

HEALTH & SAFETY COMMITTEE PWYLLGOR IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	14 March 2022
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 & Safety Committee (HSC) with regard to progress in managing the following areas of Fire Safety:

- Fire Enforcement Notices (FENs)/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.

This report provides an update on progress on each of these areas since the previous HSC meeting held on 10th January 2022.

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)

As reported to the January 2022 meeting of the HSC, all works and additional inspections necessary have been completed.

The Mid and West Wales Fire and Rescue Service (MWWFRS) have been invited to inspect the completed work and a confirmation date is awaited. However, MWWFRS has advised it will be by the end of March 2022.

Subject to a satisfactory inspection, this FEN will be removed by the 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**)

The Project Management Team has now fully assessed and accepted the Supply Chain Partner's (SCP) revised programme. This programme now takes into account the additional complex work to undertake the "overboarding" as required by the MWWFRS. The completion date of works on site is December 2022 with a short period of contingency running into January 2023.

The MWWFRS has been fully briefed on this programme adjustment, which is required to deliver the "overboarding" work. They are fully supportive of the adjustment and have provided written confirmation of their agreement. MWWFRS has advised that they will visit the site during 2022 and will formally update FEN dates when appropriate.

Following the last report to the HSC, the activity on site has revealed considerable improvement in productivity due to enhanced forward-look planning and survey work undertaken. There are many challenges ahead, however the Project is being closely monitored.

The financial position remains highly challenging and this has been regularly reported to the Capital, Estates and Information Management Technology Sub Committee (CEIMTSC) and is also regularly reported to Welsh Government (WG).

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 at 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.

- **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 resource schedule needed to progress the Phase 2 Business Justification Case (BJC) work has now been submitted to WG for consideration and approval.

Subject to WG support for this, the Business Case work will commence immediately. It is currently envisaged that the BJC development will take in the order of seven months, although this may need to be reviewed when the detailed planning and survey work is under way.

We currently anticipate a mobilisation of works on site in late 2022/early 2023 (subject to the due diligence work involved in the BJC development). This will also be required to be aligned closely with the completion of the Phase 1 programme works.

A programme completion date will be developed as the above BJC work is progressed, as this will need to take into account the work content and complexity of this Phase 2 Project.

At this point, confidence remains that the April 2025 date can be achieved, however this will need to be reviewed when the Business Case work is completed. This has been discussed with MWWFRS, who appreciates 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 for 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 2022.

This would support the Decant Ward being available to HDdUHB in circa March/April 2023. This will align closely with the revised completion date for Phase 1, which is currently envisaged as December 2022.

Collaborative working with the Helicopter Management Contractor Babcocks is being undertaken in order to negotiate minor modifications to the approach and landing trajectory for the Heli-pad at WGH. It is anticipated that these negotiations will be completed shortly and an update will be provided at the next HSC meeting.

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

1.2 Glangwili General Hospital (GGH)

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

It was reported at the January 2022 HSC meeting, that three doorsets remained outstanding at GGH due to COVID-19 restricted areas. This has now been the case for several months and continues to be the position.

In order to take a pragmatic approach on this FEN, an agreement has been reached with MWWFRS that the completion of the three outstanding doorsets will be transferred across to the Phase 1 works programme, in order for them to be completed at a time when clinical restrictions allow.

This will then allow the Advance Works FEN to be removed from HDdUHB subject to a satisfactory inspection by MWWFRS.

All the outstanding items noted for GGH at the January 2022 HSC meeting have been completed and all technical assessments on the Advance Works have now been concluded.

The MWWFRS has been invited to inspect the completed work and we await a confirmed date for this. However, they have advised it will be by the end of March 2022.

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

All supply chain site establishment work is completed.

The programme for detailed survey and forward-look planning is underway and is on programme to be completed by the end of March 2022. It is currently planned that the work on site will commence in April 2022.

The current forecasted completion date is April 2023, however this will need to be closely monitored and reviewed as the project progresses.

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

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

Phase 2 remains on programme to be completed by April 2024 (subject to the full due diligence work needed as part of the Business Case development).

Following the approval to the Phase 1 Business Case, 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.

The delivery programme now indicates that the resource schedule will be submitted to WG circa May 2022 allowing the BJC to be commenced in July 2022. We would therefore expect the Phase 2 to mobilise on site circa April 2023. This will co-ordinate well with the completion of the Phase 1 programme.

It is important to note that the Phase 2 works will again be extremely complex given the delivery of these 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. It is currently envisaged 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 of time 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.
 - MWWFRS has been invited to visit the site to confirm all work is satisfactory and a confirmation date is awaited.
- GGH
 - Letter issued 8th June 2021.
 - All actions have now been completed as required on the LoFSM from MWWFRS.

- The MWWFRS has been invited to inspect the completed work and we await a confirmed date for this. However, they have advised it will be by the end of March 2022.
- Greville Court
 - Letter issued 16th June 2021.
 - All HDdUHB items are complete.
 - Remaining items are fully the responsibility of ATEB (Housing Association).
 - Awaiting a response from MWWFRS on whether any further inspection is planned – Note: MWWFRS has already confirmed that all of the HDdUHB works are completed.
- 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 is progressing well on site and will complete in April 2022.

Following the delivery of Phase 1, further work is necessary to comply with this element of the LoFSM.

The HDdUHB are meeting with MWWFRS on 10th March 2022 to set out a full programme of delivery for this remaining element of work. This work is of a scale which will require a Business Case phased approach and the delivery programme will be of a similar nature to that delivered at WGH and GGH.

The plan has already been submitted to NHS Wales Shared Services Partnership (NWSSP) who have acknowledged that it is an appropriate plan for the work involved. NWSSP will also be in attendance at the above meeting on 10th March 2022.

NWSSP and WG have granted HDdUHB approval to progress with the Programme Business Case (PBC) element of this work, however have noted that any approval for future funding would need to be considered on the merits of the Business Case.

HDdUHB is seeking an early scoping meeting with WG to fully consider this approach and a date is awaited.

In addition to the above Workplan, the final part of the LoFSM at BGH is as follows:

- ❖ Part 2
 - With the exception of the Items above in part 1, two items remain outstanding:

- Fire stopping to plant rooms, etc. – the programme for this work has been adjusted from January to March 2022 due to the identification of further work in this area. Emergency lighting work - this remains on programme to be delivered by March 2022.

- BGH Residential Blocks
 - 4 individual LoFSM issued 16th June 2021 – currently on programme.
 - The project is programmed to commence mid-April 2022 and for completion by the end 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 have been developed to address the small number of items identified in this LOFSM.
 - We have already secured funds in the 2022/23 financial year to complete this work by circa June 2022.
- PPH
 - A different approach from MWWFRS from elsewhere in the HDdUHB.
 - On this site, the inspector is issuing individual notices on each area of the hospital visited. This is likely to involve 15 or more individual LoFSM.
 - No indication of any escalation above LoFSM on this site.
 - HDdUHB have met with the inspector to agree a pragmatic approach to the development of an action plan given that it is unlikely to receive all of the letters until circa end March 2022.
 - MWWFRS are in agreement with this approach and a full action plan will be submitted following the receipt of all the LoFSM.

2. Fire Safety Management Update

2.1 Fire Risk Assessments (FRAs) - As at 7th February 2022, there are 0 overdue FRAs and a further 30 FRAs coming online (up to 17th March 2022) as identified on the NHS Wales Shared Service Partnership – Specialist Estates Services (NWSSP-SES) system dashboard.

2.2 Boris Fire Risk Assessment Management System - Procurement has been completed on the Boris system, and the system development has been completed. The testing of the software has been completed on a selection of FRAs to ensure the system functions correctly and most importantly the actions are assigned to the appropriate responsible persons in the HDdUHB. The system will be ready for use by the Team by the end of March 2022.

2.3 Fire Safety Training - Prior to the onset of COVID-19, the performance in terms of delivery of fire safety training is identified in table 1.0 below.

Table 1.0 indicates the performance figures as at 1st December 2021 for all three levels.

Table 1.0 As at 1 December 2021

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	11,275	11,275	8449	74.94%
100 LOCAL Fire Safety Level 2 - 1 Year General	5,291	5,291	1997	37.74%
100 LOCAL Fire Safety Level 3 - 1 Year General	287	287	94	32.75%

Table 2.0 As at 31 December 2021

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	11,283	11,283	8,659	76.74%
100 LOCAL Fire Safety Level 2 - 1 Year General	5,270	5,270	2,300	43.64%
100 LOCAL Fire Safety Level 3 - 1 Year General	282	282	98	34.75%

Table 3.0 As at 31 January 2022

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	11,313	11,313	8,675	76.68%
100 LOCAL Fire Safety Level 2 - 1 Year General	5,281	5,281	2,372	44.92%
100 LOCAL Fire Safety Level 3 - 1 Year General	289	289	96	33.22%

During the COVID-19 pandemic and the inability to safely deliver face to face training, there was a significant negative effect on the performance at Level 2. However, since December 2021 and the introduction of Level 2 training on Microsoft Teams, there has been a substantial increase.

Confidence remains that the required capacity for training within HDdUHB is in place, however significant reductions of staff attendance are continuing. The pressures on clinical and management teams to attend this training at such challenging times is fully understood. This is now being reflected in the performance statistics for fire safety training.

Improved arrangements for Level 2 training

The Fire Safety Team has been working very closely with Learning & Development colleagues to identify workable solutions to offer training in order to improve our figures. It is therefore the intention to deliver training as follows:

- Reinstatement of face to face Level 2 training sessions for specific areas, (ensuring the correct COVID-19 protocols are adhered to at all times), this includes areas such as wards, theatres and other critical care (high risk) areas, where face to face teaching should preferably be undertaken. This can be arranged directly with the respective acute fire safety advisors.
- Note: Staff requiring Level 1 (two yearly) competency, will be required to continue via the online e-learning module on Electronic Staff Record (ESR).

2.4 Key Fire Safety Risks - Elizabeth Williams Clinic and Brynmair Clinic

The FRAs for these sites have identified some urgent fire improvement works to reduce the risk to staff and patients. The funding needed for this work is secured in the 2022/2023 Discretionary Capital Programme.

Brynmair Clinic is now completed.

Elizabeth Williams Clinic programme is due to complete at end of March 2022.

3. Fire Safety Governance Update

As reported at the previous HSC meeting, the only item that remained outstanding was the following:

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

This action has now been completed following the recruitment to the post of the Head of Fire Safety Management. The detail to support this has been submitted and approved by the Head of Quality and Governance to provide full assurance to the HSC.

The action plan developed from this review will report into the Fire Safety Group and form part of this report to subsequent HSC meetings.

Argymhelliad / Recommendation

The Health and 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: Hyperlink to HDdUHB Well-being Objectives Annual Report	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	MWWFRS and extensive site based survey information.
--	---

Rhestr Termau: 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