

PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	12 November 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety Audit System Report (Boris)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Chief Operating Officer
SWYDDOG ADRODD: REPORTING OFFICER:	Simon Chiffi, Head of Estates Operations

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 a further update to the Health and Safety Committee (HSC) on the initial reporting information made available by the new Fire Safety Audit System Report (Boris).

This is the first opportunity for the Hywel Dda University Health Board (HDdUHB) to review all risk assessment outcomes by category in an electronic format.

Cefndir / Background

The Health Board (HB) has recently introduced a new online software system to both accurately record the findings of all Fire Safety Risk Assessments (FRA) and importantly determine appropriate ownership, to escalate and manage the significant findings. This mechanism is clearly articulated as part of our approved Fire Safety Policy.

The Boris system boasts many advanced features such as handheld tablet data gathering and data entry of FRA's. Using a pre-determined set of agreed questions, ensuring complete standardisation and transparency across the entire HB, moving totally away from the older paper-based system. Also, advanced reporting and interrogating of data, including ownership of FRA actions across the entire HB.

The HB has also worked closely with the Boris developers to produce a detailed risk dashboard to offer a greater level of visibility of risk and increased assurance. This data is now being used by all Fire Safety Sub-Groups across the HB to communicate the necessary actions.

The following assessment section of this report aims at this stage to set out the statistical analysis of Estates Led Extreme and High-Risk items within the Boris system:

For these risks, as part of a detailed review categorised them into the following key areas:

- Risks already covered by an agreed programme of works with Mid and West Wales Fire Safety Risk Assessment (MWWFRS).
- Risks covered by the reduction of scope (Agreed by MWWFRS).
- Risks that require additional funding.

- Risks managed by Site Operations Teams.
- Risks managed by General Managers.

Asesiad / Assessment

The Boris system has been developed to ensure that risk criteria scores match the HB's own risk score system which are:

- Extreme (15-25)
- High (8-12)
- Moderate (4-6)
- Low (0-3)

All risks within the system will either be managed by Estates and Facilities (building fabric, structural etc) or General Managers (housekeeping issues, storage, fire doors wedged open etc).

All risks have been assigned to a specific individual so there is total clarity and accountability.

The following tables below (Table 1.0 and Table 2.0) have been included to provide an overview of the current number of estates risks recorded in the system for Extreme and High-Risk categories.

Furthermore Table 3.0 provides an overview of all risks assigned to General Managers

Table 1.0 Extreme Estates Risks by Category

Risk Category	Number	Percentage of Risk
(A) Risk Covered by Agreed Program	2	22.22%
(B) Risk Covered by Reduced Scope of Works	0	0.00%
(C) Risk Requires Funding	1	11.11%
(D) Risk Managed By Site Ops	3	33.33%
(X) Risk To be Reviewed by Site Ops/ Fire Safety Team (FST)	3	33.33%
Total	9	100.00%

The risk requiring funding (C) is currently being assessed and programmed with a delivery date.

Risks being managed by Site Ops (D) are generic maintenance items/minor repairs. Which are currently being programmed with a delivery date.

Risks to be reviewed by Site Ops (X), have an initial delivery programme as follows.

Total Risks (x)	3months	6months	12months	Awaiting Confirmation
3	2			1

Table 2.0 High Estates Risks by Category

Risk Category	Number	Percentage of Risk
(A) Risks Covered by Agreed Program	85	16.60%
(B) Risks Covered by Reduced Scope of Works	0	0.00%
(C) Risks Requires Funding	52	10.16%
(D) Risks Managed By Site Ops	255	49.80%
(X) Risks To be Reviewed by Site Ops/FST	120	23.44%
Total		100.00%

The risks requiring funding (C) are currently being assessed and programmed with a delivery date.

Risks being managed by Site Ops (D) are generic maintenance items/minor repairs. Which are currently being programmed with a delivery date.

Risks to be reviewed by Site Ops (X), have an identified initial delivery programme as follows.

Total Risks (x)	3months	6months	12months	Awaiting Confirmation
120	95	10	13	2

Table 3.0 All General Managers Risks

Risk Category	Number
(A) Extreme	5
(B) High	325
(C) Moderate	361
(D) Low	38
Total	729

A summary report identifying all the above statistical analysis of risks has been added to the agenda for the Operational Planning, Governance and Performance Meeting (OPGP).

The previous technical issues experienced with archiving from the Boris system has now been fully addressed, with assurance provided that the system is operating correctly and is fit for purpose.

As a Health Board, collectively there is a need to be able to clearly demonstrate our ongoing commitment to address, manage, and mitigate our risks. Regular access to the system to manage any actions is critical. As a result, the Fire Safety Team will be introducing a series of Boris training workshop sessions over MS (Microsoft) Teams (commencing in November 2024) to encourage access and to provide further training for staff who have been assigned actions to manage.

To ensure ongoing assurances and updates for HSC, it is proposed that a six-monthly update report be presented, highlighting the status of all risk categories, by management ownership, using the Boris Dashboards.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to:

- RECEIVE ASSURANCE from the Fire Safety Audit System Report (Boris) that a system is now in place to manage and escalate fire safety risks from fire risk assessments.
- DISCUSS the format and frequency of ongoing reporting at this committee.

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

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	From the HB's approved and ratified Fire Safety Policy and the Legislation and Guidance referenced to in the report.
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Rhestr Termau: Glossary of Terms:	Contained within the body of the report.
Partion / 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