

## ESTATES HSE WEST

Audit Date: 6<sup>th</sup> May 2009  
 Audited Procedure: 204 fire and Safety Training Revision 0 March 2005  
 Auditor: Louise Naughton  
 Auditee: Niamh Mooney & Bernard Ryan

ref	Question	answer	Nc/obs	Action planned By whom expected completion date	Closed out date and verification details
1.	<p>Review- The Fire &amp; Safety Officer has the responsibility to alert personnel to possible fire dangers and makes adjustments to control them; through the use of Risk Assessments carried out by him/her or by independent assessors. He/ she must also attend training courses and then ensure that instruction and training is given to management and staff and must also keep a written record of staff attendance at training.</p>				
2.	<p>Review – While it is the responsibility of the Fire &amp; Safety Officer to organise training, it is the responsibility of the Line Managers to ensure that staff, under their control, attend the training sessions, Fire and</p>				

	Safety Lectures, participate in Drills and Exercises and any other activities organised by the Fire and Safety Officer or his/ her assistants.				
3.	Review – Also the responsibility for individual premises is delegated to a person. This person has control over the premises and is responsible for the management of fire safety and for ensuring, so far as is reasonably practicable, the safety of persons on the premises in the event of fire. Within the Executive this person is referred to as the ‘Responsible Person’ in charge of each premises				
4.	Each Responsible Person with overall responsibility for a hospital or Health Board site is required to maintain a Fire Register, which forms a comprehensive record of all fire safety matters for the premises. It should be kept up to date and contain the following information <ul style="list-style-type: none"> <li>• The name of the person in charge,</li> <li>• Details of specific fire safety duties that have been assigned to specific staff members,</li> <li>• Records of instruction and training given to staff and by whom,</li> <li>• Records of each fire and</li> </ul>				

	<p>evacuation drill,</p> <ul style="list-style-type: none"> <li>• Details of the fire protection equipment [alarm, emergency lighting and extinguishers] in the premises,</li> <li>• Records of inspection and testing of fire protection equipment and systems,</li> </ul> <p>Records of fire incidents and false alarms that occur</p>				
5.	<p>Fire Plan. Each Department/Work Area should have a specific set of procedures to be followed in case of fire. These should be documented in the Departmental Safety Statement and displayed prominently on Fire Notices within the premises.</p>				
6.	<p>Training - Review  Training/ instruction is to take place at the induction stage and at periodic intervals thereafter. Each staff member should attend at least some training every 12 months and should participant in drills and exercises when they occur. Fire extinguisher training should be attended at least once every three years. Also all staff should have a Health Service Executive-Fire and Safety Handbook, and staff should be familiar with its contents.</p>				

	Finally staff seeking advice concerning the safety of any work practice should contact their immediate supervisor, who should in turn contact the Fire and Safety Officer.				
7.	Read and review the procedure are there other issues with the procedure.	No Reference are made to Technical Services.			