

PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	14 January 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety Training Arrangements
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Chief Operating Officer
SWYDDOG ADRODD: REPORTING OFFICER:	Simon Chiffi, Head of 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 aims to provide the Health and Safety Committee (HSC) with a complete overview on the arrangements the Health Board has in place for the following areas of Fire Safety:

- Fire Safety Training – Training Needs Analysis (TNA)

Cefndir / Background

The Health Board has developed a detailed TNA for fire safety training, which forms an integral part of our approved Fire Safety Policy.

The Regulatory Reform (Fire Safety) Order 2005 (RRO) is the principal legislation for fire safety in England and Wales. Part 2: Section 21 of the RRO specifically covers fire safety training. In addition to this, the Welsh Health Technical Memorandum (WHTM) 05-01 Managing Healthcare Systems (Guidance) also advises on suitable training arrangements.

The Management of Health and Safety at Work Regulations 1999 and FireCode, place a responsibility not only on management, but also on all staff to take care to avoid injury to themselves and others. Therefore, all employees have a responsibility to be aware of and comply with the fire procedures in the workplace.

These documents have been comprehensively referred to and interpreted for the completion of our training needs analysis (TNA) along with technical advice sought from NHS Wales Specialist Estates Services (NWSSP-SES).

The following assessment section of this report aims to:

- Explain briefly the current 5 levels of training we have created for our TNA.
- Explain the target audiences for all training Levels, including Level 4 and Level 5.
- Provide updates on our previous suggestions to enhance our Level 4 Fire Warden Training and submission of Level 5 to the Mandatory Training Group.

- Demonstrate our current fire safety training performance figures as at December 24.
- Explain what enhancements we are considering for Level 2 training to improve user interaction.
- Compare our fire safety performance with other Health Boards across Wales.
- Raise concerns on our current Level 2 performance especially for sites where we have enforcements.

Asesiad / Assessment

It is essential the Health Board has a workforce that is suitably informed, instructed and trained. Also is provided with the necessary learning mechanisms to support the organisation's fire safety management system.

It is paramount that all staff receive the correct type of training for the area that they are contracted to work in. This takes into account the risks present in the premises/area, the number of people at risk and the responsibility of staff in an emergency.

Managers who are specifically responsible for staff must ensure that each member of staff within their control is assigned to the correct training programme and officially released to attend training at the agreed intervals. It is then the responsibility of individual members of staff to book the training relevant to their type and place of work and the risks they are most likely to face.

Bespoke training can also be delivered at the place of work or at a suitably agreed location (classroom) for high-risk areas such Critical Care Theatres. It is not the responsibility of the Fire Safety Team to ensure training is booked.

The TNA the Health Board currently adopts is as follows:

Training Level/Module	Who Should Attend? The Target Audience	Brief description of course	Competency Assessed	Approx. Duration	Course Facilitator	Update Required
Staff on first Induction MANDATED	All new staff joining the Health Board	New staff starters are expected to undertake the online e-learning fire safety module which covers a wide range of fire safety topics for the workplace.	Y- Random questions as part of session	1.0 to 1.5 Hours	Learning & Development.	This is dependent upon staff roles in the HB and what category of training staff are assigned to. Staff must ensure they attend the appropriate session, and that training is kept up to date.
Combined Modules 1 & 2 General & Specific Fire Safety Training MANDATED	All Employees	A face to face or MS Teams lecture giving an awareness of General & Specific Fire Safety procedures. Training items to include: <ol style="list-style-type: none"> 1. Common causes of fire. 2. Fire Triangle. 3. What to do on discovering a fire. 4. How to raise the alarm. 5. Alarm sounds. 6. Types of firefighting equipment. 	Y- Questions will be included at end of training session. Training Quiz.	1.5 – 2.0 Hours	Health Board Fire Safety Advisers	Annually for all staff that work within an in-patient area and would be expected to assist with patients during an evacuation. Biennially for all other staff that fall outside of the above category. Each member of staff in the HB is provided with an ESR competency specific to their role, which defines the frequency.

<p>Combined Modules 1 & 2 continued...</p> <p>MANDATED</p>		<p>Importance of fire compartmentation.</p> <ol style="list-style-type: none"> 7. Evacuation Principles & strategies. 8. Bariatric or Plus Size Patients. 9. Use of evacuation aids. <p>(Ward evacuation techniques in accordance with the specific fire evacuation strategies will also be covered)</p> <p>(Please note there is no practical element in this session).</p>				
<p>Module 3</p> <p>Fire Response Team Training</p> <p>MANDATED</p>	<p>Staff who have been designated with a specific role to play for fire safety (excluding wardens)</p>	<p>An advanced face to face training session, which also covers elements of Level 1 and Level 2 training. Training will be specific and will involve practical demonstrations covering a range of activities for staff as identified below</p> <ol style="list-style-type: none"> 1. Members of the fire response team. 2. Key Estates staff – Boiler man/Duty Electricians and other operational staff. 3. Incident recording staff. 4. Porter training / lift operating. 	<p>Y- Questions will be included at end of training session.</p>	<p>2.0 – 2.5 Hours</p>	<p>Health Board Fire Safety Advisers</p>	<p>Annually</p> <p>Each member of staff in the HB is provided with an ESR competency specific to their role</p>
<p>Module 4</p> <p>Fire Safety Champion/Warden Training</p> <p>OPTIONAL & VOLUNTARY</p>	<p>Staff who have been designated or volunteered as Fire Safety Wardens for their departments</p>	<p>A specific face to face training session, which aims to cover the core principles of a fire safety warden role. Staff will be provided with all the necessary information to become a warden for their department. The course will cover the following:</p> <ol style="list-style-type: none"> 1. To help in the management of fire. 2. To act as the eyes and ears of the department. 3. To monitor fire safety at all times and regularly assess your workplace 4. Actively adopt good fire safety principles at all times. 5. Be aware of significant changes in your workplace. 6. Take swift action for evacuation when necessary. 7. Understand the various types of evacuation equipment. 8. Report issues and concerns to management and Estates. 	<p>Y- Questions will be included at end of training session.</p>	<p>2.0 – 2.5Hours</p>	<p>Now delivered in-house by a member of the FST</p>	<p>Annually</p>

		9. Practical use of firefighting and evacuation equipment				
Module 5 Senior Managers Training OPTIONAL	Principal and Senior Managers, Departmental Managers at 8B and above.	A specific face to face training session specifically for site managers/senior departmental managers who are 8B and above. This session is designed to raise the awareness of responsibilities that managers have for fire safety as identified by the Regulatory Reform Fire Safety Order (2005). <ol style="list-style-type: none"> 1. The role of the responsible person and what this means. 2. Looking at our fire safety policy and our management arrangements 3. Understanding our training needs analysis 4. The importance of effective co-ordination and communication. Looking at appropriate measures to reduce and minimise risk.	Y- Questions will be included at end of training session.	1.5 Hours	Fire Safety Advisors	Biennially This must be attended by managers who have Direct control of staff. This course is one module forming part of manager's induction programme.

- Overview of our L4 Fire Safety Champion/ Fire Safety Warden (FSW) Training and possible suggestion to increase accountability.

The Health Board is a complex organisation with a vast amount of building stock and people operating in busy environments. As a result of this complexity the Fire Safety Team have developed a specific role in the Health Board called The Fire Safety Champion/ Fire Safety Warden (FSW), as a way of mitigating, supporting, and managing potential risks as far as reasonably possible in relation to fire safety amongst our daily business.

The FSW role is voluntary, where managers are asked to encourage a member of staff (or themselves) from their department to take on this role. The expectation is simply to become the eyes and ears for their departmental area, reporting on any concerns, hazards and risks they may encounter. This essentially could be issues or defects to the building fabric or excess storage or clutter, which needs formal escalation to address and ultimately helps to collectively improve ownership of our fire safety arrangements.

This is not an enforcing role, more of a fire safety champion role to help in the everyday management of fire safety within a department. We fully acknowledge that although we presently have 169 FSW fully trained, we have not reached our ideal number to offer complete assurances that all areas and key departments are covered.

Despite our recent request to consider mandating Level 4 training, we were informed by Learning and Development (L&D) it would not be a feasible option as ESR can only assign a training competency to a specific role and not to an individual member of staff. As a result, it has since been agreed by L&D that once staff have received Level 4 training, ESR will record the completion of the training and create a refresher frequency for staff. As a result, staff will then receive a refresh reminder and the competency will be recorded for future reporting and allow us to review ongoing performance.

Whilst selecting staff for this role, managers need to be reminded that the role doesn't carry any additional level of accountability and staff will not be held to account. Staff may be discouraged by the level of responsibility imposed upon them for this role. This is also another potential consideration for the lack of participation at this stage. This role is simply a helping hand in the department to raise concerns and escalate matters as often as possible. We will continue to encourage this training through regular communications and Global E-mails.

In addition to the above, we have submitted a formal request for consideration to introduce night porter staff at Withybush Hospital, who will have Fire Safety Warden duties as part of their role. This request forms part of our agreement with Mid and West Wales Fire and Rescue Service with the reduction in scope for fire enforcement work. A paper has been submitted for executive approval at the next available meeting.

We have also submitted a request to the Mandatory Training Group (MTG) to consider the mandating of Level 5 training, this is for all senior managers who are 8B and above to enhance management ownership and responsibility for fire safety. This request is being discussed at the January 25 MTG meeting.

- Current fire safety performance figures as of 6 January 25 (HB Wide and by Each Acute Site)

Table 1:0 Fire Training Performance HB Wide

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	12279	12279	10711	87.23%
100 LOCAL Fire Safety Level 2 - 1 Year General	5965	5965	4054	67.96%
100 LOCAL Fire Safety Level 3 - 1 Year General	142	142	108	76.06%

Table 2.0 Fire Training Performance GGH

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	3446	3446	2934	85.14%
100 LOCAL Fire Safety Level 2 - 1 Year General	1652	1652	1121	67.86%
100 LOCAL Fire Safety Level 3 - 1 Year General	38	38	30	78.95%

Table 3.0 Fire Training Performance WBH

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	2268	2268	1959	86.38%
100 LOCAL Fire Safety Level 2 - 1 Year General	1039	1039	752	72.38%
100 LOCAL Fire Safety Level 3 - 1 Year General	35	35	15	42.86%

Table 4.0 Fire Training Performance PPH

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	1972	1972	1718	87.12%
100 LOCAL Fire Safety Level 2 - 1 Year General	933	933	657	70.42%
100 LOCAL Fire Safety Level 3 - 1 Year General	32	32	28	87.50%

Table 5.0 Fire Training Performance BGH

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	1339	1339	1141	85.21%
100 LOCAL Fire Safety Level 2 - 1 Year General	626	626	392	62.62%
100 LOCAL Fire Safety Level 3 - 1 Year General	35	35	33	94.29%

Fire safety training performance in the last quarter has steadily decreased particularly for Level 2 training as noted in table 1:0 above (Currently at 67.96%)

As of 6 January 2025, Level 1 training across the organisation remains above the Mid and West Wales Fire and Rescue Service (MWWFRS) target of 85%. However, of concern is our performance at Level 2 across all sites, and specifically at sites where we have been served fire enforcement notices. We currently fall well short of this target for Level 2 and some sites for Level 3 as noted above. Level 2 is a critical category of staff who have a part to play in patient evacuation. Therefore, the Health Board must collectively cascade this shortfall to encourage improvements to satisfy the MWWFRS expected target. If we fail to achieve this, it's likely we will be served an official improvement notice by MWWFRS with a stipulated timeline to fully comply.

Despite having sufficient capacity as a fire safety team to deliver training for all staff needs, we have decided to engage the support from L&D colleagues to review our existing training material to look at ways in which we can better enhance the course content and improve staff interaction.

This may result in a new bespoke training course being developed with interactive tools where staff will be expected to respond to a given scenario or provide answers to a selection of questions. This may take some months to agree the content and develop the course application. We will also be looking at improved ways of marketing this course with L&D to encourage completion and regularly publishing performance figures of the areas of concern.

Level 4 Fire Safety Champion/ Fire Safety Warden (FSW) Training – Following a recent successful recruitment drive via global email, more volunteers have now come forward. We can currently confirm an improving position from 145 to 169 FSW trained across the Health Board, which is reassuring. However, we estimate that to reach sufficient numbers for our acute sites (to cover key departments/wards only) we need in excess of circa 200 FSW, this excludes all community and MH external premises where there are no dedicated fire response teams present.

There is a need to strengthen knowledge and understanding of the role and responsibilities of the Fire Safety Champion/ Fire Safety Warden, including a process for ensuring appropriate number of FSWs are identified and trained across the Health Board. This work will take place throughout quarter 4 2024/25 with formal reporting at the next Health and Safety Committee.

Level 5 Senior Staff Banded at 8B & above – A total number of 224 staff out of 274 have attended this training, equating to an 81% uptake. We have received very positive feedback from staff who have completed this training that they were unaware of the direct responsibilities they had in relation to Fire Safety.

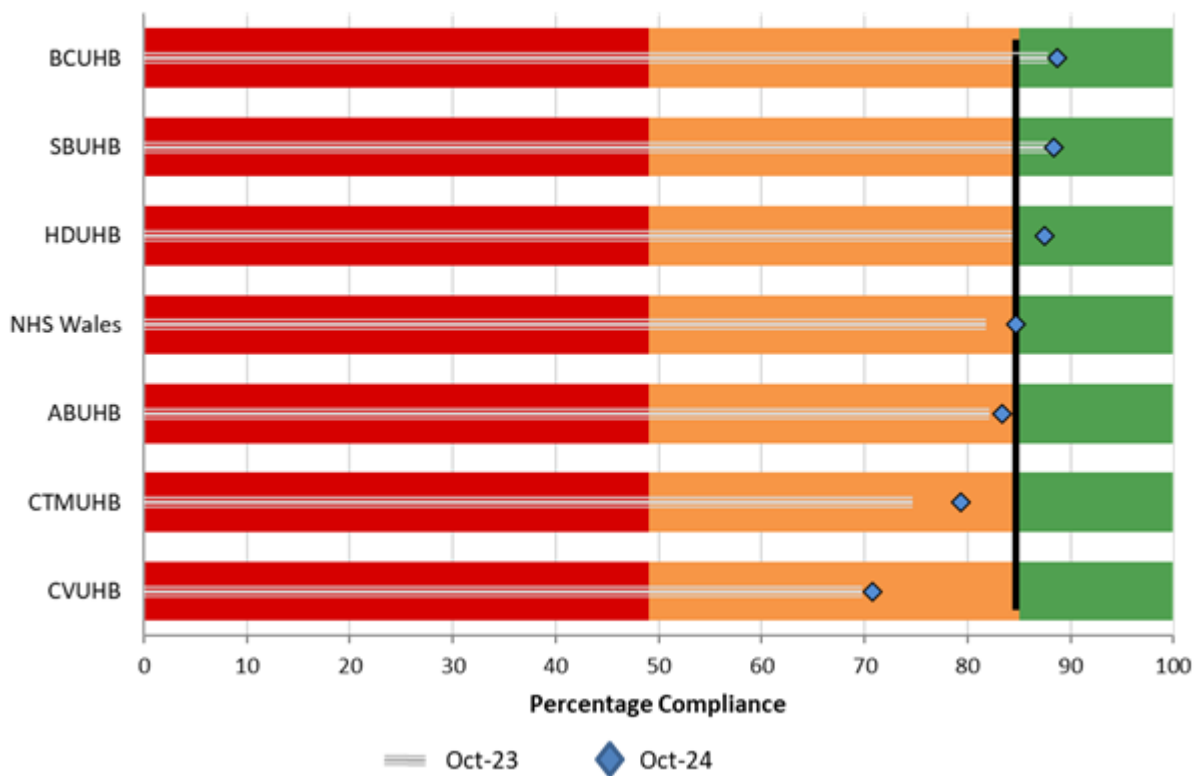
We await the outcome from the January 25 MTG meeting to determine if this course has been accepted as a mandatory option. We understand this Level 5 training is not a legally imposed requirement. However, as a Health Board we need to be reminded that any requirement of the law placed upon the Chief Executive of Hywel Dda University Health Board and its Board of Directors relating to fire safety is also placed upon all staff who have to any extent control of their workplace.

Article 11 of the RRO clearly stipulates that all persons who have any control must ensure arrangements are in place for effective planning, organisation, control and monitoring of fire safety measures and the keeping of records of all these measures.

- All Wales Fire Training Performance (All Wales ESR – October 24 data).

It is also very encouraging to note that Hywel Dda University Health Board still remains one of the top performing Health Boards in Wales (for Level 1) As of October 24 (L&D 2 month delay for information) at 87.5% above the 85% target.

Fire Safety Compliance by Organisation for All Staff Groups



As of October 2024 All Wales Figures (2-3 month time lag in latest figures coming through All Wales L&D).

Betsi	88.74%
Swansea Bay	88.35%
Hywel Dda	87.50%
NHS Wales	84.68%
Aneurin Bevan	83.31%
Cwm Taf	79.31%
Cardiff & Vale	70.75%

Argymhelliad / Recommendation

The Health and Safety Committee is requested to:

- Acknowledge and **gain assurance** from this report that we have implemented a robust TNA for fire safety training. (Noting all Wales Level 1 position).
- **Acknowledge the current performance concerns** specifically around Level 2 training and our obligations as an Organisation to increase and maintain above 85%.
- **Note** the suggested plans and changes we are proposing to strengthen our Level 2 training material in the coming months.
- **Note** the recording arrangements for Level 4 (post completion) and submission of Level 5 training to MTG and the anticipated outcome.

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.
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