

PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	09 January 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety Policy 242 – Request for 3 Months Extension of Time to complete document review
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Richard Jupp, Head of Fire Safety Management Paul Evans, Head of Estates Risk and Compliance

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The Health and Safety Committee is asked to approve a short extension of time to finalise the review of Hywel Dda University Health Board's (HDdUHB) Fire Safety Policy:

Policy No 242 – Fire Safety Policy (Review by 17/12/2022)

Currently seeking a short extension until March 2023.

Cefndir / Background

It is imperative that HDdUHB has accurate written control documentation in order to comply with relevant legislation/regulations and minimise any risks associated with Fire Safety.

The existing fire safety policy documentation remains fit for purpose. This statement is supported following the outcome of a recent comparison review undertaken across other Health Boards in Wales and content approval provided from NHS Wales Shared Services Partnership - Specialist Estates Services (NWSSP-SES) (senior fire safety advisor).

Asesiad / Assessment

Justifications for the short extension of time to the review date of this policy are outlined below.

The proposed extension date (until March 2023) has been determined by the lead officers and assurance has been provided that the review, necessary global consultation and changes will be completed before this date and the document considered for final approval at the March 2023 Health and Safety Committee meeting.

- The Fire Team originally only anticipated minor changes to the policy, which would not require a formal 14 day global consultation. However, on reflection, the changes now being considered would trigger a formal consultation, thus extending the approval timelines.

- The policy has been tabled at the main Fire Safety Group (the owning group for this document) on 6th December 2022 and a request for official comments has been made. Due to meeting dates, the responses will not be received in time to be considered for the January 2023 Health and Safety Committee Meeting.
- The Fire Team has made some key changes to the training needs analysis section of the document. This is to update the document regarding new arrangements for the delivery of fire training across the HDdUHB. Final comments from colleagues in Learning and Development are awaited.

Argymhelliad / Recommendation

The Health and Safety Committee is asked to approve the short extension (until March 2023) for the review of the Fire Safety Policy No 242.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.16 Approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice (policies within the scope of the Committee).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	1. Staying Healthy 1.1 Health Promotion, Protection and Improvement 2.1 Managing Risk and Promoting Health and Safety 7. Staff and Resources
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do 4. The best health and wellbeing for our individuals, families and communities 2. Working together to be the best we can be
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	The content of policies are developed utilising expert advice, with reference to legislation and guidance documentation.
Rhestr Termiau: Glossary of Terms:	Detailed within each policy document

Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Estates Department and lead author have confirmed that the policy documents remain fit for purpose for the extension to the review date of each document
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	e.g. financial impact or capital requirements: (if yes, please complete relevant section of the integrated impact assessment template available via the link below) http://howis.wales.nhs.uk/sitesplus/862/opendoc/453906
Ansawdd / Gofal Claf: Quality / Patient Care:	e.g. adverse quality and/or patient care outcomes/impacts: (if yes, please complete relevant section of the integrated impact assessment template available via the link below) http://howis.wales.nhs.uk/sitesplus/862/opendoc/453906
Gweithlu: Workforce:	There are direct legal responsibilities for staff (workforce) associated with this policy.
Risg: Risk:	The HDdUHB must have up to date and accurate policies and procedures to avoid risk.
Cyfreithiol: Legal:	The HDdUHB must have up to date and accurate policies and procedures to avoid risk as a breach of health and safety regulations can result in the issue of prohibition or improvement notices or criminal proceedings.
Enw Da: Reputational:	Prosecutions and claims due to breaches in legislation or personal injury claims can lead to negative publicity.
Gyfrinachedd: Privacy:	N/A
Cydraddoldeb: Equality:	Each policy document has had an equality impact assessment undertaken at the time of submission. This will be revised as part of the review process