



Annual Fire Safety Report: April 2009 – March 2010

**Prepared by: General Manager, Property and Support
Services Division**

**On behalf of: Director of Strategic Implementation,
Performance & Planning**

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1. EXECUTIVE SUMMARY

This Report has been prepared by the General Manager, Property and Support Services Division, in his capacity as Nominated Officer Fire, on behalf of the Director of Strategic Implementation, Performance and Planning who is the executive lead for Fire Safety.

Fire Safety in NHS Scotland requires to comply with the Scottish Government Health Department's Fire Safety Policy for NHS Scotland 2008, CEL 25 (2008) which refers to the Fire Scotland Act 2005 and Fire Safety Scotland Regulations 2006. NHS Lanarkshire has its own Fire Policy and Procedures (Version 5 – June 2010) which provides detail on how NHS Lanarkshire will comply with its obligations on fire safety.

This executive summary provides brief information and relevant highlights from the Annual Fire Safety Report from April 2009 – March 2010 regarding Fire Safety compliance / performance within NHS Lanarkshire.

1.1 Fire Alarm Activations

There have been 235 fire alarm activations attended by Strathclyde Fire and Rescue during the reporting period. This represents an increase of 17% from 2008/2009.

The number of “actual fire incidents” has decreased from 58 in 2008/09 to 31 in 2009/10, which represents a reduction of 47%.

Strathclyde Fire and Rescue have advised that the number of unwanted fire alarm signals within NHS Lanarkshire premises are of a frequency that are now generating detailed fire safety audit inspections. This is to ensure that NHS Lanarkshire has suitable and adequate measures in place to effectively reduce the alarm activations to an acceptable level. This issue is monitored closely and pro-actively managed by the NHS Lanarkshire Fire Safety Group and local Fire Safety Groups.

Unwanted fire alarm signals are a concern to all Fire and Rescue Services across Scotland due to the inefficient use of resources and the increased risk of delays in responding to actual emergencies.

1.2 Fire Risk Assessments

In August 2007, the Salus Board approved a programme for delivery of Fire Risk Assessments for 202 buildings requiring assessment, to be completed by October 2010.

This has proven to be a challenging target for a range of reasons, however, additional resources have been provided to allow this programme to remain on target.

Since August 2007, additional premises have been added to the programme as a result of the Capital Investment Programme. These premises will also be completed by October 2010.

1.3 Fire Risk Assessment – Action Plans

The Fire Risk Assessments identify actions which may be associated with staff training, management, equipment or documentation. These issues are prioritised and require to be addressed locally, supported by advice from the fire safety advisors and PSSD technical staff. The Fire Risk Assessments also identify where issues relating to

the building fire compartmentation, fire alarm and detection system, fire doors and emergency escape lighting do not comply with current Scottish Building regulations or Scottish Health Service guidance contained within FIRECODE suite of documents. These issues are being addressed by PSSD Technical Staff.

Care of the Elderly Hospitals have been identified as accommodating the patient group as highest risk in the event of fire. Detailed fire risk assessment action plans have been developed for 7 hospitals and an investment programme to address the prioritised work has commenced with phase 1 completed 2009/10. Phase 2 will be undertaken in 2010/11 and will see all identified works completed.

1.4 Strathclyde Fire & Rescue Service Compliance Audits

During this reporting period, Strathclyde Fire and Rescue Service have issued three notices of fire safety deficiencies under the Fire Safety (Scotland) Regulations 2006. The premises involved are Bellshill Resource Centre, Cleland Hospital and Strathclyde Hospital. All of the issues raised were immediately addressed and resolved to the satisfaction of Strathclyde Fire and Rescue.

1.5 Fire Safety Awareness Training

The number of NHS Lanarkshire staff receiving some form of fire awareness training during 2009/10 was 9,117. This number included staff using the web portal based system and represents an increase of 13.5% from 2008/09.

1.6 Fire Drills

A total of 55 fire drills were undertaken and recorded throughout NHS Lanarkshire during the reporting period as follows: Acute 46, North CHP 2, South CHP 4 and Corporate Services 3.

A programme of fire drills has been developed and will be taken forward by local fire safety sub groups and the Site Designated Senior Managers (Fire). This will significantly increase the number of drills recorded in 2010/11.

1.7 Fire Committees

The management & reporting on fire safety compliance with NHS Lanarkshire's Fire Safety Policy is by a structured set of committees. The General Manager, Property & Support Services Division, as Nominated Officer (Fire), chairs an NHS Lanarkshire Fire Safety Group. A Fire Safety sub group is in place at the 3 acute hospital sites & the CHP North & South Operating Divisions. All committees meet quarterly. Appropriate representation is included in the membership of each committee. The identification of site Designated Senior Manager (Fire) in April 2010 will see the membership of these committees strengthen.

1.8 Fire Incidents Under Investigation

Within the reporting period, 31 fire incidents were investigated and reported on by NHS Lanarkshire's Fire Safety Advisor, of which 2 of these incidents were classified as significant (ref section 4.3). All others were of a minor nature causing little or no damage to building fabric. There was no injury to any persons in any of the incidents. All necessary actions were completed with the reports issued to NHS Lanarkshire Fire Safety Group. No investigations are outstanding.

It should be noted that NHS Lanarkshire has been represented by the Central Legal Office and an appointed QC at the Rosepark Nursing Home Fatal Accident Enquiry which is due to report early in 2011.

1.9 MAIN ACTIVITIES APRIL 2010 – MARCH 2011.

There are a number of actions planned for 2010/11 which will continue to improve fire safety management within NHS Lanarkshire. The key activities are outlined below with a fuller action list shown in section 5 of the Report.

- Internal Audit produced a report on Fire Safety in March 2010. This report identified limited assurance associated with the delivery of Fire Risk Assessments for all NHS Lanarkshire owned / occupied premises being complete by the approved completion date of October 2010. This issue has now been addressed with additional resources being provided. NHS Lanarkshire's Risk Management Group will receive an update report in August 2010 on programme progress.
- The Fire Risk Assessment programme identified a consistent need to clarify site management responsibilities and designate site responsible managers. This was also identified by Strathclyde Fire and Rescue Service during inspections. This issue was addressed and in April 2010 the CMT approved an HR paper on Site Designated Senior Managers Responsibilities for Fire. This clarification will assist greatly in improving fire safety management across NHS Lanarkshire.
- Investment needs, to address building and fire alarm and detection deficiencies, will continue to be developed and recorded on a prioritised risk register and reviewed by NHS Lanarkshire's Fire Safety Group. This will form part of the report to NHS Lanarkshire's Risk Management Group.
- Fire Risk Assessments should be initially reviewed after 1 year with subsequent review periods of up to 3 years. A substantial number of the Fire Risk Assessments carried out to date now require review. Plans to address this issue are in place and will be monitored and reported to NHS Lanarkshire's Risk Management Group on a quarterly basis.
- Clarification is being sought from the CLO on NHS Lanarkshire's responsibilities associated with third party providers of clinical services.
- A partnership forum is at present being formulated between NHS Lanarkshire and Strathclyde Fire & Rescue with the intention to provide a framework of guidance and assistance between the two organisations. The objectives, of the partnership are to ensure that the roles and responsibilities of each organisation are effectively translated into an acceptable working arrangement. The aim is to promote and establish a close and harmonious working relationship between both organisations.

1.10 SUMMARY

This report is presented to NHS Lanarkshire Board to provide key information & to give assurance that the management of Fire Safety across NHS Lanarkshire is being carried out in a planned & structured manner with the required reporting arrangements in place via NHS Lanarkshire's Risk Management Group.

The report identifies those areas where positive improvements have been made in the reporting period and details a significant number of additional activities planned for 2010/11. The report also details those areas where challenges exist and how these will be managed.

2. INTRODUCTION

2.1 This annual report is prepared by the General Manager Property & Support Services Division in his capacity as Nominated Officer Fire and in compliance with Scottish Government Health Department's Fire Safety Policy for NHS Scotland 2008, CEL 25 (2008) and NHS Lanarkshire's Fire Policy and Procedures June 2010 Version 5.

It provides details of the management & reporting on fire safety activities across NHS Lanarkshire owned & occupied premises in the reporting period 1 April 2009 to 31 March 2010.

2.2 The report includes yearly attendance figures on induction training, fire safety awareness training, Strathclyde Fire & Rescue Service attendance, fire evacuation drills and fire investigation reports.

It also summarises the current position regarding the delivery of fire risk assessments for all premises owned or occupied by NHS Lanarkshire. Details of the investment programme to address the failures identified in the risk assessments within the prioritised sites are also detailed.

2.3 During this reporting period, significant changes were introduced to the Management of Fire and Fire Safety Responsibilities within NHS Lanarkshire.

These major changes include:

- Responsibility as Executive lead for Fire Safety transferred from Director of Human Resources to Director of Strategic Implementation, Performance & Planning, effective from 1st August 2009.
- Transfer of Fire Safety Advisor and Fire Safety Officers from Salus to Property & Support Services Division effective from 1st September 2009.
- Clarification of the roles and responsibilities of the Site Designated Senior Manager (Fire). (Approved by CMT April 2010).

3. ENFORCEMENT RESPONSIBILITIES - STRATHCLYDE FIRE AND RESCUE SERVICE

3.1 The Fire Scotland Act 2005 and the Fire Safety (Scotland) Regulations 2006 introduce a National Framework setting out Government expectations of the Fire & Rescue Service enforcement regarding fire safety provision required for all premises.

3.2 The Fire Scotland Act 2005 and The Fire Safety (Scotland) Regulations 2006 require all fire safety requirements to be based on fully documented Fire Risk Assessments being available for all premises owned or occupied by NHS Lanarkshire.

3.3 Strathclyde Fire and Rescue Service are the enforcing authority in respect of NHS Lanarkshire owned or occupied premises.

3.4 The powers of the enforcement officers in relation to premises for which they have enforcement responsibilities are listed in section 62 of the Fire Scotland Act 2005 as amended and are summarised below.

Enforcement officers may do anything necessary to allow them to enforce their fire safety duties, including:-

- Entering premises for inspection at any reasonable time, or at any time if the officer has reason to believe that the situation is dangerous;
- Requesting information, records etc, or assistance from any persons with fire safety duties;
- Inspecting, copying or removing any relevant documents from the premises;
- Carrying out any inspections, measurements or tests considered necessary on the premises or any article or substance found on the premises;
- Taking samples of any article or substance found on the premises;
- Dismantling articles found on premises which appear likely to cause danger from fire; and
- Taking possession of an article for purposes of examination or use as evidence

3.5 If the enforcing authority is dissatisfied with the outcome of the fire safety risk assessment or the action taken, or the fire safety measures in place, it has the power to take action which could be:

- Informal action;
- Formal enforcement action which could result in the issue of an enforcement notice that requires specified action to be taken;
- In extreme cases, a prohibition notice may be issued that restricts the use of all or part of the premises until specified matters are remedied;
- Reporting the matter for prosecution. Failure to comply with a notice issued by the enforcing authority **or** placing persons at risk by failing to carry out any duty imposed by fire safety law is an offence.

3.6 Additionally, if the premises pose a serious risk to persons in respect of harm caused by fire, or would pose such a risk if particular changes were made to the

premises, the authority may issue an alterations notice that obliges the recipient to inform the enforcing authority before making specified changes to the premises.

3.7 Strathclyde Fire and Rescue Service crews may visit premises to enable crew members to gain familiarisation with them in the event they are called to a fire in the premises. This type of visit is unlikely to include an assessment of compliance with fire safety law. The fact that a fire and rescue service visit has taken place should not be interpreted as an endorsement of fire safety measures and procedures in the premises.

4. PERFORMANCE

4.1 Fire Alarm Activations (2009/10)

4.1.1 The table below provides a comparison of the numbers of incidents across the 3 Acute Hospital sites & the CHP North & South Operating Divisions along with the general classification of the cause of the fire alarm activations.

	Hairmyres	Monklands	Wishaw	North CHP	South CHP	Total
Number of Incidents	57	17	77	59	43	253
Fire Service Attended	42	15	77	59	42	235
Unwanted Fire Alarms	50	15	72	54	39	230
Actual Fire Incidents	5	4	10	8	4	31
Burnt Toast	2	0	4	0	3	9
Cigarette Smoking	9	1	9	1	3	23
Steam*	6	0	19	13	4	42*
Aerosol Spray*	0	0	11	6	0	17*
False Alarms	17	10	9	15	8	59
System Faults	16	1	9	9	20	55
Malicious Activations	0	0	2	6	0	8
Accidental Activations	2	1	4	1	1	9

* There is circumstantial evidence to suggest that a number of these activations are linked to cigarette smoke despite application of NHS Lanarkshire's Smoking Policy.

4.1.2 Comparison of the "actual fire incidents" identifies a reduction from 58 in 2008/09 to 31 in 2009/10 (47% reduction).

4.1.3 The overall number of alarm activations has increased to 253 in 2009/10, an increase of 48 from 2008/09. The main reason for this increase is believed to be cigarette smoking. The number of identified smoking incidents increased from 10 in 2008 /09 to 23 in 2009/10. Also, the number of steam & aerosol spray incidents increased from 34 in 2008 /09 to 59 in 2009/10. As referred in table 3.1 above, there is circumstantial evidence to suggest a number of these activations are linked to cigarette smoke. Property & Support Services Division is working closely with the relevant wards to address this issue. These activations are mainly, but not exclusively, in psychiatric wards.

4.1.4 The number of unwanted fire alarm signals totals 230 for 2009/10, an increase in the reporting period. This is a major concern and is being actively identified by Strathclyde Fire & Rescue Service in relation to the cost of their attendance.

4.1.5 Of the 253 fire alarm activations during the reporting period, 234 were recorded on the Datix system with the remainder recorded in local fire registers. It is essential all incidents are recorded on the Datix system to allow appropriate investigation of all fire alarm activations. This issue will be monitored by the Fire Safety Sub Groups.

4.2 Fire Incidents

Within the reporting period, 31 fire incidents were investigated and reported on by NHS Lanarkshire's Fire Safety Advisor, of which 2 of these incidents were classified as significant (ref section 3.3). All others were of a minor nature causing little or no damage to building fabric. There was no injury to any persons in any of the incidents.

All necessary actions were completed with reports issued to NHS Lanarkshire Fire Safety Group. No investigations are outstanding.

It should be noted that NHS Lanarkshire has been represented by the Central Legal Office and an appointed QC at the Rosepark Nursing Home Fatal Accident Enquiry which is due to report early in 2011.

4.3 Significant Fire Incidents

4.3.1 Bracco House Monklands Hospital

This fire incident occurred on the evening of 13th April 2009 with significant fire damage to the ground floor level and smoke damage to the first floor. The fire investigation indicated that the cause of fire was an electrical fault beneath the ground floor. This building has now been demolished. There was no injury to any person.

4.3.2 Alexander Hospital Coatbridge

This is a single building on the former Alexander Hospital site which is vacant. The site is surplus to NHS Lanarkshire's requirements and is on the market for disposal. This fire incident occurred on the evening of 2nd November 2009 with serious damage to the ground and first floor levels of the property. The fire investigation indicated that the cause was wilful fire raising following a forced entry into the building. This building has now been demolished. There was no injury to any person.

4.4 Fire Alarm Activations (April 2004 – March 2010)

The table below provides a comparison of the number of incidents across NHS Lanarkshire over the previous 6 years.

	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10
Number of Incidents	321	305	275	207	205	253
Fire Service Attended	300	288	270	194	201	235
Actual Fire Incidents	58	58	49	40	58	31
Burnt Toast	37	37	22	16	7	9
Cigarette Smoking	42	27	28	15	10	23
Steam	16	52	74	41	34	42
Aerosol Spray	00	00	00	00	00	17
False Alarms	70	32	42	43	71	59
System Faults	60	45	42	22	40	55
Other Activations	38	63	12	12	4	17
No Records Available	00	00	15	8	00	00

The NHS Lanarkshire Fire Safety Group utilise this information to monitor trends & undertake the appropriate actions.

4.5 Fire Risk Assessment Progress

4.5.1 In August 2007, the Salus Board approved a programme for delivery of Fire Risk Assessments for 202 buildings owned or occupied by NHS Lanarkshire requiring risk assessments to be completed by October 2010.

This has proven to be a challenging target for a range of reasons, however additional resources have been allocated to ensure this target will be met. At 31 March 2010, of the 202 buildings requiring assessment, 138 documented Fire Risk Assessments have been issued, 27 buildings were in progress with 37 not yet started.

Since 2007, 6 additional premises have been added to the programme as a result of NHS Lanarkshire's Capital Investment Programme. These additional premises will also be complete by October 2010.

4.6 Fire Risk Assessment Compliance

4.6.1. Care of the Elderly Hospitals have been identified as accommodating the patient group as highest risk in the event of fire. Detailed fire risk assessment action plans have been developed for 7 hospitals and an investment programme to address the prioritised work has commenced with phase 1 completed 2009/10. Phase 2 will be undertaken in 2010/11 and will see all identified works completed.

The 7 sites are:-

- Lockhart Hospital
- Kello Hospital
- Lady Home Hospital
- Kilsyth Victoria Hospital
- Wester Moffat Hospital
- Udston Hospital
- Coathill Hospital

4.6.2. These action plans identified budget costs of circa £900k to remedy all red and amber risks. An initial allocation of £300k was made at the financial year end (2009/10) for phase 1 works and this was prioritised to carry out the following improvements:

Coathill Hospital

- Fire Alarm Upgrades
 - Glen More/Glen Nevis /Glen Orchy Wards to L1 standard
 - Administration Building to L2 standard
- Emergency Escape Lighting Upgrades
 - Administration Building/Glen Affric Day Care Unit
 - Glen More /Glen Nevis /Glen Orchy/Glen Doe Building
 - Laundry / Linen Services Building
 - Glen Etive Training Suite

Kello Hospital

- Fire Alarm Upgrade to L1 standard
- Emergency Escape Lighting Upgrade

Ladyhome Hospital

- Fire Alarm Upgrade to L1 standard
- Emergency Escape Lighting Upgrade

Lockhart Hospital

- Emergency Escape Lighting Upgrade
- Fire Door Replacement / upgrade (partial)

Udston Hospital

- Fire Alarm Upgrades
 - Day Hospital/Avon / Douglas/Brandon / Clyde Wards to L1 standard
- Emergency Escape Lighting Upgrades
 - Day Hospital/Avon / Douglas/Brandon / Clyde Wards
 - Main Link Corridors
 - Community Health Building

Victoria Memorial Hospital

- Fire Alarm additional coverage
- Emergency Escape Lighting Upgrade

Wester Moffat Hospital

- Fire Alarm Upgrades
 - Katherine /Heather/ Montrose Wards to L1 standard
- Emergency Escape Lighting Upgrades
 - Administration Building
 - Katherine/Heather/Montrose Wards

4.6.3 Design Works

A significant level of design work was also undertaken for the seven sites identified above. This design work covers: fire door replacement/reconfiguration, suspended ceiling replacement, fire compartment integrity, glazing panel upgrade/replacement and external escape route surface/width

These designs will be taken forward for action, as phase 2, in 2010/11.

4.6.4 Phased Approach

Due to the number of premises with fire risk assessments and the identified buildings non compliances, the funding associated with addressing these requirements is likely to require a period of years. The total cost and therefore likely time period will be developed during 2010/11 following completion of all fire risk assessments in October 2010.

4.7 Strathclyde Fire and Rescue Service Compliance Audits

4.7.1 NHS Lanarkshire have received 3 notices of Fire Safety in accordance with the Fire Safety (Scotland) Regulations 2006. The notices related to Bellshill Resource Centre, Cleland Hospital and Strathclyde Hospital.

4.7.2 The notices required improvements to compartmentation, fire doors and fire safety awareness, particularly fire drills and record keeping. They also highlighted difficulties in identifying and contacting site responsible personnel and considered this an urgent issue to be addressed. All of these issues have been addressed in liaison with Strathclyde Fire and Rescue Service.

4.8 Other Fire & Rescue Service Issues

Strathclyde Fire & Rescue Service have written to NHS Lanarkshire regarding unwanted fire alarm activations within Hairmyres Hospital, Strathclyde Hospital, West of Scotland Laundry, Kirklands Hospital and Udston Hospital. The number of unwanted fire alarm signals are of a frequency that may generate detailed fire safety audit

inspections to ensure that suitable and adequate measures are put in place to effectively reduce the alarm activations to an acceptable level.

This issue is being actively reviewed by Property & Support Services Division technical staff liaising closely with Site Designated Senior Managers (Fire), following each fire alarm activation.

4.9 Fire Safety Awareness Training

4.9.1. During this reporting period, the table below details the number of staff trained within NHS Lanarkshire.

ACUTE OPERATING DIVISION	STAFF ATTENDANCE	NUMBER EMPLOYED	PERCENTAGE
Hairmyres	988	1,782	55.4% *
Monklands	1,032	2,258	45.7% *
Wishaw	1,224	2,378	51.5% *
Stonehouse	39	80	48.8% *
Parksprings	45	70	64.3% *
Corporate Services	183	317	57.7% *
TOTAL	<u>3,511</u>	<u>6,885</u>	<u>51.0%*</u>

Corporate Services			
NHS Lanarkshire HQ	54	78	69.2% *
Division HQ Strathclyde	60	125	48.0% *
Law House Services	108	215	50.3% *
Monklands Services	36	109	33.1% *
Central Laundry Services	70	83	84.4% *
Salus Occ Health	80	136	58.8% *
Area Wide Services	234	489	47.8% *
TOTAL	<u>642</u>	<u>1,235</u>	<u>51.9%*</u>
North CHP Division			
Airdrie	316	369	85.6% *
Bellshill	167	361	46.3% *
Coatbridge	283	459	61.6% *
Motherwell	130	429	30.3% *
North	173	253	68.4% *
Wishaw	148	415	35.6% *
TOTAL	<u>1,258</u>	<u>2,286</u>	<u>55.1%*</u>
South CHP Division			
Camglen	109	139	78.4% *
Clydesdale	169	186	90.8% *
Out of Hours	157	280	56.1% *
East Kilbride	227	393	57.8% *
Hamilton	315	454	69.4% *
TOTAL	<u>977</u>	<u>1,452</u>	<u>67.2%*</u>
OVERALL TOTAL	<u>6388</u>	<u>11858</u>	<u>53.9%</u>
Other Training			
IOSH	42		
DNOF	29		
Induction	1,058		
Web Portal Training	1,600		
TOTAL	<u>2729</u>		

* Does not include those who attended at induction or web portal training

4.9.2. Property & Support Services Division staff and Operational Service Managers in the CHP North and South Divisions have delivered fire safety awareness training to 3,511 members of staff at 140 sessions in the Acute Services Division and to 2,235 members of staff at 163 sessions in CHP Divisions. Training was also delivered to 642 members of staff in Corporate Services.

4.9.3 In addition, 1,600 members of staff were able to access the interactive training programme on the web portal which is available on Firstport and a further 191 medical staff accessed fire training through the DOTS and Medical Education Intranet Sites.

4.9.4 It was noted that 1,058 members of staff completed fire awareness training at their induction. 42 members of staff completed IOSH training and 29 staff completed Deputy Nominated Officer (Fire) training.

4.9.5 The figures indicate that for the reporting period, a total of 9,117 staff were recorded as having received some form of fire awareness training. This represents a total of 76.9% of NHS Lanarkshire staff.

4.9.6 The above figures indicate an increase of 13.5% from 2008/09 and reflects an increase in the number of staff accessing the Web Portal computer training programme (1,600). This development will be monitored during 2010/11 by the Fire Safety Officers to ensure that staff continue to receive training appropriate to their level of responsibility. Whilst there is an element of double counting of training, this is judged to be a relatively small number which the current recording systems are unable to identify.

4.10 Fire Drills and Exercises

Firecode requires Fire Evacuation drills to be carried out annually in all areas within NHS Lanarkshire's owned or occupied premises. It is well established and understood that this is an area that NHS Lanarkshire (in common with most NHS Boards across Scotland) requires to show significant improvement. The number of fire drills carried out throughout NHS Lanarkshire, in 2009/10 totals 55: Acute Services 46, North CHP 2, South CHP 4 and Corporate Services 3.

In order to ensure fire drills are completed during 2010/11, a programme has been developed which will be taken forward by the local Fire Safety Sub Groups and the Site Senior Designated Managers (Fire).

4.11 Health Facilities Scotland – National Fire Safety Group

Health Facilities Scotland hosts a National Fire Safety Group whose membership includes a number of fire safety advisors from NHS Boards within Scotland, representatives from the Scottish Building Standards Agency, Scottish Government Health Department and Association of Chief Fire Officers. NHS Lanarkshire's Property and Support Services Division General Manager is also a member of the group. Membership of this group allows the opportunity to contribute to the strategic management of fire safety within Scottish Healthcare and allows NHS Lanarkshire to keep abreast of forthcoming legislation and be aware of fire safety issues and performance across Scottish Health Boards.

5. MAIN ACTIVITIES APRIL 2010 – MARCH 2011.

There are a number of actions planned for 2010/11 which will continue to improve fire safety management within NHS Lanarkshire. These include:-

- Internal Audit produced a report on Fire Safety in March 2010. This report identified limited assurance associated with the delivery of Fire Risk Assessments for all NHS Lanarkshire owned / occupied premises being complete by the approved completion date of October 2010. This issue has now been addressed with additional resources being provided. NHS Lanarkshire's Risk Management Group will receive an update report in August 2010 on programme progress.
- The Fire Risk Assessment programme identified a consistent need to clarify site management responsibilities and designate site responsible managers. This was also identified by Strathclyde Fire and Rescue Service during inspections. This issue was addressed and in April 2010 the CMT approved an HR paper on Site Designated Senior Managers Responsibilities for Fire. This clarification will assist greatly in improving fire safety management across NHS Lanarkshire.
- Investment needs, to address building and fire alarm and detection deficiencies, will continue to be developed and recorded on a prioritised risk register and reviewed by NHS Lanarkshire Fire Safety Group. This will form part of the report to NHS Lanarkshire's Risk Management Group.
- Ongoing appointment of Interserve under the Frameworks Scotland initiative to plan and undertake delivery of investment works – Phase 2 Care of the Elderly Hospitals and Wards 15, 16, 17 at Monklands Hospital.
- Fire Risk Assessments should be initially reviewed after 1 year with subsequent review periods of up to 3 years. A substantial number of the Fire Risk Assessments carried out to date now require review. Plans to address this issue are in place and will be monitored and reported to NHS Lanarkshire's Risk Management Group on a quarterly basis.
- Work is ongoing in partnership with Health Facilities Scotland and software company 3i (supplier of NHS Scotland Property and Asset Management System), for NHS Lanarkshire to trial a Fire Risk Assessment module. This new computer software would replace the existing paper based risk assessments and would improve data collection, recording, reporting and tracking of fire safety compliance.
- Training of the identified Site Senior Managers (Fire) from Health Facilities Scotland's National Fire Safety Advisor.
- Quarterly reports on Fire Safety Management to NHS Lanarkshire's Risk Management Group.
- Clarification is being sought from the CLO on NHS Lanarkshire's responsibilities associated with third party providers of clinical services where no NHS Lanarkshire staff are employed.
- A programme for Fire Awareness Training is in place for the Acute Hospital Sites beginning in April 2010 until March 2011. In addition, and as in previous years, the Fire Awareness training in the North & South CHP areas will be carried out by Operational Services Managers and other designated staff under the supervision of the Unit General Manager
- A series of Fire Evacuation Drills, within the three acute hospital sites, North & South CHP areas and Corporate Services, will be implemented to ensure that staff are aware of their duties and responsibilities.

- A partnership forum is at present being formulated between NHS Lanarkshire and Strathclyde Fire & Rescue Service, with the intention of providing a framework of guidance and assistance between the two organisations. The objectives of the partnership are to ensure that the roles and responsibilities of each organisation are effectively translated into an acceptable working arrangement. The aim is to promote and establish a close and harmonious working relationship between both organisations.
- Development of a site Fire Safety Control Book

6. SUMMARY

This report is presented to the NHS Lanarkshire Board to provide key information & to give assurance that the management of Fire Safety across NHS Lanarkshire is being carried out in a planned & structured manner with the required reporting arrangements in place via NHS Lanarkshire's Risk Management Group.

The report identifies those areas where positive improvements have been made in the reporting period and details a significant number of additional activities planned for 2010/11. The report also details those areas where challenges exist and how these will be managed.

7. REFERENCES

- Fire Scotland Act 2005 as amended
- The Fire Safety (Scotland) Regulations 2006
- Scottish Government Fire Policy for NHS Scotland Health Department 2008, CEL 25 (2008)
- NHS Scotland Firecode suite of documents
- NHS Lanarkshire Fire Policy & Procedures Version 5 – June 2010