



HEALTH & SAFETY COMMITTEE PWYLLGOR IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	13 September 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Update on Fire Safety Management
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 & Safety Committee (HSC) regarding progress in managing the following areas of fire safety:

- Fire Enforcement Notices (FEN)/Letters of Fire Safety Matters (LoFSM).
- Fire Safety Management.
- Fire Safety Governance.

Cefndir / Background

The HSC will recall previous updates concerning each of the above reports. This report provides an update on progress on each of these areas since the previous meeting held on 6th July 2021.

Asesiad / Assessment

1. Fire Enforcement Notices/Letters of Fire Safety Matters

1.1 Withybush General Hospital (WGH)

- **Advanced works** – Vertical escape routes at WGH and priority work at St Caradog Ward. (KS/890/02 and LoFSMs dated 12th January 2021).

As confirmed at the previous HSC meeting, this work had been programmed to be completed by 20th August 2021.

However, the 3rd Party Accredited Installation Contractor has experienced significant supply chain delivery issues in regard to fire doors. This has resulted in a requirement to re-programme this work which will now be completed on 22nd September 2021.

The revision to the completion date has been agreed with the Mid and West Wales Fire and Rescue Service (MWWFRS).

- **Phase 1** – All remaining horizontal escape routes at WGH, all remaining work at St Caradog and St Non (mental health in-patient properties), all work at Kensington, St Thomas, Springfield, Sealyham and Pembroke County Blocks (residential/office accommodation) (**FEN KS/890/03, FEN KS/890/05 and LOFSM dated 12th January 2021**).

This project commenced on site on 21st June 2021 and works are currently progressing well. The contractor is indicating a potential 3-4 week delay at present, however the Major Capital Project Team is attempting to mitigate this delay by re-programming future phases of work over the next circa 12 months. The MWWFRS is being kept fully informed of progress and is working with Hywel Dda University Health Board (HDdUHB) in agreeing technical design solutions as the works proceed.

It is currently anticipated that this work will complete towards the end of August 2022, although steps are in place to try and achieve the original July 2022 completion date.

Clarity has been received from MWWFRS concerning an outstanding query in respect of over boarding (linked to increased fire protection to a relatively small area of walling); however the response had not been received at the time of the Business Justification Case (BJC) submission. Clarity has now been received concerning the MWWFRS requirements and a review is being undertaken by the Project Team to ascertain whether there is any impact to the delivery programme. Further updates will be provided at future HSC meetings.

- **Phase 2** – All departments/ ward areas/ risk rooms (**FEN KS/890/04**).

Phase 2 remains on programme to be completed by April 2025.

The Project Team has considered the programming needs of Phase 2, particularly in terms of the timing of the BJC. This indicates that HDdUHB is required to start progressing the BJC for these highly challenging works to Wards and Departments in circa December 2021, which is expected to take circa 6 to 7 months to complete. This will allow works to commence on site as soon as possible following Phase 1 completion.

As detailed survey and design work progresses for Phase 2, there will be a greater understanding of the time required to complete these works. MWWFRS fully appreciate this and further discussions will be undertaken should this period of time require an extension to the FEN.

- **Decant Arrangements to Support Phase 2 Works**

Confirmation has been provided by HDdUHB that it will not be possible to allocate any existing Ward/Clinical space to support Phase 2 at WGH. In response to this, works have been progressing to identify opportunities for an appropriately sized ward decant accommodation to be provided at WGH in terms of a demountable solution.

HDdUHB has been working closely with Welsh Government (WG) to confirm the capital support necessary for the BJC stage of the demountable ward solution. This has been confirmed with NHS Wales Shared Services Partnership (NWSSP) with full agreement on the level of fee support required for this project. WG has recently requested additional information from HDdUHB to demonstrate that no available bed capacity is available at WGH and therefore a decant ward is a necessity. The Director of Operations is progressing this with his Operational Team at WGH and the information will be submitted to WG as soon as possible. HDdUHB has been assured by WG that this additional cost is fully covered by the original BJC already submitted and therefore will not need any further ministerial approval.

Subject to WG approval of the fees, the decant ward BJC will commence in September 2021 and complete circa February to March 2022. This would mean the ward would be available circa December 2022.

1.2 Glangwili General Hospital (GGH)

- **Advanced works** – All vertical escape routes at GGH (**FEN KS/890/07**)

As noted at the previous HSC meeting, this programme had been due to complete in mid-August 2021. The 3rd Party Accredited Installation Company identified poor manufacturing quality in a significant number of doors delivered to them for installation. These doors were subsequently rejected and new doors have now been delivered on site.

Due to this delay, the completion of the Advance Works contract is now due to complete on 25th September 2021. MWWFRS is fully supportive of this decision and accept that this revision to the timescale is necessary.

- **Phase 1** – All remaining horizontal escape routes at GGH (**FEN KS/890/08**)

As noted at the previous HSC meeting, the BJC had been due to complete in July 2021. This was achieved and was supported at the Capital, Estates & Information Management & Technology Sub-Committee (CEIM&TSC) in July 2021. The Project is a very complex scheme with a Capital Outturn of £16.5m.

The BJC has also received approval at the Strategic Development and Operational Delivery Committee (SDODC). In addition, Chair's Action has been taken to allow the early submission of the BJC document to WG for formal scrutiny.

The project is due to commence in late October 2021, subject to WG support following formal scrutiny, and due to be completed in December 2022. This is circa 5 months behind the current MWWFRS compliance date, however MWWFRS has agreed to visit the site in the latter stages of the project in order to extend the current FEN (all as previously agreed on the WGH project).

- **Phase 2** – All departments/ ward areas/ risk rooms (**FEN KS/890/09**)

Phase 2 remains on programme to complete by April 2024.

The Project Team has considered the programming needs of the Phase 2, particularly in terms of the timing of the BJC. This indicates that HDdUHB will be required to start progressing the BJC for this highly challenging works to Wards and Departments in January/February 2022, for completion circa August 2022. This will allow commencement of work on site in late 2022.

All of the above programming works for both WGH and GGH are managed by formal Fire Project Groups, and are reported to the CE&IM&TSC as highlight reports.

As detailed survey and design work progresses for this phase, a greater understanding of the time required to complete these works will be gained. MWWFRS fully appreciate this and further discussions will be undertaken should this period of time require an extension to the FEN.

1.3 Additional Letters of Fire Safety Matters

- Tregaron Hospital
 - Letter issued 12th May 2021.
 - A full action plan has now been developed and timelines have been confirmed.

- The required investment to complete these works in the order of £250k has been supported by the HDdUHB Discretionary Programme and the action plan has been discussed with MWWFRS and a full copy issued for their consideration.
- All works will be completed by 15th October 2021.

➤ GGH

- Letter issued 8th June 2021.
- Only 2 items remain outstanding, however these will be completed by the end of September 2021.
- A full copy of the action plan has been issued to MWWFRS.

➤ Greville Court Residential Home

- Letter issued 16th June 2021.
- Property owner, ATEB, are fully responsible for completing all of these required works and are committed to doing so by March 2022.
- HDdUHB responsibility will be limited to regular fire alarm testing and housekeeping management of storage and combustible materials.
- HDdUHB has discussed this with MWWFRS who are satisfied with the approach

➤ Bronglais General Hospital (BGH) Main Building

- Letters issued 30th June 2021, 2nd July 2021 and 7th July 2021.
- The LoFSM has a significant number of requirements, however it is important to note that there is no FEN action ascribed to HDdUHB in regard to BGH.
- The delivery of the action plan can be separated into 2 parts:

❖ Part 1

The LoFSM requires HDdUHB to replace a significant number of fire doors and fire stopping equipment in these areas. HDdUHB has met with MWWFRS on the delivery of this work, as it will not be possible to complete works within the timeline indicated on the LoFSM. MWWFRS has agreed to a phased approach to this requirement and a further meeting will be held in September 2021. At this meeting, the costs relating to the works involved and the associated programming information will be presented and discussed to agree the phased approach to this work.

HDdUHB has already secured £656k under the Estates Funding Advisory Board (EFAB) process, which will be used as the funding solution in the current financial year (2021/22) for the initial priorities of this item.

Subsequent phases, when agreed with MWWFRS and when full costings are understood, will require wider discussion with HDdUHB Capital Planning Teams and WG. It is likely that future BJs may be a requirement in 2022/23 financial year to support these phases for the remaining work.

❖ Part 2

With the exception of the items above, remaining items on the 4 LoFSM are programmed to be delivered by mid November 2021. The cost of this work is in the order of circa £70k and is being funded from the HDdUHB Discretionary Programme. An action plan has been submitted to MWWFRS.

➤ BGH Residential Blocks

- 4 individual LoFSM issued 16th June 2021.
- Costings and programme needs for the residential stock at BGH are currently being finalised.

- Initial indications suggest that work will be completed by February 2022.
- When the capital costs are fully calculated, joint working will be undertaken with the HDdUHB Capital Planning Team to establish the funding required. This work has already been flagged to them for consideration.
- When the costings and programme is completed, it will be formally agreed with MWWFRS.

HDdUHB continues to work in close contact with the MWWFRS in order to confirm and agree any update to delivery dates as required.

2. Fire Safety Management Update

2.1 Fire Risk Assessments (FRAs)

- As at 11th August 2021, there are 13 overdue FRAs.
- A further 19 will be on line shortly and it is planned that the total 32 FRAs will be completed by the end of September 2021.

2.2 Boris Fire Risk Assessment Management System.

All procurement has now been completed on the Boris system. Software on a selection of data is currently being tested up until September 2021. It is anticipated that the system will be fully implemented, following any changes identified from the testing stage, by the end of December 2021

2.3 Fire Safety Training

The tables below indicate the performance figures as at 31st May 2021 and subsequently 12th August 2021 for all three levels of fire safety training.

Table 3.0

As at 31st May 2021

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	11100	11100	7821	70.46%
100 LOCAL Fire Safety Level 2 - 1 Year General	5209	5209	169	3.24%
100 LOCAL Fire Safety Level 3 - 1 Year General	305	305	90	29.51%

As at 12th August 2021

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	11063	11063	7938	71.75%
100 LOCAL Fire Safety Level 2 - 1 Year General	5265	5265	642	12.19%
100 LOCAL Fire Safety Level 3 - 1 Year General	296	296	91	30.74%

As noted above, minor improvements have been made to the Fire Training L2 compliance. This reflects the roll out of the MS Teams Fire Training programme which commenced in early August 2021.

Currently there appears to be significant support for these fire training sessions from HDdUHB staff, with in excess of 100 attending each arranged session, and circa 240 attendees at one session.

Fire training sessions are now fully available for staff to book up until the end of December 2021. Whilst this arrangement was only initiated in August, early indications are positive in terms of numbers of staff attending these sessions.

In addition, face-to-face training is being reinstated which is now available to be booked with respective Fire Safety Advisors.

Face-to-face training for Level 3 should be increased shortly, which only involves a relevantly small number of staff.

2.4 Head of Fire Safety Management – Replacement

The recruitment of the new Head of Fire Safety is proving challenging as on the second occasion of external recruitment, none of the applicants fully demonstrated all of the essential requirements for the post. The job description has now been reviewed with the Director of Operations and the position is being re-advertised in early September 2021. The new role is being advertised as a development role and will include specific competencies to be developed over the initial 24 months of employment. This will be a requirement in order for the successful applicant to achieve the full pay band for this post.

HDdUHB is being supported in this approach from the Head of Fire Safety at NWSSP and a structured learning pathway will be in place to allow the successful individual to develop into the role following an appropriate period.

In the interim period whilst this development is underway, the Head of Fire Safety at NWSSP will be working closely with the HDdUHB Compliance Team to mitigate any gaps in expertise as the successful applicant develops to gain full knowledge of this role.

3. Fire Safety Governance Update

As reported at the previous HSC meeting, the only item remaining outstanding is:

Item 1.6: To undertake an audit against the Fire Safety Policy to ascertain the UHB's compliance against it.

The HSC had previously been assured that an update would be provided in relation to this action following recruitment to the post of Head of Fire Safety Management.

A further update will be provided following the recruitment process once the successful candidate is in post.

As assured at the previous HSC, this item is not a fire critical issue.

Argymhelliad / Recommendation

The Health & Safety Committee is required to:

- Note the content of this report and acknowledge the work achieved to strengthen fire safety compliance.
- Note that further updates will be presented at future HSC 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
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	2.1 Managing Risk and Promoting Health and Safety
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	No Avoidable Deaths
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives:	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 Iechyd 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