



PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	08 January 2024
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 and Safety Committee (HSC) regarding progress in managing the following areas of Fire Safety:

- Fire Enforcement Notices (FENs)/Letters of Fire Safety Matters (LoFSM)
- Fire Safety Management

Cefndir / Background

The HSC will recall previous updates on each of the above. This report provides an update on progress on each of these areas since the previous HSC Meeting held on 13 November 2023.

Asesiad / Assessment

1. Fire Enforcement Notices (FENs)/Letters of Fire Safety Matters (LoFSMs)

1.1 Withybush Hospital (WH)

Phase 1

All remaining horizontal escape routes at WH, all remaining work at St Caradogs 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**) (**Currently extended to October 2023**).

The Mid and West Wales Fire and Rescue Service (MWWFRS) have formally removed the above FEN in recognition of the works undertaken by the Hywel Dda University Health Board (HDdUHB).

There are still have circa six doors left to fit due to supply chain delays, but MWWFRS are fully satisfied that we have already passed the stage where they can remove the FEN.

The final account work on Phase 1 is now concluding, noting that we have received £6.4m to support the increased costs on this Phase.

Phase 2

All departments/ ward areas/ risk rooms **(FEN KS/890/04) (Current date April 2025).**

We have now received verbal approval from MWWFRS to proceed with the Reduced Scope of Works as set out in our submission to them and this was clarified at a recent presentation to them on 10 November 2023.

We have requested a formal letter confirming this so that the HDdUHB can gain assurance of this approach and so we can confirm to Welsh Government (WG) that subject to the approval of our Phase 2 Business Case this investment will, when completed, allow MWWFRS to remove the final FEN applicable to WH.

MWWFRS have confirmed that this formal letter is currently being drafted and will be with the HDdUHB within the next few days.

The Business Justification Case (BJC) is currently in production with a forecast completion of a final draft to the HDdUHB by January 2024. This has been delayed due to the Supply Chain Partner (SCP) having resource challenges internally. The HDdUHB is in constant dialogue with the SCP to proactively develop this important BJC as soon as possible.

Subject to this date being achieved and allowing for normal WG scrutiny we can forecast a start on site date of circa April/May 2024.

When this detailed work is complete, we will be able to consider in more detail the delivery programme for these works. We remain confident that the future programme can be delivered in line with the current FEN dates (April 2025).

The Fire Safety related work to the Reinforced Autoclaved Aerated Concrete (RAAC) effected wards is progressing to programme and we are confident this work will be completed alongside the remaining works by the end of March 2024.

Decant Arrangements to Support Phase 2 Work

As noted at the previous Committee this project is fully approved to proceed in the sum of £8.313m.

The completion date, as noted at the November 2023 Committee, of January 2024 remains on programme.

This aligns well with the planned commencement of the Phase 2 works.

1.2 Glangwili Hospital (GGH)

Phase 1

All remaining horizontal escape routes at GGH **(FEN KS/890/08 Completion Date July 2022) (Currently extended to February 2024).**

As noted at the November Committee the programme has been extended to May 2024 and this remains the current approved programme. Discussions with the SCP on programme issues are currently being held, and whilst there is no formal application at this point to extend, it is anticipated that this programme will need additional time to complete. Once this position is clearer this information will be provided as an update to this Committee.

The Project Team (PT) continue to press the SCP on an updated programme date, but this is proving difficult to obtain from the Contractor. The Team are continuing to press further for this information but the PT's analysis of the programme, including performance to date, would indicate a completion date towards the end of 2024. An update will be available on this when the contractors programme is obtained and is fully appraised by the PT.

The MWWFRS have extended the FEN to the end of February 2024. The FRS approach to these extensions is to approve these in 6 monthly blocks and therefore they will review this again in February 2024 when a new extension can be applied for.

MWWFRS regularly visit the works in progress and are fully satisfied with the current status and regular dialogue which is continued while work proceeds.

Phase 2

All departments/ ward areas/ risk rooms **(FEN KS/890/09) (Current date August 2024).**

There is no change to the update provided at the November Committee, once written confirmation from MWWFRS is obtained on the WGH reduced Scope of works a forward look programme for the GGH Phase 2 will be provided within this report. At this point the PT is confident that the programme start date to Phase 2 will be close to the completion of Phase 1.

The HDdUHB are currently in discussion with the MWWFRS on the current FEN compliance date of August 2024. MWWFRS are fully aware of the overall programme for GGH and are satisfied with presentations given to them on our planned delivery timeline. This was most recently presented to them on 10 November 2023.

As noted earlier in this report MWWFRS are fully appraised with the completed review of all programme dates on all sites and are satisfied with this approach.

1.3 Additional Letters of Fire Safety Matters

➤ Bronglais Hospital (BH) Main Building

- The current revised letters issued dated 31 August 2022.
- The LoFSMs have a significant number of requirements, however there is no FEN action placed on HDdUHB for BH.

There is no update from the previous report in November 2023.

As noted previously the BH phased programme is contained fully in the briefing presented to MWWFRS on 10 November 2023.

➤ Prince Philip Hospital (PPH)

- All priority work including the independent quality review has now been completed.
- Future investment plans for this site are as follows:

- The initial stage of Estates Funding Advisory Board (EFAB) funding will commence in April 2023 and will continue into the following financial year completing in March 2025 (£411k and £733k respectively)
- The final stage of Business Case development for the remaining work beyond 2025 will require a BJC to be submitted. A review of the timeline of this is currently underway and whether a PBC is required in advance of a BJC.
- All of the above currently remains on programme.

➤ **South Pembrokeshire Hospital (SPH)**

- A LoFSM has been received for SPH which was included in the bidding process for EFAB funding.
- This bid was fully approved, and there is now an established 2 Year programme covering 2023/24 and 2024/25 to address all requirements of the LoFSM. EFAB funding approved at £318k and £485k respectively for the 2 Year Programme
- All of the above currently remains on programme.

1. Fire Safety Management Update

1.1 Fire Risk Assessments (FRAs)

As of 27 November 2023, there are 2 overdue FRAs. A further 16 FRAs come online (up to 4 February 2024) as identified on the NWSSP-SES system dashboard.

1.2 Boris Fire Risk Assessment Management System

All FRAs are in the process of being transferred to the new Boris system. Currently 283 Fire Risk Assessments out of a total of 364 have been undertaken and transferred this equates to 78% of all FRAs (71.15% previously reported).

The original intention was to complete all transfers by Summer 2023. The resource needed to move across to the new system has impacted on the progress against this target. This timeline has been remodelled and a more realistic position would be to finish this work by the end of Quarter 4 of 2023/24, however we will endeavour to complete this earlier.

It is important to be clear that this does not pose a risk to the HDdUHB as all FRAs are up to date and it is only the transition to the new system which is now slightly delayed.

1.3 Fire Safety Training

Performance, in terms of delivery of fire safety training, is identified in tables below.

Table as at 21 August 2023

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	12,001	12,001	10,110	84.24%
100 LOCAL Fire Safety Level 2 - 1 Year General	5,550	5,550	3,335	60.09%
100 LOCAL Fire Safety Level 3 - 1 Year General	176	176	136	77.27%

Table as at 23 October 2023

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	12,163	12,163	10,224	84.06%
100 LOCAL Fire Safety Level 2 - 1 Year General	5,668	5,668	3,296	58.15%
100 LOCAL Fire Safety Level 3 - 1 Year General	176	176	115	65.34%

Table as at 24 November 2023

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	12257	12257	10283	83.89%
100 LOCAL Fire Safety Level 2 - 1 Year General	5711	5711	3160	55.33%
100 LOCAL Fire Safety Level 3 - 1 Year General	159	159	122	76.73%

As noted above:

- Level 1 fire safety training remains steady at circa 84%.
- Level 2 fire safety training has dropped by 2.8% since the last report. Level 2 training covers all clinical staff that work with or have direct contact with in-patient and out-patient facilities. As noted later in this paper we understand the pressure of clinical teams to attend training during such challenging periods.
 - Note: The MWWFRS consideration of reduced scope of works at WH (and potentially, in future GGH) will require the HDdUHB to demonstrate achievement of the 85% Fire Training Targets on the above 3 Levels as a key requirement of their support.
- Level 3 fire safety training (Fire Response Team members) has increased by circa 12% since the last report. The majority of these staff are within the Facilities operational teams and the action plan implemented is showing that progress is being made.
- Level 4 fire warden training – 6 sessions facilitated by an external accredited contractor have taken place with a total number of 92 volunteers being trained. Following a new drive to encourage volunteers to come forward, a further 30 names have been received. Sessions will be booked shortly for these staff to attend.
- Level 5 senior staff training (Band 8B & above) – 222 staff have already attended the training out of a possible 244. This equates to circa 91% uptake.

Confidence remains that the required capacity for training within HDdUHB is in place; however, fluctuations in staff attendance continue within Level 2 and Level 3. The pressures on clinical and management teams to attend this training at such challenging times is fully understood. This is the key issue which is preventing significant improvements in fire training statistics.

For increased governance, control fire training is now formally reported to the Senior Operations Business Meeting to enable the Director of Operations to give this additional

scrutiny. In addition, reports now include Level 4 (Fire Wardens) and Level 5 (Management) training statistics (February 2023 onwards in line with Audit recommendations).

1.4 Unwanted Fire Signals (UwFS)

Attached at Appendix 1 is a full report on UwFS's throughout the HDdUHB for the period 21 October 2023 to 29 November 2023. Any sites not listed have had no false alarms within the reporting period.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to:

- Acknowledge and gain assurance from the content of this report and the work achieved to strengthen Fire Safety Compliance.
- Note that further updates will be presented at future Health & Safety Committee meetings.

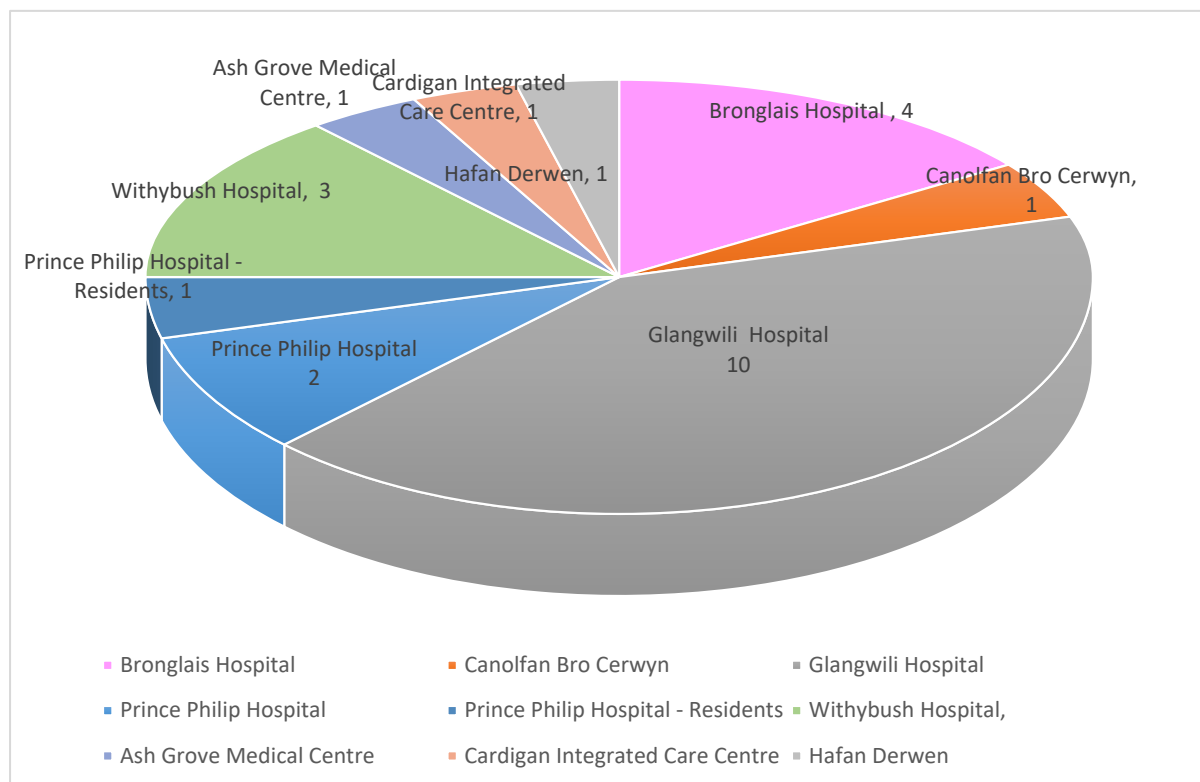
Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.11 Ensure reports and factual information from external regulatory agencies are acted upon within achievable timescales.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Estates and Facilities Risk No 813 Score 15
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	2. Safe Care 1. Staying Healthy 3. Effective Care
Amcanion Strategol y BIP: UHB Strategic Objectives:	5. Safe sustainable, accessible and kind care 4. The best health and wellbeing for our individuals, families and communities
Amcanion Cynllunio Planning Objectives	2a Staff health and wellbeing 5a Estates Strategies 7a Population Health

Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable
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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 Ansawdd 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

Comparison of fire incidents and UwFS on a site-by-site basis for the period 21st October 2023 to 29th November 2023 (inclusive)



Standard Report

Comparison of fire incidents and UwFS on a site-by-site basis

Between 21/10/2023 and 29/11/2023 inclusive

24 Incidents Found

Site	Fire	UwFS
Ash Grove Medical Centre, 20 Thomas St.	1	0
Bronglais Hospital	0	4
Canolfan Bro Cerwyn	0	1
Cardigan Integrated Care Centre	0	1
Glangwili Hospital	0	10
Hafan Derwen	0	1
Prince Philip Hospital	0	2
Prince Philip Hospital – Staff Residents	0	1
Withybush Hospital	0	3

Specific cause
(Confirmed Fire) -
between 21/10/2023 and 29/11/2023 inclusive
Site: Ash Grove Medical Centre

Item	Value	%
Other (please specify) (Portable Heater)	1	100%
Grand total	1	100%

Specific cause

UwFS incidents
between 21/10/2023 and 29/11/2023 inclusive
Site: Bronglais Hospital

Item	Value	%
Detector faulty/damaged	2	50.0%
Aerosol spray – accidental	1	25.0%
MCP broken by accidental impact	1	25.0%
Grand total	4	100%

Specific cause

UwFS incidents
between 21/10/2023 and 29/11/2023 inclusive
Site: Canolfan Bro Cerwyn

Item	Value	%
MCP activated by confused patient	1	100%
Grand total	1	100%

SPECIFIC CAUSE

UWFS INCIDENTS
BETWEEN 21/10/2023 and 29/11/2023 INCLUSIVE
SITE: CARDIGAN INTEGRATED CARE CENTRE

ITEM	VALUE	%
Cooking - burnt toast	1	100.0%
GRAND TOTAL	1	100%

Specific cause
UwFS incidents
between 21/10/2023 and 29/11/2023 inclusive
Site: Glangwili Hospital

Item	Value	%
MCP activated maliciously	3	30%
Detector contaminated	1	10%
Other	1	10%
MCP broken by accidental impact	4	40%
MCP good intent activation	1	10%
Grand total	10	100%

Specific cause
UwFS incidents
between 21/10/2023 and 29/11/2023 inclusive
Site: Hafan Derwen

Item	Value	%
Detector faulty/damaged	1	100%
Grand total	1	100%

Specific cause
UwFS incidents
between 21/10/2023 and 29/11/2023 inclusive
Site: Prince Philip Hospital

Item	Value	%
Cooking – burnt toast	1	50.0%
Other	1	50.0%
Grand total	2	100%

Specific cause**UwFS incidents****between 21/10/2023 and 29/11/2023 inclusive****Site: Prince Philip Hospital – Staff Residents**

Item	Value	%
Detector faulty/damaged	1	100.0%
Grand total	1	100%

Specific cause**UwFS incidents****between 21/10/2023 and 29/11/2023 inclusive****Site: Withybush Hospital**

Item	Value	%
Dust - contractors work (drilling/grinding etc)	2	66.7%
Excessive build up of heat	1	33.3%
Grand total	3	100%