

## PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	09 July 2024
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Fire Safety Audit System Report (Boris)
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Andrew Carruthers, Executive Director of Operations
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	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 updates 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 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, moving totally away from the older paper-based system. It also enables advanced reporting and interrogating of data, including ownership of FRA actions across the entire Health Board.

We have 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.

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

- For these Extreme and High risks, we have also, 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 and Rescue Service (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.
- Recently added risks which require review and clarification.

### Asesiad / Assessment

The Boris system has been developed to ensure that risk criteria scores match the Health Board'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, there remains a small number of unassigned risks which are still being processed.

Appendix 1 is the current update of the Boris dashboard as of 11 June 2024. This includes the total number of actions recorded in the system by risk score and further graphs indicating the numbers of actions in ownership area (shaded graphs) and finally items requiring assignment.

From the statistics contained in Appendix 1 the following headings have been extracted so that we can give clarity on all of the items contained within Extreme and High-Risk totals.

**Table 1.0 Extreme Estates Risks by Category**

<b>Risk Category</b>	<b>Number</b>	<b>Percentage of Risk</b>
(A) Risk Covered by Agreed Program	1	3.85%
(B) Risk Covered by Reduced Scope of Works	0	0.00%
(C) Risk Requires Funding	2	7.69%
(D) Risk Managed by Site Ops	8	30.77%
(X) Risk To be Reviewed by Site Ops/ FST	15	57.69%
<b>Total</b>	<b>26</b>	<b>100.00%</b>

The two 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) currently being assessed to confirm timelines for this process.

The outcome of all this review work will be provided for the next meeting in September 2024.

**Table 2.0 High Estates Risks by Category**

<b>Risk Category</b>	<b>Number</b>	<b>Percentage of Risk</b>
(A) Risks Covered by Agreed Program	219	15.49%
(B) Risks Covered by Reduced Scope of Works	10	0.71%
(C) Risks Requires Funding	130	9.19%
(D) Risks Managed by Site Ops	744	52.62%
(X) Risks To be Reviewed by Site Ops/FST	311	21.99%
<b>Total</b>	<b>1414</b>	<b>100.00%</b>

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) currently being assessed to confirm timelines for this process.

Due to the significant number of high-risk items identified in this initial assessment from the Boris system we will identify a delivery programme for the next committee meeting in September 2024.

**Table 3.0 All General Managers Risks**

<b>Risk Category</b>	<b>Number</b>
(A) Extreme	11
(B) High	887
(C) Moderate	1274
(D) Low	148
<b>Total</b>	<b>2320</b>

A summary report identifying all of the above statistical analysis of risks has been added to the Agenda for the Operational Planning, Governance and Performance Meeting (OPGP) on 9 July 2024.

**Argymhelliad / Recommendation**

The Health and Safety Committee is requested to:

- **ACKNOWLEDGE and TAKE ASSURANCE** from this report that the process necessary to give full assurance on Fire Safety is being progressed. Noting the overarching partnership work arrangements, we have with the Mid and West Wales Fire and Rescue Service who are entirely satisfied with our progress to date on Fire Enforcement Notices and Letters of Fire Safety Matters.

<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
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: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	6. All Apply
Parthau Ansawdd: Domains of Quality <a href="#">Quality and Engagement Act (sharepoint.com)</a>	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: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	10. Not Applicable

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
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

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b>	Funding sought from Welsh Government.

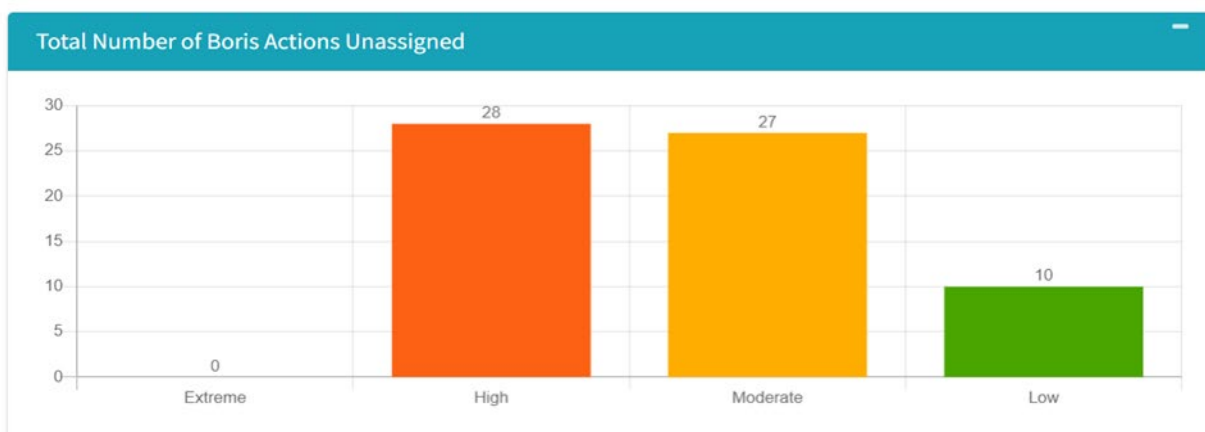
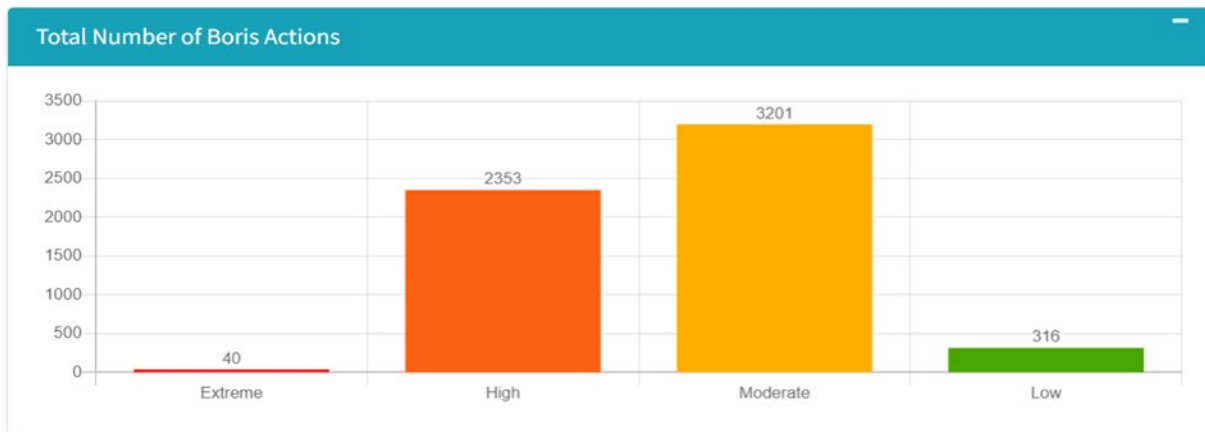
<b>Financial / Service:</b>	
<b>Answydd / Gofal Claf: Quality / Patient Care:</b>	Not Applicable
<b>Gweithlu: Workforce:</b>	Delivering a safe working environment
<b>Risg: Risk:</b>	Estates and Facilities Risk No 813
<b>Cyfreithiol: Legal:</b>	Potential for legal challenge if HDdUHB does not comply with requirements of Fire Enforcement Notices.
<b>Enw Da: Reputational:</b>	Potential for legal challenge if HDdUHB does not comply with requirements of Fire Enforcement Notices.
<b>Gyfrinachedd: Privacy:</b>	Not Applicable
<b>Cydraddoldeb: Equality:</b>	Not Applicable

Figure 1.0 total number of Boris Fire Risk Assessment (FRA) actions (Updated Image to be added\*)

### Hywel Dda University Health Board - Fire Risk Assessment KPI Dashboard

Customer

Site



The graphs on the Key performance Indicator (KPI) dashboard are intelligent in nature, therefore allow users to select a desired graph or ownership area and extract the data to Excel for further analysis if necessary. These graphs are now being regularly tabled at Acute fire safety sub-groups to encourage management ownership/monitoring and closure of actions.

- Key estate risks currently in Boris specifically for Extreme and High risk items by category.