



# THE SCOTTISH OFFICE

## National Health Service in Scotland Management Executive

COMMON SERVICES AGENCY	
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NHS  
MEL(1994)35

St Andrew's House  
Edinburgh EH1 3DG

Telephone 031-244  
Fax 031-244 2683 2323

8 April 1994

### Addressees

#### For action:

Chief Executives, NHS  
Trusts

General Managers,  
Health Boards

General Manager, State  
Hospital

General Manager,  
Common Services Agency

For information:  
(without enclosures)

Unit General Managers

#### Enquiries to:

Miss J MacDougall  
Estates Division  
NHS Management  
Executive  
St Andrew's House  
Edinburgh  
EH1 3DG

Tel: 031-244-2075  
Fax: 031-244-2323

Dear Colleague

### FIRECODE IN SCOTLAND

#### Summary

1. Enclosed with this letter is a revised and updated version of FIRECODE IN SCOTLAND: Policy and Principles, together with two revised Health Technical Memoranda and two new Fire Practice Notes in the FIRECODE series of documents. "Policy and Principles" is the key document for management in implementing all aspects of fire safety in the NHS estate and takes effect from 1 May 1994. It also provides the context for all other documents published and still to be published.

#### Action

2. Chief Executives and other action addressees should continue to ensure that all statutory requirements relating to fire safety as set out in Chapter 4 of Policy and Principles are strictly observed; that the basic policy and guidance on the organisation and management of fire safety as set out in Chapter 3 of Policy and Principles continues to be observed in all premises for which they are responsible and that the principles underlying the more specialised and technical guidance contained in the other documents in the FIRECODE IN SCOTLAND series are applied in NHS premises.

3. Chief Executives etc are asked to bring the contents of FIRECODE IN SCOTLAND: Policy and Principles to the attention of executive directors/senior executives, Nominated officers (Fire) and to other staff as may be necessary. "Policy and Principles" may be freely copied as required, additional copies of the other publications may be purchased from HMSO.

#### Further Information

4. FIRECODE IN SCOTLAND: Policy and Principles: (ISBN 0-7480-0975-2) revises and updates the key elements of policy guidance previously contained in "Fire Safety: Policy and Principles for Health Building in Scotland issued under SHHD/DGM (1988)61.

5. "Firecode Health Technical Memorandum 83 Fire safety in healthcare premises - General fire precautions." (ISBN 0-11-321725-0) supersedes that published in 1982 and in particular, draws attention to the key role of management in devising and implementing policies and programmes for dealing with the life-threatening situations presented by fire in an extremely vulnerable environment, and for ensuring that staff at all levels receive appropriate and regular training in fire safety and evacuation procedures. The guidance in this document takes effect from 1 May 1994. HTM 83 is an essential element of Firecode in Scotland, and should be used by all those with a responsibility for fire safety on NHS premises.

6. "Firecode Health Technical Memorandum 87 Textiles and furniture" (ISBN 0-11-321636-X) supersedes that published in 1989. The guidance it contains is now more concise, with an emphasis on the management of risk. Performance levels have been brought into line with expected European Standards and references to British Standards has been updated. The guidance in this document takes effect from 1 May 1994. HTM 87 forms an essential element of Firecode in Scotland and should be used by all those with a responsibility for fire safety, the supply and purchasing of textiles and furniture for healthcare premises, and those responsible for laundering and cleaning.

7. "Firecode Fire Practice Note 4 Hospital main kitchens" (ISBN 0-11-321713-7) provides general and technical guidance relating to the additional fire precautions for new and existing main kitchens on hospital premises. FPN 4 forms an essential element of Firecode in Scotland, and should be used from 1 May 1994 by all those with a responsibility for fire safety on NHS premises.

8. "Firecode Fire Practice Note 6 Arson prevention and control in NHS healthcare premises" (ISBN 0-11-321712-9) has been prepared with the assistance of the Arson Prevention Bureau and provides guidance in respect of additional fire and other safety precautions which may be necessary to prevent, control and detect arson in NHS premises. FPN 6 forms an essential element of Firecode in Scotland, and should be used from 1 May 1994 by all those with a responsibility for fire safety on NHS premises.

9. Addressees will wish to be aware of the imminent publication of HTMs 85 86 which are mentioned in "Policy and Principles" and will play a large part, under new legislation, in assessing fire risk and obtaining certification etc. These will be issued as soon as available and will complete the current set of technical and specialist guidance.

Yours sincerely



H R McCALLUM  
Director of Estates