

Ref: FOI/GS/ID 3891

Please reply to:
FOI Administrator
Trust Management
Service Centre
Maidstone Hospital
Hermitage Lane
Maidstone
Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net

30 March 2017

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to fire safety.

I would like to make the following request under the Fol Act

- 1. In the last five years, has your organisation been served with any enforcement notices relating to fire safety? If so, please give details.*
- 2. Please direct me to your latest fire safety risk assessment (or attach if not online). When was this last updated? What has been done in response to any areas of concern in the assessment?*
- 3. Have you assessed backlog maintenance related to fire safety? If so, what is needed and have you estimated the cost of doing these and do you have any plans to carry out this work and when? Please direct me to the most recent board papers and/or send me any report related to this backlog.*

1. The Trust has not been served with any enforcement notices relating to fire safety in the last five years.

2. The Fire Risk Assessment Template is attached. The template is used in both clinical and non-clinical areas, any remedial works identified are logged by the Trust Fire Officer, entered onto a spreadsheet and monitored by the Estates and Facilities compliance team.

3. The Trust commissioned a Nifes 6 Facet Statutory Compliance survey, the report categorised into work packages. A prioritised schedule of these packages was produced, this included; Improvements to Fire Escape Routes, L1 Fire Alarm Improvement Works, Fire Compartmentation, Fire Door Improvements and Ventilation/Fire Dampers . A Business Case for Capital Backlog – Statutory Works was approved. During the course of the works

there will be an overlap of the works as they progress and there will be the inevitable re-prioritisation during the course of the year as works proceed.

Maidstone and Tunbridge Wells **NHS**
NHS Trust

MAIDSTONE HOSPITAL FIRE RISK ASSESSMENT



INSERT WARD/DEPT/AREA

Fire Officer signature

John Sinclair
MTW Fire Safety Officer
Thursday, 30 March 2017

FIRE SAFETY RISK ASSESSMENT	
1	Identify fire hazards Identify: Sources of ignition Sources of fuel Sources of oxygen
2	Identify people at risk Identify: People in and around the premises People especially at risk
3	Evaluate, remove, reduce and protect from risk Evaluate the risk of a fire occurring Evaluate the risk to people from fire Remove or reduce fire hazards Remove or reduce the risks to people <ul style="list-style-type: none"> • Detection and warning • Fire-fighting • Escape routes • Lighting • Signs and notices • Maintenance
4	Record, plan, inform, instruct and train Record significant finding and action taken Prepare an emergency plan Inform and instruct relevant people, cooperate and coordinate with others Provide training
5	Review Keep assessment under review Revise where necessary
Remember to keep to your fire risk assessment under review	

Fire Risk Assessment Review

Fire Risk Assessments should be kept under constant review, and in any case reviewed when circumstances change which affect the validity of the current assessment. Whilst there is no maximum period between assessments, it is recommended that the review period should not exceed 12 months.

Next Scheduled Risk Assessment for this area:

FRA date = 12 months

1.0 INTRODUCTION

1.0 INTRODUCTION

The Hospital is constructed on the Nucleus Design Principle, consisting of two floors and a series of INSERT WARD/DEPT/AREA on roof level. The original part of the Hospital was constructed in 1981 and finally opening for use in 1983.

Since then there have been several wings added on including a self-contained orthopaedic unit and Eye, Ear and Mouth Unit in 2003. The Peggy Wood Breast Care Centre was added in 2004.

The Oncology Building is a newer edition to the complex and was opened in 1993.

The building use justifies its classification as for 'Residential (Institutional)' use.

The street design provides routes for progressive horizontal evacuation & Vertical evacuation Strategy and fire fighting in the manner described in HTM 05-02.

The hospital building has two storeys above ground, named Ground Floor and First floor, with the main entrance on the ground floor. The building is constructed on a slope and therefore both floors can exit onto a ground level, the first floor can exit at ground floor by moving along the Hospital Street to the Oncology Building.

There are no basement levels within the complex.

The building has streets at each level as described in HTM 05-02.

Road access is from the hospital private roads and parking areas running along the sides of the building.

Dedicated fire access roads are provided to the rear of the complex. There are two primary Fire Brigade entry points, Hospital Main Entrance and the Main Entrance to the Oncology Centre.

External Dry Riser inlets are available in 4 different locations, these are explained in more detail in the fire response plan for Maidstone Hospital.

The Building is of a steel frame construction brick and mortar with concrete..

1.1 Legal requirements

The requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1 October 2006, adopt a self assessment approach to fire safety in the workplace. The legislation places certain duties on the 'responsible person' for the premises, one of which is to ensure that a suitable and sufficient fire risk assessment is carried out; when there are more than five staff this assessment should be recorded. The assessment set out in this document is intended to satisfy this requirement.

This fire risk assessment should be reviewed periodically and in the event of:

- Changes to the work activities or the way they are organised, including the introduction of new equipment.
- Alterations to the building(s), including the internal layout.
- The introduction, change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, e.g. fire detection and alarm systems or sprinkler systems.
- Significant changes to the type and quantity and/or method of storage of combustible materials.
- Significant changes in the occupancy levels.
- A significant change in the mobility level or other factors influencing the response of visitors or staff in an emergency.
- Changes to the management of the organisation.

1.2 British Standards

Relevant British and European standards are referred to in this assessment by number only. The full titles are set out in Annex A.

1.3 Health Technical Memorandums

Relevant HTM's used in conjunction with this Fire Risk Assessment which conforms to requirements set out in HTM 05-03 Part K.

HTM 05-01	Managing Healthcare Fire Safety
HTM 05-02	Guidance in support of functional provisions for healthcare premises
HTM 05-03	Part A – General Fire Safety
	Part B – Fire detection and alarm systems
	Part C – Textiles and Furnishings
	Part D – Commercial enterprises on healthcare premises
	Part E – Escape lifts in healthcare premises
	Part F – The prevention and control of arson in NHS healthcare premises
	Part G – Laboratories on healthcare premises
	Part H – Reducing false alarms in healthcare premises
	Part J – Guidance on fire engineering of healthcare premises
	Part K – Guidance on fire risk assessments in complex healthcare premises

2.0 SIGNIFICANT FINDINGS

The risk of fire in the INSERT WARD/DEPT/AREA has been assessed. There are certain on-going actions that should be taken to ensure that the ratings that have been identified are maintained. The most significant of these are set out below:

Site Engineers / Contractors are to conduct a Fire Safety check prior to the beginning and end of each activity, removing all rubbish and ensuring that all electrical appliances are left in a safe condition.

3.0 SUMMARY OF THE FIRE RISK ASSESSMENT

As Assessed, the risk of fire and its consequences in the common areas of the area Assessed, to be as follows:

Means of escape

The INSERT WARD/DEPT/AREA are being maintained to a high standard.
The Assessment of this area is of 'low' fire risk, category 2. **This is acceptable.**

INSERT WARD/DEPT/AREA

The INSERT WARD/DEPT/AREA on this level are being maintained to a high standard.
The Assessment of this area is of 'low' fire risk, category 2. **This is acceptable.**

Sources of ignition

These are as might be expected in a INSERT WARD/DEPT/AREA specification; this is being managed to a high standard.
The Assessment of this area is of 'low' fire risk, category 2. **This is acceptable.**

INSERT WARD/DEPT/AREA Security

All INSERT WARD/DEPT/AREA we found to be secure. A limitation of access system in place.
The Assessment of this area is of 'low' fire risk, category 2. **This is acceptable**

General Comments

There are some minor points outlined below in the action plan
The Assessment of this area is of 'low' fire risk, category 2. **This is acceptable.**

Risk categories are based on the Maidstone & Tunbridge Wells NHS Trust risk assessment criteria

Risk Analysis Matrix Level of risk in terms of consequence and likelihood potential, risk to individual and the Trust					
Consequence	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood					
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Certain	5	10	15	20	25

Consequence

	1	2	3	4	5
Descriptor	Insignificant	Minor	Moderate	Major	Catastrophic
Injury (Physical / Psychological)	Minor injury not requiring first aid or no apparent injury	Minor injury or illness, first aid treatment needed	RIDDOR / Agency reportable	Major injuries, or long term incapacity / disability (loss of limb)	Death or major permanent incapacity

Likelihood

	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Certain
Frequency	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
Probability	<1%	1-5 %	6-20%	21-50%	> 50%
	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not

Risk Management Table

Risk Grading	Risk Acceptability	Management Actions Required
Significant (15-25)	Unacceptable	Immediate action required to eliminate or manage risk. Report to GM/Head of Dept & the relevant risk management committee.
High (8-14)	Unacceptable	Urgent action/senior management attention required to eliminate or reduce risk. Report to GM/Head of Dept & the relevant risk management committee.
Moderate (4-7)	Tolerable, manageable	Action that is cost efficient to reduce or manage risk. Local actions.
Low (1-3)	Acceptable	Manage situation with routine procedures. Action if easy to implement and inexpensive.

4.0 SIGNIFICANT FIRE HAZARDS

4.1 Sources of Ignition - Significant potential sources of ignition included:

Escape routes	<ul style="list-style-type: none"> • "Numbered escape routes" • "Exit signs" • "Always use the stairs"
General	<ul style="list-style-type: none"> • "Exit procedures that work" • "Exits are generated based from mechanical equipment: emergency escape from fire/smoke/sinked, standard cable" • "Only in mechanical electrical equipment" • "Exit facility and lighting equipment" e.g. battery-powered emergency lighting for combined in fire low class A1 standard products • "Exit surface and identification of equipment components" • "Continuous operation with self-heating" e.g. exit cables, emergency lighting, control and battery control, and alarm • "Exit, exit identification, escape difficulties"

4.2 combustible material - a substance that can be burned to provide heat or power

Combustible materials used during business operations	* All combustible materials are stored in a fireproof cabinet.
Furniture	* Furniture is fireproof.
Flammable liquids	* All flammable liquids are stored in a fireproof cabinet.
Flammable/compressed gases	* All flammable/compressed gases are stored in a fireproof cabinet.
Hazardous chemicals/materials	* All hazardous chemicals/materials are stored in a fireproof cabinet.

4.3 People at risk

Staff (at various times of day)	* 100% (all staff)
Patients	* 100%
Visitors	* 100% (all visitors)
Staff or visitors with a disability	* 100% (all staff and visitors)
Contractors	* 100% (all contractors)
Any others	* 100%

ANNEX A

British and other standards that may be referred to in this assessment

BS 5266: Emergency lighting

Part 1: Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment

Part 8: Emergency escape lighting

BS 5306: Fire Extinguishing Installations and Equipment on Premises

Part 3: Maintenance of portable fire extinguishers – Code of practice.

Part 8: Selection and installation of portable fire extinguishers – Code of practice.

BS 5499: Fire Safety Signs, Notices and Graphic Symbols

Part 1: Specification for geometric shapes, colours and layout

BS 5839: Fire Detection and Alarm Systems for Buildings

Part 1: Code of practice for system design, installation, commissioning and maintenance.

BS 7937: Specification for Portable Extinguishers for use on Cooking Oil Fires (Class F).

BS 7671: Requirements for electrical installations. IEE Wiring Regulations.

BS EN 1125: Building Hardware, Panic Exit Devices Operated by a Horizontal Bar – Requirements and Test Methods.

FIRE EMERGENCY PLAN

The Regulatory Reform (Fire Safety) Order 2005

Name	INSERT WARD/DEPT/AREA
Address of Premises;	Maidstone Hospital, Hermitage Lane, Maidstone, Kent. ME16 9QQ
Produced by	John Sinclair MTW Fire Safety Officer
Action to be taken by person discovering a fire. <i>Operate nearest break glass call point & Dial Ext 3333 or 01622 213333.</i> How the Fire Brigade (And any other emergency services) is to be called and who is responsible. <i>The MTW Switchboard will ring the fire brigade and staff on site await their assistance, silencing of alarm to be done by staff, but need to be trained how to silence and reset the alarm.</i> Fire warning system (description of bells/ sirens/ voice etc. And types of signals and location of system panels) <i>Automatic Fire Detection</i> Evacuation procedure (description on procedures to be followed) <i>On hearing alarm, all persons in the building leave via the nearest exit and make their way to the assembly point, closing doors as they leave.</i>	
Key escape routes (how access can be gained, where they lead to, how they are protected from fire) <i>Information is displayed locally</i> Assembly points <i>This is indicated locally</i> Duties of employees with specific responsibilities <i>Staff have a duty to leave the building in the event of an alarm.</i>	
Fire fighting equipment provided (locations and details) <i>Is in accordance with the requirements of British Standard 5306 - 8.</i>	
Procedures for liaison with Fire Brigade on arrival. <i>On arrival of the Fire Brigade the senior person will report the location of the fire and the status of the evacuation.</i>	