



PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 July 2026
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety Risk Assessment System (Boris)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Executive Director of Allied Health Professionals 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

Following the Health and Safety Committee (HSC) in May 26 declaring a lack of assurance regarding outstanding fire safety actions within the Health Board's (HB) Fire Safety Risk Assessment System (Boris), this report provides a further update regarding the measures being implemented to strengthen management arrangements for action escalation and improved ownership.

Cefndir / Background

As a result of the Regulatory Reform (Fire Safety) Order 2005, the Health Board is required to undertake suitable and sufficient Fire Risk Assessments (FRA) of its premises, accurately record the information and escalate all significant findings to the nominated responsible persons. This mechanism is articulated as part of the organisation's Fire Safety Policy.

To support the Health Board to discharge its duties, the Boris system is used by the Fire Safety Team (FST) to undertake all FRA and assign any actions to respective action owners.

Although the number of outstanding actions has been on a downward trajectory as shown in the table below, the HSC remains concerns about the overall level of outstanding actions and the pace at which improvements are being delivered.

Fig 1.0 Boris Table of Actions – Trend Analysis

Date	Extreme Estates	Extreme Hospital Management (HM)	High Estates	High HM	Moderate Estates	Moderate 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
Feb 26	0	0	655	435	1535	981	254	145
March 26	0	0	653	451	1503	974	202	147

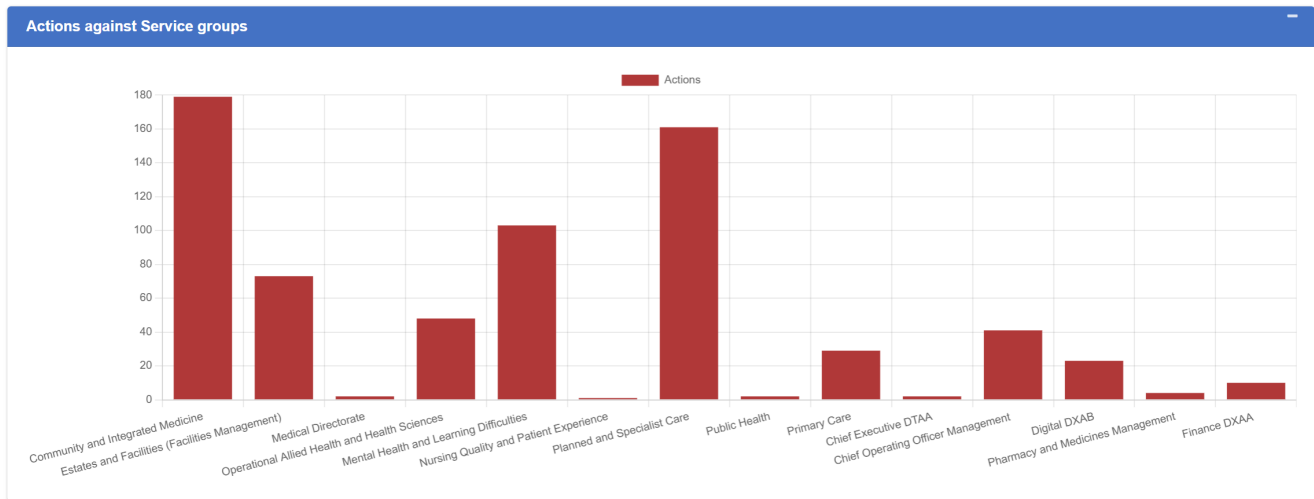
April 26	0	0	615	425	1479	993	200	156
May 26	0	0	560	372	1424	1021	187	154
June 26	0	0	547	361	1414	1015	186	154

Asesiad / Assessment

As a result of improvements made to the Boris system by its developers, data extraction capability has improved, and fire safety actions can now be extracted by Clinical Care Group (CCG). This development has improved the visibility of outstanding actions and provides the opportunity for timely escalation.

Figure 2.0 details an extract from the new dashboard view. Users may select a specific CCG segment and display the outstanding actions assigned to it.

Figure 2.0 CCG New Dashboard (example image only)



Action Details (Service Groups)

Action No	Site	Location	Service Group	Action	Date of FRA	Action Owner	Due Date
10205/3	Prince Philip Hospital - Llanelli	Template 17 First Floor Pathology	Operational Allied Health and Health Sciences	Finding: Steel cabinets containing admin and stationery items on a single means of escape, one of which was unlocked. Action: Relocate items away from the Means of escape entrance to stairwell and within a protected 30 min room.	09-01-2026	Ben Davies	10-01-2026
10464/7	Glangwilli General Hospital	Block 08 FF - Pathology Department	Operational Allied Health and Health Sciences	Finding: Plastic container Bottles in escape routes, also newer processes within Pathology departments mean that less flammable liquids are used or the liquids remain in enclosed cassettes however there are still some processes where the use of flammable liquids cannot be avoided. Staff are correctly trained in the use of such products, storage of flammable liquids in use is kept to a minimum, and bulk storage is also controlled. Action: Managers to make sure combustibles & chemicals are kept away from escape routes. These need to be placed inside compartments behind 30min fire doors & chemicals inside secured cabinets or bunded units / hazard rooms. Hazard signs on these doors.	09-10-2025	Catrina Richards	10-10-2025

The action details provide a clear description of the action, the date of the original FRA, the action owner and the due date.

All data can be manually exported to Microsoft Excel for further analysis and cascading.

A recent meeting and system training provided to the Deputy Chief Operating Officer (DCOO) concluded that these developments were a significant step forward that will aid improved distribution of data to CCG leads/directors. In order to provide improved assurance, outstanding actions will be scrutinised and discussed at monthly CCG Delivery Review meetings chaired by the DCOO.

A trajectory of timelines is also being developed by each CCG (including Estates & Facilities) to provide an indication of action closure, offering increased assurance and visibility. This is an extensive task, which can be presented to the Committee as part of the next update status and forms part of our agreed actions table below.

To further support compliance and improved communication, the Boris system will issue automated e-mails to assigned action owners monthly reminding them to address their assigned actions.

Action owners are considered duty holders under the Regulatory Reform (Fire Safety) Order 2005, as they exercise control within their area of responsibility. In this capacity, they support the Responsible Person (the Chief Executive / Health Board) in discharging statutory fire safety duties. It is the responsibility of the allocated duty holder to ensure that actions arising from FRA are completed within the required timescales provided.

The FST will provide competent advice, guidance, and practical support to assist duty holders in completing these actions. Progress and completion will be recorded within the designated system. While support is provided, accountability for timely completion of actions remains with the duty holder.

To ensure clarity and accountability, it has been agreed that actions will be assigned to named individuals rather than job roles. This approach removes ambiguity where multiple individuals may hold similar roles within the same area and ensures there is clear ownership of each action.

Actions agreed to improve the management of Boris:

The following table 1.0 below has been produced to indicate a series of actions to improve the management of Boris.

Table 1.0

Action No	Action Description	By when	By Whom
1	Prepare and extract all Estates & Facilities Clinical Care Group (CCG) Boris data. For risk/action owners to facilitate the production of an action completion trajectory.	Completed	Paul Evans
2	Analyse all circa 2140 Estates & Facilities CCG Boris actions and develop an action completion trajectory.	31.08.26	Simon Day
3	Provide Boris system access and training for the DCOO.	Completed	Paul Evans
4	Provide a function in Boris for the DCOO to extract all CCG actions (excluding Estates & Facilities).	Completed	Paul Evans
5	Prepare and extract all CCG (excluding Estates & Facilities) Boris data. For risk/action owners to facilitate the production of an action completion trajectory.	03.07.26	Gareth Cottrell
6	Analyse all circa 1529 CCG (excluding Estates & Facilities) Boris actions and develop an action completion trajectory.	31.08.26	Gareth Cottrell
7	Review BORIS approval process from two-stage approval to one-stage approval to expedite BORIS	Completed	Paul Evans

	reviews. This will remove circa 230 actions immediately from the system.		
8	Modernise (with support from Learning and Development) the existing L5 Fire Safety Training module. To create a new interactive platform, encouraging action owners to update Boris in a timely manner. This will form part of the new Training Needs Analysis (TNA) for Fire Safety. This is in addition to the scrutiny/intervention already agreed by the DCOO.	31.08.26	Paul Evans
9	Ensure action users (who accept their role on receipt of the FRA) then relocate or leave the HB, inform line management and/or the FST of this change. Minimising the opportunity of actions left dormant in the system. Regular scrutiny/intervention by DCOO already agreed.	Completed	Gareth Cottrell
10	Actions that maybe more complex to address requiring significant investment or service disruptions may take longer to complete and action. Scrutiny/intervention/escalation agreed by DCOO through appropriate HB governance channels.	Completed	Gareth Cottrell
11	Ensure continual communications of Fire Themed Risks at Fire Safety Group (FSG) and CCG meetings, to ensure appropriate capital bids are being submitted to manage (as far as reasonably practicable), mitigate and address the risks we face in relation to fire safety. Note the two corporate risks 813 (fire) 1745 (infrastructure) and significant investment already agreed to address Enforcement Notice (EN) works.	Completed	Paul Evans Simon Day & Simon Chiffi
12	Boris system change, to include the functionality of an automatic monthly (reminder) e-mail to all Boris action owners. (Attaching the risks/actions in their ownership.	01.08.26	Paul Evans

The improvements noted above will have a significant impact on the HB's ability to communicate and clarify ownership whilst offering increased traceability of actions. Through the HSC, the Health Board will regularly evidence trends of risk reduction over time offering improved confidence and assurance.

To provide further assurance, 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 evidencing the improvements made.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to **Receive assurance** from the actions being implemented to strengthen governance, oversight and ownership of Fire Risk Assessment actions, whilst recognising that further evidence of sustained improvement is required.

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 Termiau: Glossary of Terms:	Contained within the body of the report.
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd lechyd 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.
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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