



HEALTH & SAFETY ASSURANCE COMMITTEE PWYLLGOR ANSAWDD IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 May 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety Management Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	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 paper has been prepared to provide the Health and Safety Assurance Committee with an update on Fire Safety Compliance and will focus on the key points listed below:

1. Fire Risk Assessments (FRAs) – Update on progress of completion of FRAs.
2. Fire Safety Training – Current and planned performance levels.
3. Field Hospitals – Current status of Fire Safety.
4. Management of Actions Identified Within FRAs and the FRA Management System.
5. Capital availability for Fire Safety Work.

Cefndir / Background

1. FRAs - Update on Progress of Completion of FRAs

Hywel Dda University Health Board (HDdUHB) has a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 (FSO) to maintain suitable and sufficient FRAs for the buildings it occupies. It is also a requirement that FRAs are reviewed at appropriate intervals.

2. Fire Safety Training – Current and Planned Performance Levels

The expectation within the FSO is that all staff are trained in fire safety matters, and Fire Safety Training is also a requirement of Firecode WHTM (Welsh Health Technical Memorandum) 05-01 'Fire Safety Management'. HDdUHB manages this through a Training Needs Analysis (TNA) and the training is delivered by the HB's Fire Safety Advisors. Fire Safety training is generally delivered to groups of staff either in drop-in sessions or at the workplace.

3. Field Hospitals Fire Safety – Current Status of Fire Safety

This section relates to previous work carried out to mobilise the field hospital sites. Fire Safety arrangements for hospital buildings is set out in Firecode WHTM 05-02 'Fire Safety'. These arrangements also need to meet the functional requirements of the Building Regulations. Normally, arrangements for these buildings are based on the principles of horizontal progressive evacuation, which are primarily based upon fire compartmentalisation. Fire compartments are usually relatively small areas, and patients can initially be moved to another

fire compartment in the event of a fire. However, these arrangements would not be appropriate for the field hospitals, which are largely open plan in layout.

4. Management of Actions Identified Within FRAs and the FRA Management System

A robust system demonstrating the progress of FRA actions is required to accurately display live information on this position within HDdUHB. Currently, due to the restrictions of the Shared Services online risk assessment module, this aspect cannot effectively be managed.

This online system is limited in its ability to be interrogated for progress on actions and does not include a live dashboard to provide current risk values at any given time. It is therefore necessary either to develop an in-house solution or to procure a management system from an outside provider.

5. Capital Availability for Fire Safety Work

FRAs have been undertaken across the Health Board's (HB) Estate and the findings have identified a range of key risks which will require significant capital investment to address.

Asesiad / Assessment

1. FRAs - Update on Progress of Completion of FRAs

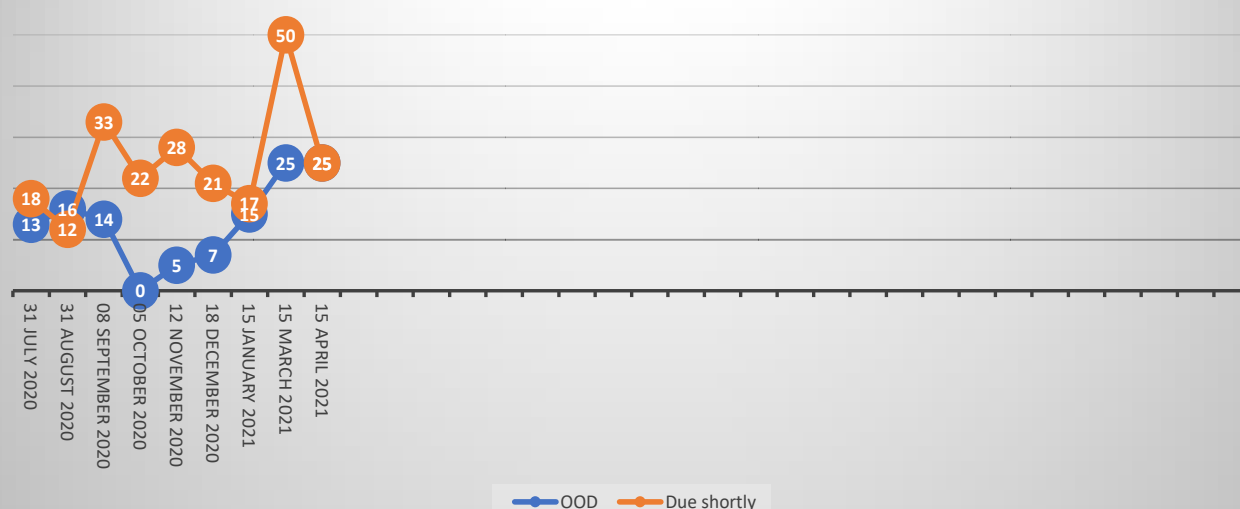
Considerable effort and investment in the Fire Safety Team has resulted in a significant reduction in the number of overdue FRAs seen previously. In February 2020 the backlog stood at zero (in comparison, at January 2019 the backlog was in the region of 140). As of 15th April 2021, there are 25 out-of-date FRAs, with a further 25 to be added to this list by the 12th May 2021.

HDdUHB can be assured that the current situation regarding FRAs is being managed appropriately. A new Fire Safety Advisor has recently been appointed at Prince Philip Hospital, commencing in post on the 13th of April 2021.

The onset of the COVID-19 Pandemic has had a significant effect on the work patterns of the Fire Safety Advisors due to the input required for the Field Hospitals. This work is now practically concluded and will enable work to re-start on the HB's conventional building portfolio. A zero position for overdue FRAs is anticipated by July 2021.

However, access to certain areas may prove challenging going forward due to the COVID-19 Pandemic and the restrictions placed on access. This will have an effect on the ability to review FRAs in these particular areas, although the current pandemic situation has now eased significantly.

FRA Status



The above chart shows the position over the past 9 months. HDdUHB has around 450 FRA areas, most of which are reviewed annually.

2. Fire Safety Training – Current and Planned Performance Levels

Prior to the onset of the pandemic, the performance in terms of delivery of Fire Safety Training stood at 58% for Level (L)1 online training (as at 31st January 2020). An increase in delivery of this online training of up to 71% (as at 31st March 2021) has since been recorded.

The pandemic has had a significant negative effect on the delivery of face-to-face Fire Safety Training (L2) as noted in Table 2 below; however delivery of L3 Training has remained the same throughout this period.

Table 1: As at 31st January 2020:

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	10192	10192	5901	57.90%
100 LOCAL Fire Safety Level 2 - 1 Year General	4826	4826	2123	43.99%
100 LOCAL Fire Safety Level 3 - 1 Year General	247	247	81	32.79%

The current position in respect of face-to-face group Fire Safety training is that it has been suspended due to the COVID-19 pandemic and the necessity for safe distancing. This situation will have a considerable negative impact on the performance levels previously demonstrated. Training smaller groups in larger venues may need to be considered, but this will remain challenging, dependant on the length of the lockdown and continued social distancing rules. This is consistent with other Health Boards across Wales and HDdUHB will be contacting Welsh Government to seek the latest guidance on returning to face-to-face training.

An update on the Fire Safety training performance figures are show below:

Table 2: As at year-end 31st March 2021:

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	11082	11082	7894	71.23%
100 LOCAL Fire Safety Level 2 - 1 Year General	5222	5222	151	2.89%
100 LOCAL Fire Safety Level 3 - 1 Year General	293	293	94	32.08%

However the HB's target set for year-end 2021/22 remains 95% for all levels of training (subject to normal face-to-face sessions being reinstated).

The Fire Safety Team are confident that sufficient capacity can be provided (for L1, L2 and L3) to achieve this year-end position. This is, however, a challenging target and is fully reliant upon staff being released to attend Fire Safety Training and potential restrictions on venue capacity. Service pressures may also be experienced and therefore this position will be reviewed at a later stage. This assumes the continued use of online training for L1, which will be formally reviewed during the current Financial Year.

3. Field Hospitals Fire Safety – Current Status of Fire Safety

The only field hospital site still in operation is the Selwyn Samuel Centre in Llanelli, which has an extended lease up until March 2022.

The buildings that have been converted to field hospitals have all been assessed by the Head of Fire Safety Management, and FRAs and all other necessary documents are now complete. The HB can be assured that these buildings are satisfactory for occupation and provide a safe environment for patients and staff.

It should be noted that the field hospital buildings do not comply with current Fire Safety Standards for Hospitals, and therefore the assessment of Fire Safety issues is based upon the experience of the Fire Safety Team in determining whether the provisions in the buildings are sufficient. The Fire Safety Team has worked closely and consulted with the Mid and West Wales Fire and Rescue Service and Building Control bodies who have been provided with the necessary documentation.

4. Management of Actions Identified Within FRAs and the FRA Management System

HDdUHB is progressing with the FRA action planning process. An in-house Excel spreadsheet system has been introduced as an interim arrangement to record and manage the FRA actions taken from the online portal system (until a dedicated fire system is purchased by the HB), however this involves a significantly lengthy administrative process. At present, Glangwili General Hospital (GGH) site information has been collated, which amounts to 1146 items, and actions relating to the Estates Department are currently being updated. The hospital management actions have also been received for GGH and will be added to the spreadsheet. Further discussions are necessary with the General Managers of each acute site to agree a procedure for the updating of this database.

The current position reflected in this approach will be superseded by the ongoing process to introduce a bespoke computerised management system.

Considerable research has been carried out to identify a management system for the FRA process. This work is now complete, with a provider identified to enable the introduction of a management system for the complete FRA process. The system will include the following:

- Input of FRA findings;
- Production of detailed reports which can be immediately issued to the risk owners;
- Provision of a live dashboard to monitor the status of FRAs;
- A facility which enables the actions of FRAs to be updated by the risk owners;
- Various permissions for users dependent on need.

These key functions will provide a robust system of managing the FRA process. The system has also been specified to provide many other functions associated with a risk assessment process. It will also be capable of being developed for other functions within HDdUHB such as Health and Safety Risk Assessments.

The procurement of the system was completed in December 2020. The system provider appointed was Boris Software. Arrangements to develop and customise the system are underway, with the first scoping meeting being held in January 2021. Since then, considerable progress has been made in the development of the system (approximately 90% complete). It is expected that the first demonstration and trial of the system will take place in the second half of May 2021. The projected 'go live' date is the end of June 2021.

The practical use of the system will be through handheld devices, which will improve functionality and efficiency in terms of managing the FRA process - from the actual assessment to the ownership and management of the actions resulting from the assessment.

5. Capital Availability for Fire Safety Work.

There is significant challenge to availability of Discretionary Capital for Fire in the current Financial Year. Any additional Discretionary Capital available within the HB will be subject to an assessment, including a risk assessment, to ensure it is allocated to address the most pressing issues. This will be reported to the People, Planning and Performance Assurance Committee.

In the current financial year the HB currently has no capital allowance for the following areas:

1. Acute site contingency funding for day-to-day fire safety issues.
2. Fire Alarm Panel Replacements at Prince Philip Hospital.
3. Fire Detection Upgrade Programme for outlying sites.
4. Fire Door Replacement Programme at Prince Philip Hospital.
5. Fire Safety Upgrades at Elizabeth Williams Clinic and Brynmair Clinic.

Specific fire safety improvements are necessary at the sites identified in Item 5 above to enhance safety procedures and safe means of evacuation. In the absence of capital funding, it may be necessary to take action and to implement mitigations to avoid potential enforcement measures.

The necessary costs for the remedial works have been identified, and a capital bid has been submitted to complete these schemes; however this will not be considered until funding is available.

Argymhelliad / Recommendation

The Health and Safety Assurance Committee is asked to:

- Note the content of this report and acknowledge the work achieved to strengthen fire safety compliance.
- Note that further updates will be presented at future meetings

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference:

Cyfeirnod Cylch Gorchwyl y Pwyllgor:

- 3.1 With regard to its role in providing advice to the Board, the Committee will comment specifically upon the adequacy of assurance arrangements and processes for the provision of an effective Health and Safety function encompassing:

- Fire Safety

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	This paper covers a variety of fire safety risks, which are captured by numerous entries in the Datix system, the primary risk associated with fire being ref 813 "Corporate Level Risk", which has a current risk score of 15.
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	2.1 Managing Risk and Promoting Health and Safety
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	No Avoidable Deaths Protect Patients From Avoidable Harm From Care
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives:	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	The content of this paper is derived from several sources, namely the outcome and findings of HDdUHB FRAs, knowledge and experience of the Fire Safety and site based operational teams.
Rhestr Termiau: Glossary of Terms:	Explanation of terms is included in 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 Assurance Committee:	HDdUHB-Wide Fire Safety Group

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	There are direct financial consequences associated with Fire Safety risks, this is in the form of capital backlog funding to address the HB's non-compliance risks across its estate. Also any subsequent financial settlements that are payable in relation to legal failings.
Ansawdd / Gofal Claf: Quality / Patient Care:	There are direct patient care consequences associated with Fire Safety compliance across the HB's Estate.
Gweithlu: Workforce:	There are also direct legal responsibilities for staff (workforce) as defined by the Regulatory Reform (Fire Safety) Order 2005.
Risg: Risk:	There are a variety of related risks associated with Fire Safety, which are individually referenced in the Datix system, complete with the necessary mitigation plans and further actions to be implemented.

Cyfreithiol: Legal:	HDdUHB has implicit legal responsibilities as defined by the Regulatory Reform (Fire Safety) Order 2005, notwithstanding other legal documentation and best practice guidance for Fire Safety compliance.
Enw Da: Reputational:	There are potentially significant reputational and damaging consequences for HDdUHB, particularly where there is clear evidence of failings as a result of Fire Safety compliance.
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	HDdUHB has a legal responsibility to embed the principles of the Equality Act. There are direct relations with Fire Safety risks and the Equality Act, particularly in the event of fire evacuation protocols for bariatric patients.