

Fire Policy Practice Guidance Note V04		
Recording of Tests and Maintenance carried out under Fire Safety Procedures		
Date Issued Issue 1 – Feb 2021	Planned Review Feb 2024	FP-PGN-10 Part of CNTW(O)41 Fire Policy
Author/Designation	Matthew Lessells, Head of Estates - NTW Solutions Ltd	
Responsible Officer / Designation	Executive Finance Director and Deputy Chief Executive	

Contents		
Section	Description	Page No
1	Introduction	1
2	Scope	1
3	Statement	2
4	Fire Safety Log Book	2
5	Testing	2
6	Other Procedures Requiring Recording	4
7	Summary	4

1 Introduction

- 1.1 The maintenance and testing of fire safety systems and equipment which could save lives is not only very important within Cumbria Northumberland, Tyne and Wear NHS Foundation Trust Group (CNTW Group) but also a legal requirement.
- 1.2 The purpose of this Practice Guidance Note (PGN) is to set out specific guidelines to enable the CNTW Group to be assured that fire safety with regards to this equipment is adhered to. It is also an integral part the CNTW Group's approach to the safety and well being of all employees and other relevant persons.

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 Fire Safety Log Book

4.1 Items covered in the Fire Safety Log Book:

- Fire alarm tests
- Fire fighting equipment testing and maintenance
- Emergency lighting and signage tests and maintenance
- Fire door maintenance
- Statutory training
- Fire drills
- Remedial action identified
- Miscellaneous equipment
- Hose reels (if in use)

- 4.2 Any information associated with maintenance or testing of fire equipment and subsequent recording of the test results in the Fire Safety Log Book should normally be done by those undertaking the task.

5 Testing

5.1 Fire alarm tests

- 5.1.1 Testing of the fire alarm system should be carried out on a weekly basis to test the operation of the system and on an annual basis for servicing. The weekly test simply involves the alarm being actuated in a certain area by the use of a break-glass call point (using test methods without breaking the glass) if a manual system or from a central location or by operating a detector head if an automatic system. A manual system relies on human action to raise the alarm; an automatic system will detect smoke or heat and raise the alarm.

- 5.1.2 The weekly test should be carried out by the responsible person or the Estates Department depending on the locality and the premises. The results of the tests must always be entered in the Fire Safety Log Book even if always satisfactory. Some locations will log the results on a central database; if this is the case then the information should always be accessible for audit.

5.2 Fire fighting equipment

- 5.2.1 All fire extinguishers are subjected to an annual maintenance programme to test the efficiency of the extinguisher and this will be carried out by a reputable contractor.

2

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.

5.2.2 Following an examination, each extinguisher should have information regarding the date of the test and the result of the test attached to a label located on the body of the extinguisher.

5.2.3 All fire extinguishers on wards, villas and other departments should be visually checked on a monthly basis to ensure the seal located on the operating handle has not been tampered with, the internal pressure is still sufficient, and the extinguisher is in good condition. In a fire situation, always check the small pressure gauge to ensure there is sufficient pressure to operate the extinguisher safely. The needle should be in the green portion of the gauge – if you are in any doubt, contact a Fire Safety Advisor.

5.3 **Emergency Lighting and Signage**

5.3.1 Emergency escape lighting should be regularly checked to ensure correct operation and should be tested as follows:

- **Monthly**

- To test self-contained lighting by simulation of a failure of the normal lighting supply. All luminaires should be checked for correct function during testing

- **Six monthly**

- To test self-contained central battery systems to simulation of a failure of the normal lighting supply for a continuous period of 3 hour.
- The results of these tests must be entered in the fire safety log book. Again, if testing results are kept on a central database, they should be accessible to the fire service if required for audit purposes. Fire Safety Log Books are legal documents and may be produced as evidence in a court of law which is why they must be kept up to date with all tests and maintenance.

- **Fire signage**

- Fire signs should be visually checked monthly for damage or replacement if they are missing.

5.4 **Fire door maintenance**

5.4.1 Internal fire doors and fire exit doors are an integral part of the fire protection arrangements in a building and must be maintained to a satisfactory standard to enable them to do the job they are intended to do.

- **Internal fire doors**

- An annual inspection of ward areas should be undertaken to ensure all fire doors are closing against their rebates and that door frames are in good condition. All smoke and intumescent seals should be checked for integrity and self-closing or door-release devices should be observed for correct operation. This will be completed by NTW Solutions Estates Department.

- A 6-monthly inspection of non-patient areas should be undertaken to ensure all fire doors are closing against their rebates and that door frames are in good condition. All smoke and intumescent seals should be checked for integrity and self-closing or door-release devices should be observed for correct operation. This will be completed by NTW Solutions Estates Department.
- **Fire exit doors**
 - An annual inspection of ward areas should be carried out to ensure all exit doors open easily and fully. Doors fitted with security locking devices should have these removed and the door fully opened.
This will be completed by NTW Solutions Estates Department.
 - A 6-monthly inspection of non-patient areas should be carried out to ensure all exit doors open easily and fully. Doors fitted with security locking devices should have these removed and the door fully opened.
This will be completed by NTW Solutions Estates Department.

6 Other Procedures Requiring Recording

- 6.1 All training given to staff including induction training, statutory mandatory training and in-house training should be recorded in the Fire Safety Log Book for each individual person. A separate book can be used to record training of the staff levels are high or a second Fire Safety Log Book.
- 6.2 The results of any fire evacuation drill must be recorded in the Fire Safety Log Book. The area where the drill took place, the names of those involved and the date the drill took place.
- 6.3 It is vitally important to record any deficiencies that have been identified during any testing so that the appropriate action can be taken. Any deficiencies should be forwarded to the relevant department. Recording deficiencies also provides written evidence that the tests were carried out when required and that any shortcomings were identified.
- 6.4 Along with the fire risk assessment and Fire Safety Log Book, it is a legal requirement to have documented emergency procedure to be used in the event of fire. This procedure should be available to all persons, be clearly laid out and easy to understand. It is normally a more in-depth version of the information that can be found on a fire action notice. It should state in simple terms the procedures for staff, visitors and any other relevant person on the premises what they will be expected to do in the event of fire, identification of assembly points etc. It should also identify persons with responsibility and what their role will be in the event of fire.

7 Summary

- 7.1 Testing, maintenance and recording of information is an essential part of the safety structure in all places of work. If these procedures are carried out correctly and regularly it will make for a safer working environment and will also assist in any investigation which may have resulted in injury or incapacity to staff or other persons.

4

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.