



**PWYLLGOR IECHYD A DIOGELWCH
HEALTH & SAFETY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	05 May 2026
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety Risk Assessment System (Boris)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Executive Director of Allied Health Professions and Health Science
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 an update to the Health and Safety Committee (HSC) in relation to the Fire Safety Risk Assessment System (Boris) used by Hywel Dda University Health Board (HDdUHB). Following recent concerns raised at HSC in March 2026 on the scale and quantity of outstanding actions from fire risk assessments (FRAs).

This report also offers a brief explanation on how the Boris system has been developed, it's current functionality and reporting, along with the improvements being considered to assist with improved ownership of actions.

Cefndir / Background

HDdUHB is required by fire safety law, the Regulatory Reform (Fire Safety) Order 2005 to undertake suitable and sufficient FRAs of our premises, accurately record the information and escalate all significant findings to the nominated responsible persons. This mechanism is clearly articulated as part of our approved Fire Safety Policy.

To enable the Health Board (HB) to achieve this, the Boris system was introduced in 2021 as a direct result of significant limitations experienced with the previous fire safety system hosted by NHS Wales Shared Services Partnership Specialist Estates Services (NWSSP-SES). A decision was made by the Fire Safety Team (FST) and agreed by the Fire Safety Group (FSG) to acquire a new, more advanced system for the HB. Which the HB were able (and still are) to customise and develop to their own specifications.

The Boris system boasts many advanced features such as handheld tablet data gathering and data entry of FRAs, moving away from the older paper-based system. At the time of development 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 as shown in Appendix A, specifically designed by the Hospital General Managers to offer a greater level of visibility of risk and increased assurance. This data is now being tabled

at all FSG meetings and by all fire safety sub-groups across the HB to communicate the quantity of actions in Boris.

Despite the investment in the Boris system there still remains a significant quantity of risk actions outstanding, which the HB are ultimately carrying. Although we are regularly evidencing reduction of actions over time as part of FSG reporting (noted below) and fully acknowledge that due to the ever-evolving risk assessment process we will always have risks to manage, it is still felt that the scale of remaining items is a concern for the HB.

This report therefore sets out our assessment of where it is believed that improvements can be made to address these concerns.

Asesiad / Assessment

In order to provide some initial context, the Boris system currently records 338 live FRAs within the system for the HB, ensuring all clinical and non-clinical areas are assessed by the appropriate acute based Fire Safety Advisor. Each FRA has approximately 54 questions (with some questions triggering additional questions depending on response), thus potentially generating a significant amount of data (risk actions) from a question set of circa >18k questions across the FRA range. Whilst also taking into consideration the scale, complexity and estate condition / backlog challenges experienced as a HB.

On completion, or release of an FRA the document is issued automatically by Boris system to the nominated responsible person and all actions that are identified within the FRA are assigned an appropriate action owner. The action owners are prompted to access the system to address the actions that have been assigned to them within agreed timelines specified by the FRA. Each action will have been issued with a specific timeframe determined by the assessor to address the action, with particular focus on any extreme or high-risk items as a priority. Once these are completed, they are issued to the action approver (a more senior member of staff) for final approval/closure and removal from the system. The system was intentionally designed with a two-stage approval process and agreed by the FSG.

In order to simplify the identification of risk actions, the Boris system has been developed to ensure risk criteria scores for each action match the HB's own risk score system which are:

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

All risk actions within the system are assigned to one of two ownership areas: Estates (building fabric, structural issues, etc.) or Hospital General Management (HM) (ward housekeeping, storage, fire doors wedged open, etc.).

All risks have been assigned to a specific individual to ensure total clarity and accountability.

The following table below (Table 1.0) has been included to provide an overview of the current number of Boris actions by risk category that are held in the system. It is also used to evidence trend analysis and show where the HB has reduced the number of actions in the system noting there are currently no extreme risks to manage.

Table 1.0 Boris Table of Actions – Trend Analysis

Date	Extreme Estates	Extreme HM	High Estates	High HM	Mod Estates	Mod HM	Low Estates	Low HM
Sept 25	0	0	889	620	1724	1117	214	187

Nov 25	0	0	808	547	1674	1089	225	153
Early Feb 26	0	0	655	435	1535	981	254	145
March 26	0	0	653	451	1503	974	202	147
April 26	0	0	615	425	1479	993	200	156

Despite recent efforts by the Fire Safety Team to promote Boris training workshops via Microsoft Teams, aimed at supporting staff responsible for managing actions, it is acknowledged that further improvement is needed.

The Boris system was not designed to allow the extraction of data by clinical care group (CCG) ownership. It simply allows data extraction by Site and Area. The Head of Estates Risk and Compliance, in conjunction with the Interim-Head of Fire Safety are working to progress the actions within the FRA Action Improvement Plan (table 1.0) below:

Action No	Action Description	Action Timescale	Action Owner
1	Prepare data by Clinical Care Group for oversight and management within local integrated governance meetings.	01.07.2026	Head of Estates Risk & Compliance
2	BORIS system will be configured to enable reminder notifications to each action owner to prompt completion.	31.07.2026	Head of Estates Risk & Compliance
3	Improve access to BORIS system by adding BORIS icon for all computers on start-up.	30.06.2026	Head of Estates Risk & Compliance
4	Review BORIS approval process from two-stage approval to one-stage approval to expedite BORIS reviews.	29.05.2026	Head of Estates Risk & Compliance
5	Develop a process for ensuring action owners are updated in a timely manner.	29.05.2026	Head of Estates Risk & Compliance

Table 1.0 - FRA Action Improvement Plan

It is acknowledged that, despite these enhancements, the system will inevitably continue to record some actions where the associated risks are more complex or challenging to address. In many instances, these actions require capital investment and may therefore remain open within the system for longer periods.

It is also recognised that a significant proportion of Estates-led actions requiring funding are linked to the major fire enforcement programmes currently underway, alongside Targeted Estates Funding (TEF) and specific capital bids submitted by Estates managers. As these programmes are completed, a substantial number of related actions within Boris will be progressed and closed. This has been a key contributing factor in the significant reduction of over 250 High Risk Estates-led actions since September 2025.

The Health and Safety Compliance Group will maintain oversight of the actions outlined in the table 1.0 above to ensure progress is achieved in line with the proposed timescales.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to:

- **Receive assurance** from the Fire Safety Risk Assessment System (Boris) report with specific reference to FRA Action Improvement Plan (table 1.0)
- **Note** the progress since September 2025 to reduce the number of outstanding FRAs
- **Note** the monitoring of the FRA Action Improvement Plan (table 1.0) by the Health and Safety Compliance Group.

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
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	1. Safe 3. Effective
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	2. Healthier communities 3. Great care
Amcanion Cynllunio Planning Objectives	8 Estates plans
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 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
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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

