

# General duties and responsibilities

● **EVERYONE**, including Bank and Agency personnel, has a duty and responsibility in respect of fire safety and precautions. It is essential, therefore, that each member of staff:

**PRACTISES and promotes fire prevention**

**KNOWS the current action to take if fire breaks out**

**IS AWARE of the smoke and fire hazards within the working environment.**

● **EVERYBODY** has a duty to report to their Manager or Supervisor any instances where fire procedures are not being implemented, e.g. fire doors wedged open, fire escapes blocked, faulty electrical equipment, etc.

● **EVERYONE** must receive fire training and instruction at least once a year and must attend one of the sessions provided. If you feel your fire training is insufficient, please tell your Manager straight away.

● **EVERYONE** must be aware that a no smoking policy exists within the hospital.

# 1

## Fire procedures

# 2

● **YOU MUST** be aware of current fire procedure. These are contained in the Trust's Fire Safety Policy. Ask your Manager or Supervisor to show you a copy.

● **YOU MUST** be aware of the instructions on what to do in the case of fire or suspected fire.

These are:

● **ANYONE** sensing, suspecting or discovering smoke or fire will:

1. Remove anyone in immediate danger and alert others by operating the nearest fire warning call point
2. If assistance is required, press the assist button on the nearest fire clear text display
3. If necessary, evacuate people from danger to a place of safety
4. Close doors to impede the spread of smoke or fire
5. If safe to do so, attack the fire with suitable fire fighting equipment
6. Do not use lifts

### Note:

Fire warning sounders. These sound:  
- continuously in the area of the fire  
- Intermittently in all other areas

Act promptly on the directions of the senior person present.

● **IF YOU ARE** required to evacuate an area, evacuation procedures are laid down in Appendix E of the Trust's Fire Safety Policy. Ask your Manager or Supervisor to show you them.

● **IF YOU ARE NOT** required to evacuate but have been released by your ward or department, you must wait for instructions at the assembly point **nearest** the incident. Assembly points are situated centrally along each of the main streets on the ground and first floors.

● **IN THE EVENT OF A FIRE** a check should be made of all bathrooms, toilets, changing rooms, etc. Close all doors, hold a roll call and immediately inform the Site Manager if someone is unaccounted for. In all cases, efforts should be made to prevent patients, staff and visitors re-entering the area.

● **IN THE EVENT OF A SMOKE/FIRE EMERGENCY** the Site Manager on duty will take responsibility for the co-ordination and direction of **all** staff.



# Reporting of fire

# 3

● **ALL INCIDENTS** of fire or suspected fire, no matter how small, must be reported to the Site Manager.

**Remember, fire and smoke can kill and injure. By reading and following the advice and guidance in this leaflet, you can ensure the safety from fire of everyone coming into the West Suffolk Hospital**

If you have any specific queries or concerns relating to this leaflet, then please contact your Supervisor or Manager.

# Fire SAFETY

This leaflet gives staff at West Suffolk Hospital guidance on action to take in respect of fire.

# 1

**General duties and responsibilities**

# 2

**Fire procedures**

# 3

**Reporting of fire**

West Suffolk Hospitals **NHS**  
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