

## HEALTH & SAFETY COMMITTEE PWYLLGOR IECHYD A DIOGELWCH

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	15 November 2021
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Update on Fire Safety Management
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Andrew Carruthers, Director of Operations
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Simon Chiffi, Head of Operations 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 updates the Health & Safety Committee (HSC) on 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 provided 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 13<sup>th</sup> September 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 Ward, Haverfordwest (**KS/890/02 and LoFSMs dated 12<sup>th</sup> January 2021**).

Following the on-site challenges and Supply Chain delays, this element of work had been due to complete in late September 2021.

This programme of work has progressed positively and all doors have now been completed with the exception of one door set, which has been delayed due to its location being adjacent to a sensitive surgical facility. This particular door has now been reprogrammed with input from clinical staff and is scheduled to be completed on Saturday, 6<sup>th</sup> November 2021.

Following the completion of all doors, the commencement of the three stage compliance assessment for door and workmanship quality will be undertaken:

- The initial phase of this will be for building regulation staff to visit the hospital to assess the quality control of a selection of doors installed.
- The next stage is for our independent assessor to undertake site visits and check every door individually for specification compliance.
- The final stage is for the Mid and West Wales Fire & Rescue Service (MWWFRS) to be invited to inspect the doors in order to sign off the work as complete.

This will allow this element of the Fire Enforcement Notice to be removed.

It is anticipated that all of the above will be completed by late November 2021.

All of the above adjustments of programme have been presented to MWWFRS.

- **Phase 1** – All remaining horizontal escape routes at WGH, all remaining work at St Caradog's and St Nons (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 completion date April 2022**).

Following the briefing in September 2021, the project remains circa five weeks behind the original contract date. The current programme completion date is late August 2022.

The Supply Chain Partner is currently reviewing the programme following a number of challenges on site and also the impact of any 'overboarding' which will be necessary.

Hywel Dda University Health Board (HDdUHB) will await receipt of this programme, which will need to be validated by our Project Management Team before it is accepted.

We are being advised that COVID-19 is having an impact on progressing the work due to the close proximity of certain aspects of this fire work to clinical areas.

The Supply Chain Partner and HDdUHB Project Management Team are looking at all ways of mitigating these delays by progressing with alternative areas to maintain progress.

It should be noted that the work is hugely challenging given the clinical pressures in place on our acute sites, however the whole Team is doing everything possible to mitigate any delays.

MWWFRS continues to be kept 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 needed.

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

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

HDdUHB and the Project Management Team are establishing the resources required by the Supply Chain Partner to develop the Business Justification Case (BJC). This will require consideration at Welsh Government (WG) level for Capital support for this work. It is currently envisaged that work on this Business Case will commence in February/March 2022 for circa six to seven months.

Currently, Phase 2 is programmed to commence on site in Autumn 2022. 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 the current time, HDdUHB remains confident that the April 2025 date can be achieved, however this will be reviewed upon completion of the Business Case work. The matter has been discussed with MWWFRS, who 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 Works**

HDdUHB has now satisfied all the questions raised by WG to demonstrate the need for HDdUHB to have a Decant ward available to deliver on Phase 2 work.

WG have now supported HDdUHB in the sum of £460k to develop the BJC for this element of work, which is anticipated to commence in November 2021.

Currently the ward is programmed to be available to HDdUHB in early 2023.

As part of this work, HDdUHB has confirmed that it has no available capacity at WGH for a temporary Decant ward and also no appropriate facility in any community hospital due to the acuity of patients and distances for clinical staff to travel.

## **1.2 Glangwili Hospital (GGH)**

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

As the HSC will have noted in the update presented at the September 2021 meeting, the completion of all works had been planned for late September 2021.

The current status of this project is that all doors have now been completed, with the exception of three individual doors.

All of these doors are related to restrictions on contractors access due to their proximity to COVID-19 related facilities.

Currently it is unclear when we will be able to allow access to these areas to complete the three outstanding fire doors due to the ongoing COVID-19 position.

In order to continue to make progress on appropriate validation and sign-off, HDdUHB is now progressing the three phase approval process as used in WGH.

It is expected that all of the above work will be completed by the end of November/mid-December 2021.

The three remaining doors will be managed in the same way when access becomes available. HDdUHB is keeping MWWFRS fully updated on the current status.

➤ **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.

WG has scrutinised the BJC and submitted two sets of queries to HDdUHB, which have been fully responded to. HDdUHB is currently awaiting a response to the information provided to WG in order for them to fully approve the project. On a positive note, WG have requested cash flow forecasting, working to an approval date of early November 2021, in order to forecast expenditure to 31<sup>st</sup> March 2022.

This is a highly challenging and complex project, which is valued at an outturn of £16.5m.

It is currently programmed, subject to the above approval, that site set up will be underway during December 2021 with work commencing in January 2022. This will indicate a completion date of circa December 2022/January 2023.

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

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

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

HDdUHB and the Project Management Team are now establishing the resources needed by the Supply Chain Partner to develop the BJC.

This will need to be considered at WG level for Capital support for this work. It is envisaged currently that this Business Case work will commence in January 2022 for circa six to seven months.

Currently, Phase 2 is programmed to commence on site in Autumn 2022. 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, HDdUHB remains confident that the April 2024 date can be achieved, however understands that this will be reviewed once the Business Case work is completed. This has been discussed with MWWFRS who appreciate that a revision may be needed to this 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 12<sup>th</sup> 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 this action plan has been discussed with MWWFRS and a full copy submitted for their consideration.
  - All works will be completed by 15<sup>th</sup> November 2021 (original date 15<sup>th</sup> October 2021 – 1 month delay due to lead in time for doors).
  
- GGH
  - Letter issued 8<sup>th</sup> June 2021.
  - Only 1 item remains outstanding. This is a low risk item relating to survey work only and will be completed by the end of November 2021 (original date end of September 2021 – this delay is due to HDdUHB prioritising survey work to in-patient facilities).
  - A full copy of the action plan has been submitted to MWWFRS.
  
- Greville Court
  - Letter issued 16<sup>th</sup> 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 (these items have been completed).
  - HDdUHB has discussed this with MWWFRS who are satisfied with this approach
- Bronglais General Hospital (BGH) Main Building
- Letters issued 30<sup>th</sup> June 2021, 2<sup>nd</sup> July 2021 and 7<sup>th</sup> July 2021.
  - This LoFSM has a significant number of requirements although importantly there is no FEN action on HDdUHB for BGH.
  - The delivery of the action plan can be separated into 2 parts:

❖ Part 1

- The LoFSM require HDdUHB to replace a significant number of fire doors and also fire stopping in these areas.

HDdUHB has agreed with MWWFRS 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 programmed 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. At the conclusion of this agreement with MWWFRS, further discussion will be held with WG as to how we resource and deliver on these requirements through the Business Case process.

❖ Part 2

- With the exception of the items above in part 1, 2 items remain outstanding.
  - Fire stopping to plant rooms, etc. – operating to a January 2022 completion date, however given the nature of the work, this may extend for a further 4-6 weeks.
  - Emergency lighting work is programmed to be delivered by March 2022. This is due to linkage of work to a wider HDdUHB programme to introduce energy efficient lighting within the estate.
- The original date for these works had been November 2021, however this has been fully agreed with MWWFRS.
- An action plan has been submitted to MWWFRS.

➤ BGH Residential Blocks

- 4 individual LoFSM issued 16<sup>th</sup> June 2021.
- HDdUHB is working to complete the budget costs and programming needs for this LoFSM.
- Initial indications suggest that this work will be completed by June 2022 at a cost of circa £400k.
- This sum is now being included in Capital Planning proposals as a pre-commitment to the 2022/23 Financial Year Discretionary Programme.
- Whilst the original programme for this element of work indicated completion by February 2022, it has needed to be revised due to the extent of the work (circa 97 doors to be either replaced or repaired) and the usual challenges relating to fire door delivery timescales.

- When the overall programme is finalised, a meeting will be convened to formally agree this with the MWWFRS, and this is anticipated to be prior to the end of November 2021.

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 11<sup>th</sup> October 2021, there are 6 overdue FRAs.
- A further 28 will be coming on line shortly and it is planned that the total 34 FRAs will be completed by December 2021.

### **2.2 Boris Fire Risk Assessment Management System.**

All procurement has now been completed on the Boris system. The testing of the software on a selection of data has been concluded. This testing proved positive and confirmed that our operational expectations can be fulfilled with this system. It is anticipated to be able to fully implement the system by the end of December 2021.

### **2.3 Fire Safety Training**

The tables below indicate the performance figures as at 31<sup>st</sup> May 2021, 12<sup>th</sup> August 2021 and subsequently on 29<sup>th</sup> October 2021 for all 3 levels of fire safety training:

#### **As at 31<sup>st</sup> 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 12<sup>th</sup> 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 29<sup>th</sup> 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 noted above, a marked improvement has been made to Fire Training L2 compliance. This reflects the roll out of the MS Teams Fire Training programme, which commenced in early August 2021. HDdUHB is confident 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.

Fire training sessions are now fully available for staff to book up until the end of December 2021 (these sessions are currently being extended and new dates will be made available via a Global e-mail).

In addition, HDdUHB is looking to reinstate face-to-face training, which is now available to be booked with respective Fire Safety Advisors.

It is anticipated that face-to-face training for Level 3 will be increased shortly. As this is only applicable to a relatively small number of staff, there is optimism that an 80% target will be reached by March 2022.

## **2.4 Head of Fire Safety Management – Replacement**

The recruitment of the new Head of Fire Safety is proving challenging as on the second time of external recruitment, none of the applicants fully met all of the requirements for the post.

This matter has been reviewed with the Director of Operations and the position has been re-advertised (closing date of 27<sup>th</sup> October 2021). There were 10 applications submitted, 3 of which have been selected for interview scheduled for w/c 8<sup>th</sup> November 2021, with an anticipated commencement date of January 2022.

This position was advertised as a development role (under Annex 21) which includes a specific competence requirement, which will 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 NHS Wales Shared Services Partnership (NWSSP) and a structured learning pathway will be in place to allow the successful individual to develop into the role after an appropriate period.

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

## **3. Fire Safety Governance Update**

As reported at the September 2021 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.*

HSC 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.

A full update on this remaining item will be presented when the recruitment process is completed and the individual is in post.

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

## Argymhelliad / Recommendation

The HSC 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.



<b>Cyfreithiol: Legal:</b>	Potential for legal challenge if HDdUHB does not comply with requirements of Fire Enforcement Notices.
<b>Enw Da: Reputational:</b>	Potential for legal challenge if HDdUHB does not comply with requirements of Fire Enforcement Notices.
<b>Gyfrinachedd: Privacy:</b>	Not Applicable
<b>Cydraddoldeb: Equality:</b>	Not Applicable