

HEALTH & SAFETY COMMITTEE PWYLLGOR IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 January 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety 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 & Safety Committee (HSC) with regard to 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 on each of the above reports.

The report provides an update on progress on each of these areas since the previous HSC meeting held on 15th November 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's (KS/890/02 and LoFSMs dated 12th January 2021)

In the report presented at the November 2021 meeting, there was one individual doorset replacement outstanding, which was due to the location being adjacent to a sensitive surgical facility. The work has now been undertaken and is complete, therefore enabling the commencement of the three stage compliance assessments:

- Building regulation assessment is complete.
 - A small number of minor items were identified which have now been completed.
 - The formal report from Building Regulations is awaited and is expected in January 2022, subject to the County Council's resources to meet this date.
- The independent assessor survey is now complete.
 - A small number of minor items were identified which have now been completed.

- The Mid and West Wales Fire & Rescue Service (MWWFRS) will be invited to inspect the doors which is envisaged will be undertaken in January 2022, subject to their availability.

Subject to the above being completed satisfactorily, this Fire Enforcement Notice will be removed by MWWFRS.

All of the above adjustments of programme have been fully briefed to MWWFRS.

- **Phase 1** – All remaining horizontal escape routes at WGH, all remaining work at St Caradog's and St Nons, all work at Kensington, St Thomas, Springfield, Sealyham and Pembroke County Blocks (**FEN KS/890/03, FEN KS/890/05 and LOFSM completion date April 2022**)

At the previous HSC meeting, the programme for completion of this phase was reported for completion in late August 2022. At this time, the Supply Chain Partner (SCP) was reviewing the impact of the overboarding works as required by MWWFRS on the overall programme. The original programme did not include this element of work, as the decision remained pending by MWWFRS.

The SCP has now submitted their assessment of the impact of the "overboarding" of the existing partition walls as requested by MWWFRS and has been reviewed by the external Project Management Team.

As a result of the significant additional works, the anticipated completion date for the works has been assessed by the Project Management Team as the end of December 2022.

The MWWFRS has been fully briefed on this programme adjustment required to support their decision on overboarding, and are fully supportive of the adjustment to the compliance dates and will provide written confirmation of this early in the new year.

COVID-19 continues to impact on progressing the work due to the close proximity of some aspects of this fire work to clinical areas.

The SCP and Project Management Team continue to review all options of mitigating delays by progressing with alternative areas to maintain progress, however this is hugely challenging given the clinical pressures in place on our acute sites.

Regular dialogue continues with MWWFRS to update any adjustments to programme on this phase of works. The Enforcing Officers have personally viewed the activities on site, fully understand the challenging work required and are supportive of Hywel Dda University Health Board's (HDdUHB) actions and will work collectively with regard to adjusting Enforcement Notices dates.

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

Phase 2 works remain on programme to be completed by April 2025.

The Project Management Team together with HDdUHB have established the resource needs of the SCP to develop the Business Justification Case (BJC). These resource schedules are being reviewed by the Health Board Project Manager and Cost Advisor.

Subject to Welsh Government (WG) support for this, it is anticipated that the Business Case work will commence in March 2022 for circa seven months. This would allow a mobilisation of works in the third quarter of 2022/23.

A programme completion date will be confirmed following the due diligence work undertaken as part of the project planning for technical solutions to this phase of work.

At this point, confidence remains that the April 2025 date can be achieved, however this will be required to be reviewed when the Business Case work is completed. The matter has been discussed with MWWFRS and they appreciate that a revision may be required to this programme should the nature of the works dictate that an additional period becomes necessary.

➤ **Decant Arrangements to support Phase 2 Work**

Following WG support to the fees required to develop the BJC for the Decant Ward, the Business Case development is now well underway.

The anticipated BJC submission date to WG is April/May 2022.

This would support the decant ward being available to HDdUHB in early 2023, and will align closely with the revised completion date for Phase 1 which is currently envisaged as December 2022.

The continuous programme of delivery through the Advanced Work Phase, Phase 1 and Phase 2 is fully supported by MWWFRS.

1.2 Glangwili Hospital (GGH)

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

At GGH, the completion of the three outstanding doorsets which were reported at the November 2021 HSC meeting remain outstanding, due to restrictions on contractors access due to their proximity to COVID-19 related facilities. A completion date is not in place in light of the lack of access to these areas due to the ongoing COVID-19 position.

Discussions are being undertaken with MWWFRS to ascertain whether it is possible to take a pragmatic approach to this and in effect sign off the Enforcement Notices associated with these works and move these three doors to be included in the formal Phase 1 works.

In order to maintain progress, the three phase approval process as used in WGH has commenced.

- Building regulation assessment is planned for January 2022.
- The independent assessor survey is now complete.
 - A number of minor issues have been identified which are being progressed between the assessor with the third party accredited fire door installer.
- The MWWFRS will be invited to inspect the doors which is envisaged will begin February 2022, subject to their availability.

Subject to the above being completed satisfactorily, this Fire Enforcement Notice will be removed by MWWFRS.

➤ **Phase 1** – All remaining horizontal escape routes at GGH (FEN KS/890/08 Completion Date July 2022)

The BJC for Phase 1 at GGH was submitted to WG in September 2021. In contrast to the WGH Business Case, WG submitted two separate sets of scrutiny questions, which were fully responded to at the end of October 2021.

HDdUHB received WG approval at the end of November 2021 in the sum of circa £16.5m.

HDdUHB promptly instructed the contractor to mobilise, however given the proximity to the Christmas break, the initial work to establish site accommodation, etc., will not be completed until early January 2022.

The current forecast completion date for Phase 1 is February 2023, however this will need to be reviewed when site set up is completed and physical works commence on the Fire Safety programme.

HDdUHB continues to keep MWWFRS fully up-to-date with any adjustments to programme on this phase of works. They are fully aware of the above timescales and have advised that they are planning a site visit at an appropriate time in 2022 to confirm any extension required.

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

Phase 2 remains on programme to be completed by April 2024.

Following the approval to the Phase 1 Business Case at the end of November 2021, the Project Management Team in conjunction with the HDdUHB Team have reviewed the overall programme for Phases 1 and 2 to ensure there is an alignment between the end of Phase 1 and commencement of Phase 2 to ensure a continuous work programme.

In order to deliver this alignment, it is envisaged that the Business Case work for Phase 2 will now commence in March/April 2022. The work to establish the necessary resource plans and WG support will be undertaken ahead of this date.

This would indicate a completion of the Business Case process in circa October 2022. Allowing time for WG scrutiny and approval indicates a start date for mobilisation for the contractor in circa February 2023.

It is important to note that the Phase 2 works will again be extremely complex in delivering fire enforcement works to busy clinical areas. The due diligence work required during the Business Case development will confirm both commencement dates and programme delivery dates for this work.

A formal programme completion date will be confirmed following the due diligence work undertaken as part of the project planning for technical solutions to this phase of work.

At this point, confidence remains that the April 2024 completion date is achievable, however this will be confirmed upon completion of the detailed Business Case work.

Discussions have been undertaken with MWWFRS who appreciate that a revision may be required to the programme should the nature of the works dictate that an additional period becomes necessary.

1.3 Additional Letters of Fire Safety Matters

- Tregaron
- Letter issued 12th May 2021.
 - All actions have now been completed as required on the LOFSM from MWWFRS.
 - Arrangements are being undertaken for MWWFRS to confirm sign off appropriately.

- GGH
 - Letter issued 8th June 2021.
 - All actions have now been completed as required on the LOFSM from MWWFRS.
 - Arrangements are being undertaken for MWWFRS to confirm sign off appropriately.
- Greville Court
 - Letter issued 16th June 2021.
 - All HDdUHB items are complete.
 - Remaining items are fully the responsibility of ATEB (Housing Association).
 - MWWFRS are fully aware of the above, and formal visits are awaited from MWWFRS and formal sign off is expected early in the New Year.
- 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 there is no FEN action placed on HDdUHB for 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 in these areas.

Agreement has been made with MWWFRS regarding an initial phase to deliver on the requirements of this part of the notice. This will be in a phased approach with the initial phase being focused on all fire doors and compartmentation works for all vertical escape stairways within BGH.

This project remains on programme to complete in May 2022.

Following the delivery of Phase 1, further work is necessary to comply with this element of LoFSM. HDdUHB is currently discussing with MWWFRS the phasing of this work in order to deliver on their requirement within this LoFSM. When this agreement has been concluded with MWWFRS, further discussion will be undertaken with WG concerning resource and delivery on these requirements through the Business Case process.

HDdUHB has offered to present to MWWFRS a comprehensive review of all investment plans relating to Fire Investment within HDdUHB. As part of this, the delivery plan for the remaining works noted above in BGH will also be presented. This offer has been well received by MWWFRS and a mutually convenient date is awaited for Senior Officers from the service to present this position. The Director of Operations, as the Executive Director responsible for fire Safety, is also fully committed to attending this presentation.

- ❖ Part 2
 - With the exception of the Items above in part 1, two items remain outstanding.
 - Fire stopping to plant rooms, etc. – remains on programme for a January 2022 completion date.
 - Emergency lighting work. This remains on programme to be delivered by March 2022.
- BGH Residential Blocks
 - 4 individual LoFSM Issued 16th June 2021.
 - The project is now out to tender with a return date of 20th January 2022.

- Plans are in place to commence on site with the project in April 2022, with a forecast completion date of June 2022.
- Collaborative working is continuing with the MWWFRS in order to confirm and agree any update to delivery dates as required.

➤ WGH

- LOFSM issued 12th December 2021.
- An action plan is currently being developed to address the small number of items identified in the LOFSM and will be discussed with the MWWFRS in the New Year.

2. Fire Safety Management Update

2.1 Fire Risk Assessments (FRAs)

- As at 13th December 2021, there were 20 overdue FRAs.
- A further 19 will be on line imminently and it is planned that the total 39 FRAs will be completed by February 2022. It had been originally planned that there would be a zero overdue position for December 2021, however, a number of challenges have recently been experienced within the Team, including a staff requirement to attend essential external training courses and some internal changes to the Team (the promotion of GGH Fire Safety Advisor to Head of Fire Safety). This has subsequently delayed the completion target date. Completion of the FRAs is therefore being prioritised based on order of risk.

2.2 Boris Fire Risk Assessment Management System.

Procurement has now been completed on the Boris system. The testing of the software on a selection of data has now been concluded. The testing proved positive and confirmed that operational expectations can be fulfilled with this system. It is anticipated that the system will be fully implemented by the end of January 2022. This was originally planned for the end of December 2021 with on-site training scheduled, however, due to IT delays concerning receiving system handsets, a revised date has been agreed for January 2022.

2.3 Fire Safety Training

The tables below indicate the performance figures as at 12th August 2021, 29th October 2021, and subsequently 1st December 2021 for all three levels of fire safety training.

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 at 29th October 2021

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	11187	11187	8255	73.79%
100 LOCAL Fire Safety Level 2 - 1 Year General	5293	5293	1719	32.48%
100 LOCAL Fire Safety Level 3 - 1 Year General	293	293	90	30.72%

As at 1st December 2021

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	11275	11275	8449	74.94%

100 LOCAL Fire Safety Level 2 - 1 Year General	5291	5291	1997	37.74%
100 LOCAL Fire Safety Level 3 - 1 Year General	287	287	94	32.75%

As noted above, a marked improvement to Fire Training L2 compliance has been made from August to December 2021. This reflects the roll out of the MS Teams Fire Training programme, which commenced in early August 2021. Despite seeing only a small increase in the last few months (which is linked to staff pressures, rotas and availability) confidence remains that the training capacity is now in place to achieve an 80% target by the end of the financial year for L2. This will be dependent, however on the support of line management etc., being able to release staff to attend training sessions.

Sessions are currently being extended and new dates will be made available via a Global e-mail in the New Year. Reminders will also be issued regarding the importance of attending this training.

In addition, L2 face to face training has been reinstated (socially distanced) which is now available to be booked with respective Fire Safety Advisors (this is being reviewed regularly in line with ongoing COVID-19 restrictions).

Despite also offering L3 face to face training sessions across HDdUHB, which continue into January 2022, there have only been very low numbers of staff attending. It is therefore proposed that from February 2022, an online training programme for L3 (similar to that of L2) will be introduced, whereby staff can book directly via the Electronic Staff Record (ESR). This will be monitored carefully and developments will be reported in the future.

As this course is only applicable to a relatively small number of staff, there is confidence that there is capacity in place to achieve 80% compliance by the end of March 2022. However, given the current pressures on staff rotas etc., this will be dependent on staff availability to attend.

2.4 Head of Fire Safety Management – Replacement

Following the formal interviews on 8th November 2021, a new Head of Fire Safety Management has been appointed. Mr Richard Jupp, who is currently employed as Fire Safety Advisor at the GGH site, has been appointed to this management role. The position is a development role, which includes a specific competence requirement which will be developed over the initial 24 months of employment. This will be a requirement to achieve the full pay band for this post.

Support for this approach is being provided by the Head of Fire Safety at NHS Wales Shared Services Partnership (NWWSSP) and a structured learning pathway will be in place from January 2022 to allow Mr Jupp to successfully develop into the role after an appropriate period.

In the interim period, whilst this development is underway, gratitude is expressed to the Head of Fire Safety at NWWSSP who will be working closely with the HDdUHB Compliance Team to mitigate any gaps in expertise as Mr Jupp develops his full knowledge of this role.

3. Fire Safety Governance Update

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

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

Committee members have 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. This action is now fully completed from a Fire Safety Team perspective. As with previous

actions from the Fire Safety Audit, formal sign off will be sought by the Head of Quality and Governance to provide full assurance to HSC.

Argymhelliad / Recommendation

The Health & Safety Committee is requested 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