



THE SCOTTISH OFFICE

National Health Service in Scotland
Management Executive

NHS:
MEL(1994)14

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

FIRE TRAINING FOR NHS STAFF 1994

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. The training offered is:

- Five day courses on basic hospital fire safety.
- Three day workshops for specialist fire safety advisers.
- One day seminar for senior managers.

2. Two changes in the arrangements from earlier years should again be noted. The first is that NHS Trusts and Units, rather than Health Boards, are now responsible for nominations and that Management Development Group, rather than Estates Division, is 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 21 March.

Yours sincerely

H R McCALLUM
Director of Estates

25 February 1994

Addressees

For action:

Chief Executive and
Chief Executive
Designates, NHS Trusts

Unit General Managers

General Manager, State
Hospital

General Manager,
Common Services Agency

For information:
General Managers,
Health Boards

Commandant, Scottish
Fire Service Training
School

Director, Management
Development Group

Enquiries to:

Andrew McCreddie
Management Development
Group
Scottish Health
Service Centre
Crewe Road South
EDINBURGH
EH4 2LF

Tel: 031 332 2335
Fax: 031 315 2369

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ANNEX

FIRE TRAINING FOR NHS STAFF 1994

1. The Management Executive places the highest value on fire training for all NHS staff. If the 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 is reviewed each year in response to new legislation and guidance and to feedback on the content and style of courses.
3. This year, the Fire Precautions (Places of Work) Regulations are finally to be implemented and will have far reaching effects on fire safety practice and procedures, requiring risk assessment techniques to underwrite decisions and determine priorities in this and other matters effecting health and safety. Mastering these techniques will be given particular emphasis in the Three Day Workshops for Specialist Fire Safety Advisers. Also to be implemented this year is a new version of Firecode in Scotland - Policy and Principles, which requires, among others, the nomination of an Executive Director within each Trust or Unit, to be responsible directly to the Chief Executive or General Manager for fire safety. The One Day Seminar for Senior Managers should be "de rigueur" for these new nominees. Meanwhile, the well established Five Day Courses on Basic Hospital Fire Safety will continue to provide the practical training for health care staff, particularly the nominated officers (fire) and their deputies, who are expected to be the first to respond to an outbreak of fire and take command until the arrival of the brigade.
4. As in previous years, the review continues to show a mismatch, in the case of some Trusts/Units, between the numbers attending courses and the size and complexity of their estates. Chief Executives should themselves review and consider most carefully, the numbers of staff trained in fire safety at all levels and whether these are appropriate to developing needs and responsibilities. Attendances were poor last year and the One Day Seminar was cancelled due to lack of support. Difficulties may have been experienced in transferring responsibilities from Boards to Trusts and Units and setting up training places but procedures and personnel must now be in place, with time and finance set aside for the training of key staff in fire safety. It is doubtful if anyone in the chain of command could be excused if negligence were proved in any enquiry, following a fire in NHS premises.
5. 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 18 April	1430 hrs	Friday 22 April
Course 2	1200 hrs	Monday 31 October	1430 hrs	Friday 4 November

Three Day Workshops for Specialist Fire Safety Advisers

Workshop 1 1230 hrs Tuesday 28 June 1545 hrs Thursday 30 June
Workshop 2 1230 hrs Tuesday 9 August 1545 hrs Thursday 11 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 6 September

6. 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.

7. 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.

8. MDG will collate the submissions and if over-subscribed, 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.

9. 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.

10. A syllabus for each course and workshop is enclosed. That for the seminar will follow. Any further information may be obtained from MDG at the address and telephone number given.

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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 Service. 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 18 April to Friday 22 April 1994
 - (b) Monday 31 October to Friday 4 November 1994

Courses commence with lunch at 1200 hrs on the Monday.

5. Syllabus : **Technical** 18½ periods of 55 mins
 - (a) Theory of Combustion, Causes of Fire, Smoke Travel, Search Procedures 5
 - (b) Means of Escape - Fire Precautions
Fire Routines and Drills - Casualty Handling - Fire Teams 6
 - (c) Fire Alarms - Fire Extinguishers - Fixed Installations
 - (d) Quiz
 - (e) Visiting Speaker - Fire Safety in Health Premises

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Practical

12½ periods

- (a) Use of Extinguishers 2
- (b) Evacuation/Fire Drills - exercises 3
- (c) Fire Alarm demonstration ½
- (d) Fire Hazards - Search and Rescue exercises including in smoke 7

General

- (a) Course Introduction
End of Course Discussion
End of Course Procedures 4

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SCOTTISH FIRE SERVICE TRAINING SCHOOL

HEALTH BOARD SPECIALIST FIRE SAFETY ADVISORS 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:-
 - i. Understand the application of the Building Standards (Scotland) Regulations 1990 in relation to health care premises.
 - ii. 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 : Specialist Fire Safety Advisors
4. Course Dates : Tuesday 28 June to Thursday 30 June 1994

The course will commence at 1330 on 28 June and end at 1545 hrs on 30 June 1994.

5. Syllabus	:	Course Introduction	½
		Building Standards (Scotland) Regulations	3½
		Technical Standards Part A General	
		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	6
		Consolidation Part E, Visiting Speaker	1½
		End of Course Discussion	½
		Total	<u>18</u>

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6. General : Rooms will be available from 1130 on 28 June and lunch will be served at 1230 hrs.

SCOTTISH FIRE SERVICE TRAINING SCHOOL

HEALTH BOARD SPECIALIST FIRE SAFETY ADVISORS COURSE

1. Title : Existing Hospitals and Health Care Premises
- (a) The Fire Precautions Act 1971
- (b) Fire Precautions
2. Objectives : At the end of the course the student will:-
- i. Understand the requirements of the Fire Precautions Act 1971 for health premises and have a knowledge of the fire brigades application of the Act.
- ii. Have a working knowledge of Firecode documents as they relate to existing health premises and in particular understand the application of HTM 86 "Fire Risk Assessment in Hospitals".
3. Student Group : Specialist Fire Safety Advisors
4. Course Dates : Tuesday 9 August to Thursday 11 August 1994
- The course will commence at 1330 on 9 August and end at 1545 on 11 August.

Syllabus	Periods
Course Introduction	½
Fire Safety in Health Buildings Policy and Principles	1½
Fire Precautions Act 1971	2
Fire Brigade application of FP Act 1971 Visiting Speaker	1

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Existing Hospitals:-	Periods
Fire precautions in existing hospitals HTM 85	2
Fire Alarms HTM 82	1
Fire Drills and Routines	1
Fire Practice Notes	2
Risk Assessment	1
Visiting Speaker : HTM 86 Fire risk assessment in hospitals	4
 Other Health Premises : Fire Precautions	
Homes for Elderly Residential Care Premises Houses in Multiple Occupation	2
End of course discussion	½
	<u>18</u>

6. General : Rooms will be available from 1130 on 9 August and lunch will be served at 1230 hrs.

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