

HYWEL DDA UNIVERSITY HEALTH BOARD

Appendix A – Training Needs Analysis for Fire Safety

Fire Safety Training will be delivered throughout the Health Board in the following way. This is to ensure consistency in the quality and effectiveness of the training on a corporate basis.

Training	Who Should Attend?	Brief description of course	Competency Assessed	Approx. Duration	Course Facilitator	Update Required	Comments
Level 0 – Induction. MANDATED	All new staff joining the Health Board	A face to face lecture will be given at the induction session. This will be carried out either by the fire safety advisors or fire safety trainer. The course content will be determined by the audience attending. Level 1 or Level 2.	Y- Random questions as part of session	1.0 to 1.5 Hours	Fire Safety Advisor/Fire Safety Trainer – Supported by Learning Development.	This is dependent upon staff roles in the HB and what category of training staff are assigned to. Staff must ensure they attend the appropriate session and that training is kept up to date.	All bookings through the Staff Development Training Programme.
Level 1 – General Fire Safety Training MANDATED	All Employees, who do not work within a clinical in patient workplace and who would not routinely be expected to assist with patient evacuation	A face to face lecture giving an awareness of General Fire Safety procedures. Training items to include: <ol style="list-style-type: none"> 1. Common causes of fire. 2. Fire Triangle. 3. What to do on discovering a fire. 4. How to raise the alarm. 5. Alarm sounds. 6. Types of firefighting equipment. (Please note there is no practical element in this session).	Y- Questions will be included at end of training session.	1.0 to 1.5 Hours	Health Board Fire Safety Support Officer or Fire Safety Advisers if required	Biennially – delivered by the Fire Safety Support Officer Note. The on line e- learning module can also be accessed to support this learning if required, but it is not mandated. There is no competency issued for e-learning	To book onto this session please see dates and booking details on the Learning and Development prospectus page here. http://howis.wales.nhs.uk/sitesplus/862/page/43236 This training can take place either at the place of work or at a suitable alternative venue if required. This training will only be delivered where there are more than 5 participants. A series of drop in sessions will also be programmed throughout the year (where there is availability), the dates of these will be available on the L&D website. Bookings can be made with the fire safety advisor or fire safety support officer.
Level 2 - Advanced Fire Safety Training MANDATED	Staff who work within an in-patient area and / or staff that will be expected to assist with patients during an evacuation. (This will include staff from departments	An advanced face to face training session, which also covers elements of Level 1 training. Training items to include. <ol style="list-style-type: none"> 1. Importance of fire compartmentation. 2. Evacuation principles/strategies. 3. Bariatric or Plus Size Patients. 4. Practical use of evacuation aids. This is workplace specific fire safety	Y- Questions will be included at end of training session.	1.0 to 1.5 Hours	Health Board Fire Safety Advisers	Annually – delivered by the Fire Safety Advisor Note. The on line e- learning module can also be accessed to support this learning if required, but it is not mandated.	To book onto this session please see dates and booking details on the Learning and Development prospectus page here. http://howis.wales.nhs.uk/sitesplus/862/page/43236 This training ideally should take place at the place of work or if required a suitable alternative venue can be used. This training will only be delivered where there are more than 5 participants. It is important that all training records are retained

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	such as OPD, x-ray and physio and Doctors etc.)	training. (Practical ward evacuation techniques in accordance with the specific fire evacuation strategies will also be covered)				There is no competency issued for e-learning	by departmental managers (ward managers) for inspection by the Fire Safety Team or Fire Brigade. Note: Staff who are assigned to this category of training will not be expected to undertake the Level 1 training.
Level 3 - Advanced Specific Fire Safety Training MANDATED	Staff who have been designated with a specific role to play for fire safety (excluding wardens)	An advanced face to face training session, which also covers elements of Level 1 and Level 2 training. Training will be specific and will involve practical demonstrations covering a range of activities for staff as identified below <ol style="list-style-type: none"> 1. Members of the fire response team. 2. Key Estates staff – Boiler man/Duty Electricians and other operational staff. 3. Incident recording staff. 4. Specific Kitchen staff. 5. Porter training / lift operating. 	Y- Questions will be included at end of training session.	3.0 Hours min	Health Board Fire Safety Advisers	Annually Note. The on line e- learning module can also be accessed to support this learning if required, but it is not mandated. There is no competency issued for e-learning	To book onto this session please see dates and booking details on the Learning and Development prospectus page here. http://howis.wales.nhs.uk/sitesplus/862/page/43236 The FSA will also be responsible for co-ordinating and arranging the bookings for this category of training for the sites they are responsible for to ensure staff are trained. Note: Staff who are assigned to this category of training will not be expected to undertake the Level 1 or Level 2 training.
Level 4 Fire Safety Warden Training MANDATED	Staff who have been designated as Fire Safety Wardens for their department for the HB	A specific face to face training session, which aims to cover the core principles of a fire safety warden role. Staff will be provided with all the necessary information to become a warden for their department. The course will cover the following: <ol style="list-style-type: none"> 1. To help in the management of fire. 2. To act as the eyes and ears of the department. 3. To monitor fire safety at all times and regularly assess your workplace (using the standard HB check sheet) 4. Actively adopt good fire safety principles at all times. 5. Be aware of significant changes in your workplace. 6. Take swift action for 	Y- Questions will be included at end of training session.	3.0 Hours min	Health Board Fire Safety Advisers/Fire Safety Support Officer	Annually Note. The on line e- learning module can also be accessed to support this learning if required, but it is not mandated. There is no competency issued for e-learning	To book onto this session please see dates and booking details on the Learning and Development prospectus page here. http://howis.wales.nhs.uk/sitesplus/862/page/43236 Departmental managers will be expected to nominate staff as fire safety wardens within their departments. The HB must hold a register of all fire wardens. Note: Staff who are assigned to this category of training will not be expected to undertake the Level 1, 2 or 3 training.

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		<p>evacuation when necessary.</p> <p>7. Understand the various types of evacuation equipment.</p> <p>8. Report issues and concerns to management and Estates.</p> <p>9. Practical use of firefighting and evacuation equipment</p>					
<p>Level 5 Managers Training</p> <p>MANDATED</p>	<p>Principal and Senior Managers, Site Managers and Senior Departmental Managers at 8B and above.</p>	<p>A specific face to face training session specifically for site managers/senior departmental managers who are 8B and above. This session is designed to raise the awareness of responsibilities that managers have for fire safety as identified by the Regulatory Reform Fire Safety Order (2005).</p> <ol style="list-style-type: none"> 1. The role of the responsible person and what this means. 2. Looking at our fire safety policy and our management arrangements 3. Understanding our training needs analysis 4. The importance of effective co-ordination and communication. 5. Looking at appropriate measures to reduce and minimise risk. 	<p>Y- Questions will be included at end of training session.</p>	<p>2.0 Hours min</p>	<p>Health Board Fire Safety Support Officer or other member of the fire safety team</p>	<p>Triennially</p> <p>This must be attended by managers who have direct control of staff and who have a departmental or premises management responsibility.</p> <p>Note.</p> <p>The on line e- learning module can also be accessed to support this learning if required, but it is not mandated</p> <p>There is no competency issued for e-learning</p>	<p>To book onto this session please see dates and booking details on the Learning and Development prospectus page here. http://howis.wales.nhs.uk/sitesplus/862/page/43236</p> <p>Note: Staff who are assigned to this category of training will also be expected to undertake their usual training depending upon where they work in the HB (i.e. Level 1 or Level 2).</p>