



PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	04 March 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety Management Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Rob Elliott, Director of Estates, Facilities and Capital Management

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report provides an update to the Health and Safety Committee (HSC) regarding progress in managing the following areas of Fire Safety:

- Fire Enforcement Notices (FENs)/Letters of Fire Safety Matters (LoFSM)
- Fire Safety Management

Cefndir / Background

The HSC will recall previous updates on each of the above. This report provides an update on progress on each of these areas since the previous HSC Meeting held on 8 January 2024.

Asesiad / Assessment

1. Fire Enforcement Notices (FENs)/Letters of Fire Safety Matters (LoFSMs)

1.1 Withybush General Hospital (WGH)

Phase 1

The final account work on Phase (Ph) 1 is now concluding, noting that we have received £6.4m to support the increased costs on this Phase.

As the FEN has now been lifted and the remaining issues on this Phase are in the respect of financial management, this will now be removed from future reports.

Phase 2

All departments/ ward areas/ risk rooms **(FEN KS/890/04) (Current date - April 2025).**

Formal notification has now received from the Mid and West Wales Fire and Rescue Service (MWWFRS) that they agree to the proposed scope of work set out by Hywel Dda University Health Board (HDdUHB). This was significantly supported during the process by NHS Wales Shared Services Partnership (NWSSP) Senior Fire Safety Advisor. The HDdUHB have also kept Welsh Government (WG) Capital Estates Teams fully briefed on the progress of this work.

The Business Justification Case (BJC) is nearing completion with a planned submission to the Strategic Development and Operational Delivery Committee (SDODC) Meeting on 29 February 2024. Subject to support, this will be considered at Board level on 28 March 2024. This would indicate a submission to WG of early April 2024.

Subject to this programme being approved and allowing for normal WG scrutiny we could potentially commence work circa July/August 2024.

Following a review of the Phase 1 programme WG wish us to review the procurement approach for this phase. We are expecting this work to be undertaken as part of the scrutiny process following the submission of the BJC to WG. Initial discussions with NWSSP-SES indicate that it is likely WG will require the value for money of this Phase 2 work to be tested using a revised framework and contractual approach. Until we have the formal workshops with WG we are not able to indicate a firm timeline for this, but it could mean a circa 3/4-month work programme following submission before we receive Ministerial approval for the Capital works to proceed.

We have already agreed with the Senior Fire Safety Advisor from NWSSP that we will jointly meet with MWWFRS to explain this situation and to reassure on the continued commitment of the HDdUHB and WG to complete the works as planned.

Decant Arrangements to Support Phase 2 Work

As noted at the previous Committee this project is fully approved to proceed in the sum of £8.313m.

The completion date has been reviewed due to some delays in the contractor's programme. We do have confidence now that handover to the HDdUHB will occur circa. mid-March 2024.

1.2 Glangwili Hospital (GGH)

Phase 1

All remaining horizontal escape routes at GGH (**FEN KS/890/08 Completion Date July 2022**) (**Currently extended to 31 July 2024**).

The HDdUHB has now received an updated programme from the supply chain partner which confirms a completion date at the end of November 2024. The programme is currently being reviewed by the Project Management Team for completeness and acceptance.

The MWWFRS have now formally extended the FEN to 31 July 2024. Further extensions will be necessary, and we will work closely with MWWFRS to manage this process as the works proceed.

MWWFRS regularly visit the works in progress and are fully satisfied with the current status and regular dialogue which is continued while work proceeds.

Phase 2

All departments/ ward areas/ risk rooms (**FEN KS/890/09**) (**Current date August 2024**)
(**Currently extended to 30 June 2025**)

As we are now clear on the agreement at WGH on the proposed scope of works. We are now undertaking a similar exercise on GGH and discussing this closely with MWWFRS.

In addition, we are now commencing the Phase 2 BJC development at GGH in line with this assumption. We will be limited as to how far we can go with this work until we receive a formal approval from MWWFRS.

The MWWFRS have now formally extended the FEN to 30 June 2025. Further extensions will be necessary, and we will work closely with MWWFRS to manage this process as the works proceed.

MWWFRS are fully aware of the overall programme for GGH and are in support of the revised programme dates presented to them in our submission on 10 November 2023.

Noting the value for money check being requested on Phase 2 at WGH we expect a similar requirement on Phase 2 GGH. We will be discussing how best to approach that with NWSSP in advance of this BJC being completed and will involve MWWFRS at each stage of this process.

Further updates on likely programme times for this BJC will be available as part of future Committee papers.

1.3 Additional Letters of Fire Safety Matters

➤ **Bronglais Hospital (BGH) Main Building**

There is no update from the previous report in January 2024.

- The current revised letters issued dated 31 August 2022.
- The LoFSMs have a significant number of requirements, however there is no FEN action placed on HDdUHB for BGH.

As noted previously the BGH phased programme is contained fully in the briefing presented to MWWFRS on 10 November 2023. This has now been formally supported by MWWFRS. Further updates on a BJC programme for BGH will follow in future Committee briefings.

➤ **Prince Philip Hospital (PPH)**

There is no update from the previous report in January 2024.

- All priority work including the independent quality review has now been completed.
- Future investment plans for this site are as follows:
 - The initial stage of Estates and Facilities Advisory Board (EFAB) funding will commence in April 2023 and will continue into the following financial year completing in March 2025 (£411k and £733k respectively)
 - The final stage of Business Case development for the remaining work beyond 2025 will require a BJC to be submitted. A review of the timeline of this is currently underway and whether a PBC is required in advance of a BJC.
- All of the above currently remains on programme.

➤ **South Pembrokeshire Hospital (SPH)**

There is no update from the previous report in January 2024.

- A LoFSM has been received for SPH which was included in the bidding process for EFAB funding.
- This bid was fully approved, and there is now an established 2 Year programme covering 2023/24 and 2024/25 to address all requirements of the LoFSM. EFAB funding approved at £318k and £485k respectively for the 2 Year Programme
- All of the above currently remains on programme.

1. Fire Safety Management Update

1.1 Fire Risk Assessments (FRAs)

As of 1 February 2024, there are 0 overdue FRAs. A further 13 FRAs come online (up to 25 May 2024) as identified on the NWSSP-SES system dashboard.

1.2 Boris Fire Risk Assessment Management System

All FRAs are in the process of being transferred to the new Boris system. Currently 283 Fire Risk Assessments out of a total of 364 have been undertaken and transferred this equates to 78% of all FRAs (71.15% previously reported).

The original intention was to complete all transfers by Summer 2023. The resource needed to move across to the new system has impacted on the progress against this target. We are endeavouring to transition fully to the new system as soon as is possible.

It is important to be clear that this does not pose a risk to the HDdUHB as all FRAs are up to date and it is only the transition to the new system which is now slightly delayed.

1.3 Fire Safety Training

Performance, in terms of delivery of fire safety training, is identified in tables below.

Table as of 23 October 2023

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	12,163	12,163	10,224	84.06%
100 LOCAL Fire Safety Level 2 - 1 Year General	5,668	5,668	3,296	58.15%
100 LOCAL Fire Safety Level 3 - 1 Year General	176	176	115	65.34%

Table as of 24 November 2023

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	12257	12257	10283	83.89%
100 LOCAL Fire Safety Level 2 - 1 Year General	5711	5711	3160	55.33%
100 LOCAL Fire Safety Level 3 - 1 Year General	159	159	122	76.73%

Table as of 1 February 2024

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	12295	12295	10453	85.02%
100 LOCAL Fire Safety Level 2 - 1 Year General	5716	5716	3404	59.55%
100 LOCAL Fire Safety Level 3 - 1 Year General	153	153	135	88.24%

As noted above:

- Level 1 fire safety training remains steady at circa 85%.
- Level 2 fire safety training has increased by circa 4.22% since the last report. Significant review has been undertaken on this area of fire training and plans are in place to bring this to the 85% compliance level by the end of the first Quarter 2024/25. In addition to this L2 training will be escalated to the Operational Planning, Governance and Performance (OPGP) Meeting so that full scrutiny can be given.

(Level 2 training covers all clinical staff that work with or have direct contact with in-patient and out-patient facilities. As noted later in this paper we understand the pressure of clinical teams to attend training during such challenging periods.)

- Note: The MWWFRS consideration of reduced scope of works at WGH (and potentially, in future GGH) will require the HDdUHB to demonstrate achievement of the 85% Fire Training Targets on the above 3 Levels as a key requirement of their support.
- Level 3 fire safety training (Fire Response Team members) has increased by circa 11.5% since the last report. The majority of these staff are within the Facilities operational teams and the action plan implemented is showing that progress is being made.
- Level 4 fire warden training – 6 sessions facilitated by an external accredited contractor have taken place with a total number of 92 volunteers being trained. Following a new drive to encourage volunteers to come forward, a further 30 names have been received. Sessions will be booked shortly for these staff to attend.
- Level 5 senior staff training (Band 8B & above) – 222 staff have already attended the training out of a possible 244. This equates to circa 91% uptake.

Confidence remains that the required capacity for training within HDdUHB is in place and additional sessions are being delivered on a flexible basis now to continue to support the improvement in L2 training statistics.

1.4 Unwanted Fire Signals (UwFS)

Attached at Appendix 1 is a full report on UwFS's throughout the HDdUHB for the period 29 November 2023 to 2 February 2024. Any sites not listed have had no false alarms within the reporting period.

Argymhelliad / Recommendation

The Health and Safety Committee is asked to:

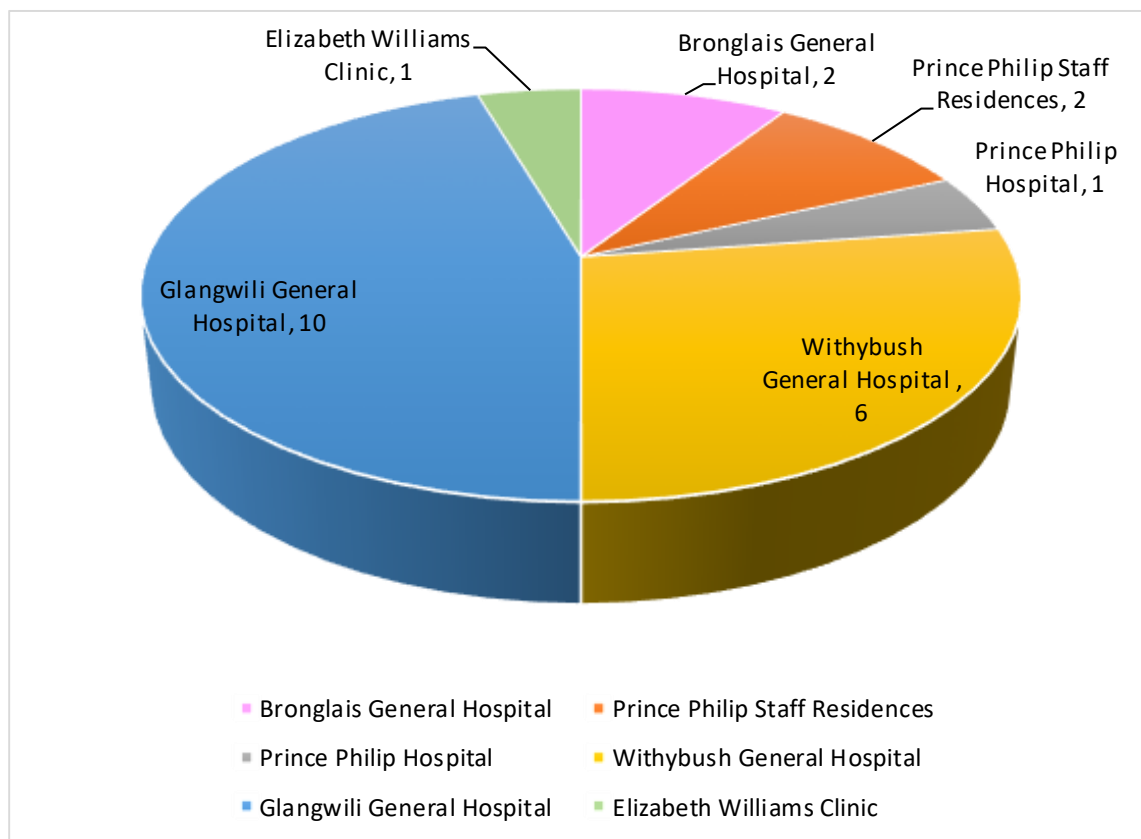
- Acknowledge and take assurance from the content of this report and the work achieved to strengthen Fire Safety Compliance.
- Note that further updates will be presented at future Health & Safety Committee meetings.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.11 Ensure reports and factual information from external regulatory agencies are acted upon within achievable timescales.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Estates and Facilities Risk No 813 Score 15
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	2. Safe Care 1. Staying Healthy 3. Effective Care
Amcanion Strategol y BIP: UHB Strategic Objectives:	5. Safe sustainable, accessible and kind care 4. The best health and wellbeing for our individuals, families and communities
Amcanion Cynllunio Planning Objectives	2a Staff health and wellbeing 5a Estates Strategies 7a Population Health
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	MWWFRS and extensive site-based survey information.
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd lechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Not Applicable

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Funding sought from Welsh Government.
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Delivering a safe working environment
Risg: Risk:	Estates and Facilities Risk No 813
Cyfreithiol: Legal:	Potential for legal challenge if HDdUHB does not comply with requirements of Fire Enforcement Notices.
Enw Da: Reputational:	Potential for legal challenge if HDdUHB does not comply with requirements of Fire Enforcement Notices.
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Comparison of Fire Incidents and Unwanted Fire Signals (UwFS) on a site-by-site basis for the period 29 November 2023 to 02ⁿFebruary 2024 (inclusive)



Standard Report

Comparison of Fire Incidents and UwFS on a site-by-site basis, for the period 29 November 2023 to 2 February 2024 (inclusive).

22 incidents found

Site	Fire	UwFS
Bronglais Hospital	0	6
Glangwili Hospital	0	10
Elizabeth Williams Clinic	0	1
Prince Philip Hospital	0	1
Prince Philip Residences	0	2
Withybush Hospital	0	6

**UwFS incidents
between 29/11/2023 and 02/02/2024 inclusive
Site: Bronglais Hospital**

Item	Value	%
Smoking	1	50.0%
System Fault	1	50.0%
Grand total	2	100%

**UwFS incidents
between 29/11/2023 and 02/02/2024 inclusive
Site: Elizabeth Williams Clinic**

Item	Value	%
System procedure not complied with	1	100%
Grand total	1	100%

**UwFS incidents
between 29/11/2023 and 02/02/2024 inclusive
Site: Glangwili Hospital**

Item	Value	%
System fault	2	20%
Other environmental effect	3	30%
Manual Call Point (MCP) broken by accidental impact	4	40%
MCP good intent activation	1	10%
Grand total	10	100%

**UwFS incidents
between 29/11/2023 and 02/02/2024 inclusive
Site: Prince Philip Hospital**

Item	Value	%
Other environmental effect	1	100%
Grand total	1	100%

**UwFS incidents
between 29/11/2023 and 02/02/2024 inclusive
Site: Prince Philip Hospital Residences**

Item	Value	%
Cooking fumes	2	100%
Grand total	2	100%

**UwFS incidents
between 29/11/2023 and 02/02/2024 inclusive
Site: Withybush Hospital**

Item	Value	%
MCP good intent activation	1	16.7%
Other environmental effect	1	16.7%
Management procedure not followed	1	16.7%
System Procedures not followed	1	16.7%
Cooking fumes	1	16.7%
System fault	1	16.7%
Grand total	6	100%

- Other environmental effect activations – steam, wrong detector type setting etc
- Management procedures not followed – cooking outside permitted area
- System procedures not followed – testing of alarms on a non- testing day