

Fire Policy Practice Guidance Note		
Reporting Fire or False Alarm Related Incidents V04		
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KEY POINTS

- Safety from fire and the prevention procedures in place are of paramount importance to all persons on CNTW Group premises.
- Fire precautions, training and procedures are all legal requirements and any fire related incident or incident involving the fire alarm system must be reported to the CNTW Group Fire Safety Advisor immediately following the incident.
- Reporting any fire related incident also helps to identify trends and faults within the fire detection system
- Current guidance on incident reporting can be found in the Firecode or HTM guides within the CNTW Group
- This guidance note is applicable to all CNTW Group employees

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Fire Practice Guidance Notes form part of the CNTW Group's approach to managing health and safety and it is expected that staff will follow the guidance contained within them unless there is a compelling reason to deviate from it. Such reasons should be documented whenever the circumstance occurs and notified to the Head of Estates so that modifications to future editions can be made if necessary.

Cumbria Northumberland, Tyne and Wear NHS Foundation Trust

FP-PGN-09 – Reporting Fire and False Alarms within CNTW – V04 – Issue 1 – Feb 2021

Part of CNTW(O)41 – Fire Policy

1 Introduction

- 1.1 The reporting of any fire or fire alarm related incident is essential for collating evidence and data and is also a requirement of Cumbria Northumberland, Tyne and Wear NHS Foundation Trust Group (CNTW Group). Reporting incidents identifies and problems that may occur on a regular basis such as faults on the fire alarm system, misuse of electrical equipment and deliberate attempts to set fires.
- 1.2 The purpose of this Practice Guidance Note (PGN) is to set out specific guidelines to ensure that all false alarms, fires and other fire related incidents are appropriately recorded and reported and this will enable the CNTW Group to be assured that fire safety procedures are being followed and the reporting of these incidents may help to reduce avoidable fires and unwanted fire signals.

2 Scope

- 2.1 This PGN together with any associated procedures and guidance notes, shall be observed by all employees of the CNTW Group and is applicable to responsible persons and their nominated deputies.

3 Statement

- 3.1 The CNTW Group are committed to effective management and control of fire safety in order to reduce the risks to patients, staff, visitors and members of the public.
- 3.2 The Fire Safety Advisors will actively assist all persons to ensure they are competent in their role with regards to fire safety measures.

4 General

- 4.1 The collecting of information and subsequent reporting of fire incidents is required to assist the CNTW Group in fulfilling its statutory obligations. All data received is used for statistical purposes and also, if necessary, to amend and update current procedures and documents.
- 4.2 All outbreaks or suspected outbreaks of fire are required to be reported to the fire service as detailed in the fire action notices located around CNTW Group premises. The CNTW Group operates a central incident recording system that will identify the nature and seriousness of an incident and record the findings of any subsequent investigation. The system is also used for incidents involving fire alarms.

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5 Incident Reporting Procedure

5.1 Once a fire or alarm actuation has been detected the following procedure should be implemented:

- If a suspected fire, raise the alarm immediately
- Notify the fire service by the method used in your workplace (**never assume that it is a false alarm if you can't see any fire**). For CNTW Group owned main hospital sites (not CAV or RVI) this will be by dialling 333 and reporting the incident to switchboard who will contact the appropriate Fire Authority.
- Once the incident is concluded, an incident report form (available on the intranet) must be completed by the necessary person (responsible person, team leader etc.) and sent to the Fire Safety Advisor.
- In multi-occupied premises the responsibility will be with the person in charge (senior manager) of the area where the incident took place
- The responsible person will forward the report form to the relevant Fire Safety Advisor
- Any further investigation will be carried out by the Fire Safety Advisor
- If any injuries or fatalities are sustained during an incident, the necessary reports under the Health and Safety at Work Act will be required i.e. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), Health and Safety Executive (HSE) report, accident book etc.

5.2 It should be noted that the standard IR1 form does not provide sufficient information for fire-related incidents. The Fire/False alarm Report form (available on the CNTW intranet) should be used on all occasions of fire or fire alarm incidents. The form can be downloaded from the intranet or requested from one of the CNTW Group fire officers.

6 Summary

6.1 Any incident involving a fire or fire alarm system must be reported no matter how trivial or insignificant they may appear to be. The information they provide will assist in the continuing pursuit of reducing false alarms, fire related injuries and deaths.

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