West London Mental Health NHS
NHS Trust

We care to make the difference

Board: Summary Report

Date of Board meeting: 26th January 2011

Title of report: Provision of the Annual Statement of Fire Safety

Title of director: Director of Finance and Information

Paper number: WL1971

☑ **For decision** ☐ **For discussion** ☐ **For information**

Purpose of the report:

This a decision paper for the Board to enable the Chief Executive to sign the Annual Fire Certificate.

Action required:

The Board is asked to note the current position of fire safety management within the Trust and to approve the Annual Statement of Fire Safety and action plan to improve compliance.

Summary of key issues

- The review and reporting of WLMHT Fire Safety Management in 2010
- The approval of the Annual Certificate of Fire Safety to the Department of Health.

Relationship with the Assurance Framework (Risks, Controls, and Assurance):

CO1 To further develop and measure safe and high quality care

Care Quality Commission Registration Regulations:

Regulation 15: Safety and suitability of premises

Summary of Financial and Legal Implications:

None specific

Equality & Diversity and Public & Patient Involvement Implications:

None specific

ENCLOSURE H
Paper WL1971

WEST LONDON MENTAL HEALTH NHS TRUST

PROVISION OF THE ANNUAL STATEMENT OF FIRE SAFETY

A REPORT FROM THE DIRECTOR OF FINANCE AND INFORMATION

1 PURPOSE

1.1 This paper sets out the background to the proposed statement to be submitted to the Department of Health for the Annual Statement of Fire Safety Management 2010.

1.2 The Board is asked to note the current position of fire safety management within the Trust and the proposed improvements to the management of fire safety in 2011, and to approve the Annual Statement of Fire Safety Management 2010, supported by an annual action plan to allow the Trust to declare compliance against Firecode.

2 REVIEW & REPORTING OF FIRE SAFETY

2.1 The management of fire safety in Trust premises was reviewed twice by the Estates & Facilities Department in 2010. These reviews were submitted for governance purposes to the Quality and Risk Committee in June and December 2010. Following in-depth discussion at both Quality & Risk Committee meetings, the Committee is supportive of the declaration of compliance with assurance given through the attached action plan; fire risk assessment plan 2011 and, the annual fire safety training schedule for the Trust. (Appendices A, B & C)

2.2 The action plans prepared as a consequence of these reviews were noted and approved by the Q&R Committee.

2.3 The Trust's Internal Auditors undertook 2 audits of fire safety in the Trust in 2009 with a follow up audit in March 2010. The recommendations of these audits were incorporated in the regular Fire Safety Management Reviews undertaken as part of the management of fire safety.

2.4 As part of audit governance of the service, the outcome of these audits was reported to the Trust's Audit Committee.

3 ANNUAL STATEMENT OF FIRE SAFETY

3.1 The Trust is required to provide an Annual Statement of Fire Safety with regards to its premises. This statement is authorised and signed by the Chief Executive and returned to the Department of Health stating either compliance or non-compliance to the policy statement.

3.2 The Annual Statement of Fire Safety was discussed at the Quality & Risk Committee in December 2010 and following a further action plan supporting evidence being provided to the Committee, the Quality & Risk recommendation is to support a positive declaration.

3.3 The Trust has previously declared compliance with the questions set out in the Annual Statement of Fire Safety, except for compliance with Firecode. The reason for declaring non-compliance with Firecode in 2009 was due to the fact that the Trust did not have a robust action plan in place to mitigate fire safety risks. In previous years the Trust has not stated that it achieves compliance with the Department of Health Fire Safety Policy contained in HTM 05-01 due to a lack of:

a) a fire strategy document as recommended in HTM 05:01 and the Trust's internal audit recommendations;
b) the appointment of a Fire Safety Manager;
c) adequate and appropriate fire safety training and;
d) a suitable and sufficient programme of fire risk assessments.

All of which are now in place in the Trust.

3.4 The Quality and Risk Committee has considered the Review of Fire Safety Management and noted the progress made in the level of compliance on the management of fire safety by the Trust. The Committee has therefore confirmed their support to the recommendation that the Trust declares compliance with the assurance questions posed in the 2010 Annual Statement of Fire Safety, supported by a robust action plan (See Appendix A).

3.5 A copy of the Annual Statement is attached for information.

4 RECOMMENDATIONS

4.1 The Board is asked:

- **To note that the review of fire safety has been considered in detail by the Quality and Risk Committee to determine the level of assurance;**
- **To support the Chief Executive Officer in approving a compliant declaration of the Annual Statement of Fire Safety 2010 for West London Mental Health NHS Trust.**

App A Trust Fire Safety Managment A

App B Fire Risk Assessments Plan 20

App C WLMHT Mandatory Fire traini

App D Annual Statement of Fire Saf

Barbara Byrne
Director of Finance & Information
(Executive Director Responsible for Fire Safety)
January 2011

Barbara Wood
Director of Estates & Facilities