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(of particular interest)
NHS
MEL(1993)27

National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

FIRE TRAINING FOR NHS STAFF 1993

Five day courses on basic hospital fire safety
Three day workshop for fire prevention officers
One day seminar for senior managers

Summary

1. This letter announces the dates and other details of fire training courses for NHS staff to be held this year at the Scottish Fire Service Training School at Gullane.
2. Two changes in the arrangements from previous years should be noted. The first is that NHS Trusts and Units, rather than Health Boards, will now be responsible for nominations and that Management Development Group, rather than Estates Division, will be responsible for collating bids, allocating places and providing the administrative link with the Fire School.
3. The Annex to this letter provides the relevant information and procedures.

Action

4. NHS Trust Chief Executives and Unit General Managers should put in hand procedures for submitting bids to MDG for the above events particularly for the first 5 day course by 22 March.

Yours sincerely

H R McCALLUM
Director of Estates

2 March 1993

Addressees

For action:
Chief Executive and
Chief Executive
Designate, NHS Trusts

Unit General Managers

General Manager, State
Hospital

General Manager,
Common Services Agency

For information:
General Managers
Health Boards

Members of Estates
Policy and Management
Group

Commandant, Scottish
Fire Service Training
School

Director, Management
Development Group

Enquiries to:

Management Development
Group
Scottish Health
Service Centre
Crewe Road South
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FIRE TRAINING FOR NHS STAFF 1993

1. The Management Executive places the highest value on fire training for all NHS staff. If the relatively good record on fire safety in the Health Estate in Scotland is to be maintained, training appropriate to each level of responsibility in the service, professionally organised by the Scottish Fire Service Training School at Gullane will remain essential for the safety and well being of patients, visitors and staff in all NHS premises.

2. The training programme was reviewed last year and 2 new 3-day workshops introduced to meet, more pertinently, the needs of fire prevention officers. Feedback has confirmed the effectiveness of the workshops and it is the intention to run these again together with the well established basic courses for key hospital staff and one-day seminar for senior managers. The review also showed up a mismatch, in the case of some Boards, between the numbers attending courses over the last 4 years and the size and complexity of their estates. Trusts/Units should consider most carefully the numbers of staff, trained in fire safety and whether these are appropriate to developing needs and responsibilities.

3. Arrangements have been made, therefore by the Fire School at Gullane to hold the following training sessions.

Five Day Course on Basic Fire Safety

Course 1	1200 hrs	Monday	19 April	1230 hrs	Friday	23 April
Course 2	"	"	1 November	"	"	5 November

Three Day Workshop for Fire Prevention Officers

Workshop 1	1230 hrs	Tuesday	29 June	1530 hrs	Thursday	1 July
" 2	"	"	10 August	"	"	12 August

(Workshop 1 on new buildings and workshop 2 on existing buildings are complementary. An officer may attend either or both.)

One Day Seminar for Senior Managers

0930-1630 hrs Tuesday 7 September

4. The courses and workshops are residential and are planned to optimise travelling and catering arrangements, starting with lunch and finishing after lunch or tea. Coffee, lunch and tea are also provided for the seminar. Costs for the courses will be around £400 (inc VAT) for the workshops £200 and for the seminar £50. Numbers for the courses and workshops are restricted to 20 and for the seminar about 50.

5. Changes in legislation made recently, notably the Health and Community Care Act, which removed crown immunity from the NHS and the Fire Precautions (Places of Work) regulations have had far reaching effects on current guidance, Firecode and Firecode in Scotland. Much of this guidance is being updated and will be a major subject for consideration at the workshops and seminar this year.

6. NHS Trust Chief Executives, actual and designate and Unit General Managers are invited to prepare a list of nominations for each of the above sessions, submitting it in writing to Management Development Group at the address given, no later than 4 weeks before the start of the respective event. The name, designation and location of each officer should be indicated.

7. MDG will collate the submissions and if oversubscribed, allocate places. It is important therefore that each Trust/Unit identify a single contact point co-ordinator, a training officer for example, who may be telephoned or faxed to negotiate final numbers. Consideration should also be given to nominating reserves should the allocated officer be unable to take up his/her place. A charge may otherwise be made for non-attendance.

8. MDG will inform the officers finally allocated, providing travel and other relevant information, copying the agreed lists to the co-ordinator and Fire School. Following completion of the courses and workshops, certificates of attendance will be sent to the co-ordinator for distribution and for all events, invoices cleared through finance departments.

9. A syllabus for the course, workshop and seminar is enclosed. Any further information may be obtained from MDG at the address and telephone number given.

SCOTTISH FIRE SERVICE TRAINING SCHOOL

Hospital Fire Safety Course

1. Title: Hospital Fire Safety Course
2. Objectives: By the end of the course students will have extended their knowledge of fire practice, fire precautions, methods of rescue and firefighting in Health Care and Residential premises. They will have taken part in practical exercises involving search and rescue in heat and smoke and carried out evacuation procedures.
3. Student Group: Personnel from all departments of the Health Services. It should be noted that this course has no managerial content but concentrates on practical aspects of dealing with fire situations in health care premises.
4. Course Dates: (a) Monday 19 April to Friday 23 April 1993
(b) Monday 1 November to Friday 5 November 1993

Courses commence with lunch at 1200 hours on the Monday.
5. Syllabus: Technical 17½ periods of 55 mins

(a) Theory of Combustion, Causes of Smoke Travel, Search Procedures 5

(b) Means of Escape - Fire Precautions
Fire Routines and Drills - Casualty Handling 5

(c) Fire Alarms - Fire Extinguishers - Fixed Installations 4½

(d) Quiz 1

(e) Visiting Speaker - Fire Safety in Health Premises 2

<u>Practical</u>	12½ periods
(a) Use of Extinguishers	2
(b) Evacuation/Fire Drills - exercise	3
(c) Fire Alarm demonstration	½
(d) Fire Hazards - Search and Rescue exercises including in smoke	7
<u>General</u>	
(a) Course Introduction	
End of course discussion	
End of course procedures	3

MONDAY	TUESDAY 29 June 93	WEDNESDAY 30 June 93	THURSDAY 1 July 93	FRIDAY
	REST OF WEEK			
	0830	Building Regulations: Technical Standards Part D	Building Regulations: Technical Standards Part E	
	0925			
Health Board Fire Safety Officers	0925	Building Regulations: Technical Standards Part D	Building Regulations: Technical Standards Part E	
New Hospital and Health Care Premises: The Building Standards (Scotland) Regulations 1990	1035	Building Regulations: Technical Standards Part D	Building Regulations: Technical Standards Part E	
	1130			
	1130	Building Regulations: Technical Standards Part D	Building Regulations: Technical Standards Part E	
	1225			
	1330	Introduction to Course	Building Regulations: Technical Standards Part E	Visiting Speaker
	1425	Building Regs Tech Standards Part A	Technical Standards Part D	Senior Building Advisor Consolidations Part E
	1425	Building Regulations: Technical Standards Part A	Visiting Speaker L A Building Control Part A	" End of Course Discussion to 1545
	1520			
	1535	Building Regulations: Technical Standards Part A	Building Regulations: Technical Standards Part E	
	1630			
	1630	Building Regulations: Technical Standards Part A	Building Regulations: Technical Standards Part E	
	1725			

SCOTTISH FIRE SERVICE TRAINING SCHOOL

Health Board Fire Safety Officer Course

1. Title: New Hospitals and Health Care Premises; The Building Standards (Scotland) Regulations 1990.
2. Objectives: At the end of the course the student will:-
 1. Understand the application of the Building Standards (Scotland) Regulations 1990 in relation to health care premises.
 2. Have a working knowledge of the Technical Standards relating to Parts A - General, Part D - Structural Fire Precautions and Part E - Means of Escape in Case of Fire - of the regulations.
3. Student Group: Health Board Fire Safety Officers
4. Course Dates: Tuesday 29 June to Thursday 1 July 1993
The course will commence at 1330 hours on 29 June and end at 1545 hours on 1 July 1993
5. Syllabus:

Course Introductions	$\frac{1}{2}$
Building Standards (Scotland) Regulations Technical Standards Part A General	$3\frac{1}{2}$
Technical Standards Part D Structural Fire Precautions	5
Consolidation Part D, Visiting Speaker	1
Technical Standards Part E Means of Escape in Case of Fire	
Consolidation Part E, Visiting Speaker	$1\frac{1}{2}$
End of Course Discussion	$\frac{1}{2}$
TOTAL	<hr/> <u>18</u>
6. General: Rooms will be available from 1130 hours on 29 June and lunch will be served at 1230 hours.

SCOTTISH FIRE SERVICE TRAINING SCHOOL

Health Board Fire Safety Officers Course

1. Title: Existing Hospitals and Health Care Premises
 - (a) The Fire Precaution Act 1971
 - (b) Fire Precautions
2. Objectives: At the end of the course the student will:-
 1. Understand the requirements of the Fire Precautions Act 1971 for health premises and have a knowledge of the fire brigades application of the Act.
 2. Have a working knowledge of Firecode documents as they relate to existing health premises and in particular understand the application of HTM 86 "Assessing Fire Risks in Existing Hospital Wards".
 3. Have applied the Firecode advice on a case study.
3. Student Group: Health Board Fire Safety Officers
4. Course Dates: Tuesday 10 August to Thursday 12 August 1993

The course will commence at 1330 hours on 10 August 1993 and end at 1545 hours on 12 August
5. Syllabus:

	Periods
Course Introductions	$\frac{1}{2}$
Fire Safety in Health Building Policy and Principles	$1\frac{1}{2}$
Fire Precautions Act 1971	2
Fire Brigade application of FP Act 1971 Visiting Speaker	1
Existing Hospitals:-	
Fire Precautions: Draft Guide	1
Fire Alarms HTM 82	1
Fire Drills and Routines	1
Fire Practice Notes	1
Assessing risk in existing wards Visiting Speaker: HTM 86	3

5. continued/

Periods

Other Health Premises: Fire Precautions

Homes for Elderly

Residential Care Premises

Houses in Multiple Occupation

2

Case Study in Fire Precautions

Syndicate study and presentation

3½

End of course discussion

½

18

6. General:

Rooms will be available from 1130 hours on
10 August and lunch will be served at 1230 hours.

WEEK NO. 1

COURSE NO. Health Board Fire and Safety Officers Course

MONDAY	TUESDAY 29 June 93	WEDNESDAY 30 June 93	THURSDAY 1 July 93	FRIDAY
	REST OF WEEK			
0830	Fire Precautions in Existing Hospitals	Fire Precautions in Residential Care Premises, Homes for the elderly, and	Fire Precautions in Residential Care Premises, Homes for the elderly, and	
0925				
Health Board Fire Safety Officers				
0925	Fire Alarm Systems	Fire Alarm Systems	Houses in Multiple Occupation	
1020	HRM 82	HRM 82	Occupation	
1035	Existing Hospitals and Health Care Premises	Involvement of Fire Brigade - Certification	Case Study Syndicates	
1130	c) The Fire Precautions Act 1971	Brigade - Certification	Syndicates	
	b) Fire Precautions	Visiting Speaker		
1300		Fire Practice Notes	Case Study	
1330			Syndicates	
1330	Course Introduction	Assessing Fire Risk in existing wards: HM 86	Case Study Syndicates	
1425	Fire Safety in			
1425	Health Buildings	Assessing Fire Risk in existing wards: HTM 86	"	
1520	Policy and Principles Part A	Assessing Fire Risk in existing wards: HTM 86	End of Course Discussion to 1545	
1535	The Fire Precautions Act 1971	Assessing Fire Risk in existing wards: HTM 86		
1630	Visiting Speaker	Assessing Fire Risk in existing wards: HTM 86		
1630				
1630	The Fire Precautions Act 1971	Fire Drills and		
1725		Routines		

SCOTTISH FIRE SERVICE TRAINING SCHOOL

Firecode: 1 day Seminar Tuesday 7 September 1993

Aim: To provide a forum for senior health service personnel to consider the principles of Firecode and some aspects of its application in practice.

Target Population: Senior health service personnel, unit general manager, professional managers, senior technical staff.

Seminar Times: 0930 hours to 1630 hours Tuesday 7 September 1993

Outline of content:

- i. Overview of Firecode.
- ii. Practical applications of some aspects of Firecode:
 - (a) in existing buildings;
 - (b) in new buildings.
- iii. A Health Service Manager's perspective.
- iv. A Fire Service viewpoint on fire prevention in health care premises.
- v. Open Forum.