key strategic objectives
[highlight which KSO(s) this recommendation aims to support]

KSO1	**KSO2**	KSO3	KSO4	KSO5	KSO6
Safe and compassionate care	***Modernise hospital and estate***	*Staff engagement*	*Partnership working, clinical and financial sustainability*	*Healthy lives staff and patients*	*Investing in our staff*

Board assurance framework	KS02 – Modernise hospital and estate	
Significant risk register	Not a significant risk	
	Y/N	If Yes state impact/ implications and mitigation
Quality		
Legal and regulatory		
Financial		

Assurance route

Previously considered by:	Health and Safety Committee

Executive summary

Action required: *[highlight **one** only]*	Approval	**Information**	Discussion	Assurance	Review

Purpose of the report:	This paper provides an update on fire safety during the first six months of 2020/21 to 30 September 2020.
Summary of Key issues:	A summary of activity during the first 6 months is as follows: • Continuation of the fire detection and alarm system upgrade to the legislation standard of L1 • Commissioning of the installed elements of the new L1 alarm system • Limitations identified to fire compartmentation and a prioritised action plan in place to address these areas • Re-visit of the lift replacement business case to assist with any evacuation of level 1 to ground floor • Mandatory fire training updated with video presentations and the re-starting of face to face fire training as a pause to face to face training due to COVID restrictions • Focus on storage constraints and introduction of daily 'floor walkers' to maximise corridor clearance • Responded to 18 incidents reported on Datix in relation to fire safety

	• Re-started fire safety audits following a 12 week pause due to operational response to COVID pandemic; and • Update of 19 fire risk assessments along with updated evacuation plans
Recommendation:	The Board of Directors is asked to **NOTE** the report.
Acronyms	

1. Introduction

The Trust has a statutory responsibility to ensure that all the premises it owns and operates comply with current fire safety legislation and follow guidance issued by the Department of Health.

The Trust must ensure that effective arrangements are in place for the management of fire safety and implement any necessary improvements or adjustments required which relate to an increased fire risk potential.

The purpose of this report is to inform the Board of Directors of the current state of fire safety provision in all premises owned or managed by the Trust during the first 6 months of to 30 September 2020.

2. Key fire safety risks and actions

Fire detection and alarm system upgrade to the legislation standard L1

The Trust continues to implement the upgrade to the legacy fire detection and alarm system to legislation standard L1. NIFES Consultancy has concluded their inspection of 20% of the installation and has confirmed that the installation meets the project brief and L1 specification requirements. First floor wards will be upgraded as part of the next phase of the L1 installation programme.

Commissioning of the new L1 alarm system

Following from the above installation programme the commissioning of the L1 fire alarm and detection system has commenced and communications with staff will be on-going throughout the installation project. This will mitigate any risk of confusion during this period as there will be 2 fire detection systems active in some areas during the transitional period.

Limitations to fire compartmentation

NIFES Consultancy has completed a full site survey to establish all of the breaches in the fire walls and lack of compartmentation which would allow smoke and fire to travel. A full fire damper survey is in progress, and MLM Building Control Fire Team has been appointed to project manage the full L1 fire alarm scheme.

Egress from level 1 to ground floor via the ramp

The lifts are not of a fire resilience standard for use during a fire evacuation and the business case for upgrading the lifts is currently being prepared for consideration as previously it was deemed uneconomic to upgrade the lifts for this purpose.

As a contingency measure the Trust has invested in ski pads and bariatric ski as aids to evacuation from the first floor to the ground floor. Training in the use of evacuation appliances continues to be offered to staff, to meet the demand for mandatory training requirements.

The Trust has clarified in its Emergency Evacuation Plans that the lift is not to be used in case of fire for evacuation and that the ramp is to be primarily used for this purpose. The use of ski pad evacuation via stairs is an acceptable alternative, should the need arise.

Mandatory Training
Mandatory fire safety training is recorded as 66.29% (including bank staff) and improvements are required to achieve a compliance level of 85%. Ward managers and department leads have been contacted to arrange staff to book on to training and additional fire training sessions have been arranged. Whilst the preferred delivery method is face to face the Trust has developed video presentations and will be delivering the training via Teams to address the backlog that has been experienced due to the pausing of training due to COVID restrictions.

Fire Warden and evacuation chair training is promoted on the fire safety website, during fire training sessions and is also publicised online. Fire training statistics are included in the fire audits, which are issued to the divisional management leads.

Fire Wardens are being encouraged to attend evacuation aid training to improve their mandatory training standards. All wards are required to have a minimum of 3 wardens to undertake legislative checks as per the regulatory reform fire safety order. These must be evidenced in the fire safety folders which are held in the wards.

Storage
Lack of on-site storage continues to be an issue. A communications campaign to increase fire safety awareness of inappropriately stored equipment in corridors has taken place to raise staff awareness of the risks.

In addition, the recently implemented daily 'floor walkers' also have the responsibility to maximise corridor clearance.

3. Fire safety incidents

There were 18 incidents reported on Datix in relation to fire safety during quarter 2.

DATIX FIRE Q2	Fire Incident
Environmental False Alarm	8
Accidental False Alarm	4
Other Fire Incident	3
False Alarm caused by System Fault	3
Total	18

All incidents were investigated and Datix updated as to the root cause.

4. Fire Safety Audits

Fire Safety audits are undertaken in conjunction with the Health and Safety Officer with reports and recommendations being sent to the ward/department leads. Following an audit any works that are required are organised and prioritised accordingly through the Estates Department.

Due to the numbers of projects underway and Covid-19 access restrictions, Fire Safety audits have been re-scheduled. Wards have been instructed to complete newly issued robust monthly checks which are recorded in the fire safety folder.

A fire risk assessment and compartmentation survey has been completed for the Sandringham Unit, recommendations have been made and have been prioritised as part of the integration of the fire detection systems into the main hospital site.

5. Whole site risk assessment / Fire drills

The whole site risk assessment was updated in January 2020 together with the fire strategy. This has been reviewed by the external Authorising Engineer for Fire Safety with recommendations in place and prioritised accordingly.

Fire safety training
Details of staff training as at 31 October 2020 can be seen on the table below:

Data up to 31 October 2020	Fire Training		
Staff Group	In post	Attended	%
Prof Scientific and Technic	140	89	63.57
Clinical Services	873	469	53.72
Administrative and Clerical	695	582	83.74
Allied Health Professionals	175	116	66.29
Estates and Ancillary	495	303	61.21
Healthcare Scientists	28	24	85.71
Medical and Dental	292	216	73.97
Medical and Dental - in training	132	68	51.52
Nursing and Midwifery Registered	1051	581	55.28
(Total) Headcount requiring training	**3,881**	**2,448**	63.08
Clinical	2,691	1,563	58.08
Non Clinical	1,190	885	74.37

The training package will change bi-annually to ensure staff are engaged and up to date with issues at the Trust and to incorporate any changes to guidance or legislation.