

# Core brief

## Daily update

(29 November 2023, 2.50pm)

Topics in this Core Brief:

- Ward-Based Fire Safety Orientation Training Audit

## Ward-Based Fire Safety Orientation Training Audit

### Are you up to date?

Highly trained staff are an important part of NHSGGC's strategic approach to fire safety prevention and the safe evacuation of staff and service users within NHSGGC's premises. While all staff are required to complete online annual fire training, those who are **ward-based** are also required to complete additional fire safety orientation training.

This training is designed to support staff with transferring the online Fire Awareness Training to their normal workplace environment. This training is known as Ward-Based Fire Safety Orientation Training (WBFSOT).

The WBFSOT training covers several ward-specific challenges with regard to fire and evacuation. It is designed to assist staff with:

1. A full understanding of the wards evacuation procedures, and the Emergency Fire Action Plan (EFAP).
2. Identifying that patients play no part in the evacuation procedure of wards. Therefore staff are required to assess the requirements of patients in the event of an evacuation, e.g. will the patient need assistance or guidance in the event of an evacuation?
3. Awareness of their required actions in the event of a fire alarm activation, or on discovery of a fire.

### Record Keeping

- The Ward-Based Fire Safety Orientation Training is recorded with records retained by ward managers.
- As part of the recording system, NHSGGC's Fire Safety team will conduct periodic audits to ensure that all training is being maintained, highlight deficiencies and identify if additional support is required.

**In consideration of the above points it is intended to complete a Full WBFSOT Audit of all Wards commencing in Quarter 4, (1 January 2024 - 31 March 2024).**

To assist managers, a standard pro forma spreadsheet will be provided. It is requested that Ward Managers target the training over the next few months and ensure all training is up to date. As stated above, guidance and support are available if required.

**The Audit will identify:**

1. How many staff work on the ward?
2. How many have completed their annual WBFSOT?
3. Were applicable, the reason why staff may not have completed training, e.g. long-term sickness, transferred, etc?

**It is requested that Ward Managers target the training to ensure all staff are fully aware of their duties and responsibilities in the event of a fire alarm actuation, discovery of a fire, and possible evacuation, etc.**

All information with regards to WBFSOT is included in NHSGGC's Fire Policy, plus further support, advice and assistance is available by contacting the nominated Fire Officer for your area.

**Remember, for all your latest news stories, visit our new Staffnet Hub:  
[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)**

If something isn't right, let's talk about...  
**Whistleblowing**



**Whistleblowing**

This is a way you can formally raise concerns about an issue that is in the public interest, such as patient safety or suspected malpractice.

You can find out more information about the whistleblowing

process by visiting National Whistleblowing Standards | INWO ([spsa.org.uk](http://spsa.org.uk)).

To submit a formal whistleblowing concern, please email [ggc.whistleblowing@ggc.scot.nhs.uk](mailto:ggc.whistleblowing@ggc.scot.nhs.uk).



\*\*\*Staff are reminded to make sure their [personal contact details are up to date on eESS](#).\*\*\*

**It is important to share Core Brief with colleagues who do not have access to a computer.  
A full archive of printable PDFs are available on [website](#)**