

2.5

Update on Fire Enforcement Notices and Letters of Fire Safety at Withybush General Hospital (WGH) and Glangwili General Hospital (GGH)

Presenter: Rob Elliott

Item 2.5 Update on Fire Enforcement Notices and Letters of Fire Safety at Withybush General Hospital (WGH) and Glangwili General Hospital (GGH)

Appendix 1 - WGH

Appendix 2 - St Nons St Caradogs Bro Cerwyn

Appendix 3 - Kensington St Thomas etc

Appendix 4 - Secure EMI Unit etc

Appendix 5 - GGH



HEALTH & SAFETY ASSURANCE COMMITTEE PWYLLGOR ANSAWDD IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 September 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Update on Fire Enforcement Notices and Letters of Fire Safety at Withybush General Hospital (WGH) and Glangwili General Hospital (GGH)
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 updates the Health & Safety Assurance Committee on progress on the Fire Enforcement Notices and Letters of Fire Safety issued by the Mid and West Wales Fire Rescue Service (MWWFRS) on WGH and GGH.

Cefndir / Background

The MWWFRS, as part of their normal routine inspections, visited WGH on 30th July 2019 and GGH on 24th February 2020, to undertake Inspections of Fire Safety. As a result of these inspections, Fire Enforcement Notices and Letters of Fire Safety were issued on the WGH site and a single Fire Enforcement Notice on the GGH site.

As set out in this report, each Fire Enforcement Notice and Letter of Fire Safety included multiple actions, which required completion within specific timeframes.

In managing this, Hywel Dda University Health Board (HDdUHB) is working closely with MWWFRS and Welsh Government (WG) Capital Estates Teams in order to fully establish agreed timelines and funding availability to achieve these target dates.

Asesiad / Assessment

The MWWFRS have issued a number of Fire Enforcement Notices and Letters of Fire Safety as set out below. This is a complex situation with a number of revisions and withdrawals of Fire Enforcement Notices which have been subsequently reissued against new timelines. These revised timelines take into account the disruptions caused by the current COVID-19 Pandemic and confirmation of the completion of delivery programmes by HDdUHB.

Discussions will continue with MWWFRS on these timelines in order to obtain formal approval to all programmes submitted by HDdUHB.

A full delivery programme has been submitted to MWWFRS. Whilst significant elements of this programme have been formally agreed and included within the updated Fire Enforcement Notices and Letters of Fire Safety, there remain certain elements that have been approved verbally, however HDdUHB are yet to receive formal confirmation of approval despite requesting this on a number of occasions. This is specifically around Letters of Fire Safety at WGH and the programme submitted for GGH. This is being urgently pursued by HDdUHB in order to formalise the position.

As work proceeds, the MWWFRS will need to be regularly updated on progress in completing technical business cases and the construction works necessary.

Listed below are all the current Fire Enforcement Notices and Letters of Fire Safety under each site heading, which can be made available if required:

WGH

MWWFRS Enforcement Notice EN/262/06 for visit on 30th July 2019 dated 8th August 2019

MWWFRS Enforcement Notice EN/262/06 extension of 2 months dated 29th November 2019

MWWFRS Withdrawal of Enforcement Notice EN/262/06 date 17th February 2020

MWWFRS Enforcement Notice KS/890/02 Extended deadline to 30th September 2020 dated 17th February 2020

MWWFRS Enforcement Notice KS/890/03 Extended deadline to 28th August 2021 dated 17th February 2020

MWWFRS Enforcement Notice KS/890/04 Extended deadline to 30th April 2021 dated 17th February 2020

MWWFRS Enforcement Notice KS/890/02 Extension due to Covid-19 to 30th January 2021 dated 20th July 2020

MWWFRS Enforcement Notice KS/890/03 Extension due to Covid-19 to 31st December 2021 dated 20th July 2020

St Caradog's/St Nons/Bro Cerwyn (Pembrokeshire)

MWWFRS Enforcement Notice EN/262/08 for visit to St Caradog's, Bro Cerwyn to be actioned by 4th March 2020 dated 6th December 2019.

MWWFRS Withdrawal of Enforcement Notice EN/262/08 date 17th April 2020

MWWFRS Enforcement Notice KS/890/05 extended deadline to 16th October 2020 dated 17th April 2020

MWWFRS Enforcement Notice KS/890/05 Extension due to Covid-19 to 16th February 2021 date 20th July 2020

MWWFRS Letter of Fire Safety for Kensington, St Thomas, Springfield, Sealyham, Pembroke County Blocks following visit to site on 17th December 2019 to be actioned within 6 months dated 7th January 2020

MWWFRS Letter of Fire Safety for Secure EMI Unit, St Nons/Bro Cerwyn/St Brynach's (Day Hospital) to be actioned within 3 months dated 10th December 2020

GGH

MWWFRS Enforcement Notice KS/890/06 to be actioned by 16th October 2020 dated 17th April 2020

MWWFRS Enforcement Notice KS/890/06 Extension due to Covid-19 to 16th February 2021 dated 20th July 2020

Details of Fire Enforcement Notices and Letters of Fire Safety

The Appendices provide the full details of each current Fire Enforcement Notice and Letter of Fire Safety and the full content of each Notice with specific completion dates relevant to each action.

Summary of Position to Date

As noted in the Appendices, good progress has been made on completing a significant number of actions required by the Fire Enforcement Notices and Letters of Fire Safety. This has been undertaken with support from HDdUHB's Discretionary Capital Programme.

The outstanding elements of work will now require significant Capital expenditure to complete.

At WGH the following can be confirmed:

- Advanced works programme totalling £350k will be financed by WG. This work is progressing to programme with a target date as indicated of 29th January 2021.
- The following section of work as identified as Phase 1 of the Fire Enforcement Notices and Letters of Fire Safety, as contained in the Appendices, is currently programmed to complete by 31st December 2021. This element of work is subject to delay for the following two reasons:
 - The Programme Business Case (PBC) submitted by HDdUHB was not endorsed by WG in line with the original programme. Whilst this has now been resolved and the PBC has been endorsed by WG, HDdUHB will have to finance, at risk, the fee cost element of the next stage of the Business Justification Case (BJC). WG has advised that during the development of this BJC, they hope to be in a position to support the ongoing construction cost element. This delay is in the order of 6-8 weeks from the original programme.
 - Following the above endorsement, HDdUHB is now progressing with the appointment of Supply Chain Partners within the Design for Life Building for Wales Framework arrangements. This is a mandated requirement for construction costs of this scale. This has proved challenging in that the companies on this All-Wales Framework managed by National Health Service Wales Shared Services Partnership-Specialist Estates Services (NHS Wales NWSSP-SES) have initially declined interest in tendering for these works. Following further negotiation by colleagues in NWSSP-SES, with our support, we now have only one company willing to participate subject to HDdUHB agreeing to a circa 5 week extension for the delivery of the BJC. (Note: We would normally expect bids from all 5 companies listed on this Framework).
- HDdUHB is now analysing the overall impact of these issues in formulating an updated programme for the Phase 1 element of work at WGH. Once established, this revised programme will need to be discussed and agreed with MWWFRS..
- In terms of the Phase 2 works which include departments, wards, theatres etc., MWWFRS are yet to update their Fire Enforcement Notices on this element of work. This is a highly complex phase in the programme which is likely to involve a substantial decant of critical services. MWWFRS have agreed that this will need to be considered again at a later date.

At GGH the following can be confirmed:

- At GGH an advanced work programme has been established which completes in May 2021. Survey works have been disrupted due to COVID-19 Pandemic restrictions, therefore we are currently evaluating if there is any impact to this date. We remain confident of maintaining this delivery timeline.
- The following section of work as identified as Phase 1 in the Appendices is currently programmed to complete by the end of April 2022. Due to the impact of COVID-19 on survey activities, this programme is likely to slip by circa 2 months. We are currently analysing the full impact of this in developing revised programme dates.
- In terms of the Phase 2 works which include departments, wards, theatres etc., MWWFRS are yet to update their Fire Enforcement Notices on this element of work. This is a highly complex Phase in the programme which is likely to involve a substantial decant of critical services. MWWFRS have agreed that this will need to be considered again at a later date.
- On the GGH site, whilst these dates have been submitted to MWWFRS and verbally agreed an updated Fire Enforcement Notice is awaited. We are now urgently seeking their formal agreement to these programme dates.

For all of the works detailed in the Appendices, WG continue to be highly supportive of our plans and are working with HDdUHB to mitigate any delay to the delivery of this essential work.

We have agreed with WG to arrange a joint meeting with MWWFRS in September 2020 to fully discuss the overall programme of delivery. This will establish a joint agreement between HDdUHB, MWWFRS and WG on the overall timing of the Business Case process and any adjustments that have been necessary as detailed above.

Argymhelliad / Recommendation

The Committee is asked to note:

- the current progress against the Fire Enforcement Notices and Letters of Fire Safety outlined within this report.
- the further work necessary to fully evaluate any modifications to the established programme.
- the urgent action being taken to receive written confirmation from MWWFRS in support of the verbal agreements made to date.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	5.9 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
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
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	MWWFRS and extensive site based survey information
Rhestr Termiau: Glossary of Terms:	Contained in body of report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Assurance Committee:	N/A

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Funding sought from Welsh Government
Ansawdd / Gofal Claf: Quality / Patient Care:	N/A
Gweithlu: Workforce:	Delivering a safe working environment
Risg: Risk:	Estates and Facilities Risk No 813
Cyfreithiol: Legal:	Potential for legal challenge if HB does not comply with requirements of Fire enforcement Notices
Enw Da: Reputational:	Potential for legal challenge if HB does not comply with requirements of Fire enforcement Notices
Gyfrinachedd: Privacy:	N/A
Cydraddoldeb: Equality:	N/A

APPENDIX 1 - WITHYBUSH GENERAL HOSPITAL – ENFORCEMENT NOTICE

Enforcement Notice (EN)	Item/Description	No of Items Completed	Advance Works	BC Delivery	
				Phase I	Phase II
EN/262/06 dtd 8 Aug 19	1. Obstructed Escape Routes Ensure all routes are clear of any combustible materials and wheelie bins etc., etc.	Complete			
	2. Compartmentation: Carry out a full survey of the hospital to identify areas where compartmentation is incomplete. Fire resisting structures are to continue to slab/upper floor/roof level and pass through any false ceiling provided. Note: The above element of Fire Compartmentation is now sub-divided into 3 component parts and fully agreed with MWWFRS. These are: Vertical Escape Routes Horizontal Escape Routes Wards/Departments This is set out in detail in the range of Enforcement Notices and Letters of Fire Safety listed within the SBAR. Full details of the Notices are available if required.	Survey Complete	Programme to complete 29 Jan 21 as confirmed on EN/KS/890/02	Construction works complete by 31 Dec 21 as confirmed on EN/KS/890/03 Note: updated programme being developed	The current EN/KS/890/04 refers to a completion date of 20 Apr 22. This has been discussed with MWWFRS and it is agreed that this will need to be revisited at a later date.
	2. Compartmentation: Reinstate the fire resistance in the following locations and any other areas identified in the survey: I. Laundry Room in Basement Area II. Compartment doors in basement area corridor III. Compartment floor in server room in basement area IV. External mortuary soffit	Complete Item removed on current notices.			

	<p>3. Fire Resisting Doors: Ensure that all fire-resisting door-sets can resist fire and smoke for 30 minutes. All defective fire doors need to be upgraded.</p> <p>Note: The above element of Fire Compartmentation is now sub-divided into 3 component parts and fully agreed with MWWFRS. These are:</p> <p>Vertical Escape Routes</p> <p>Horizontal Escape Routes</p> <p>Wards/Departments</p> <p>This is set out in detail in the range of Enforcement Notices and Letters of Fire Safety listed within the SBAR. Full details of the Notices are available if required.</p>		<p>Programme to complete 29 Jan 21 as confirmed on EN/KS/890/02</p>	<p>Construction works complete by 31 Dec 21 as confirmed on EN/KS/890/03 Note: updated programme being developed</p>	<p>The current EN/KS/890/04 refers to a completion date of 20 Apr 22. This has been discussed with MWWFRS and it is agreed that this will need to be revisited at a later date.</p>
	<p>3. Fire Resisting Doors: This is to include:</p> <ul style="list-style-type: none"> Corridor doors in Ward 10 A & E store rooms 	Complete			
	<p>4. Fire Exit Door Difficult to Open: Ensure that all doors on exit routes are available and can be easily and immediately opened, without the use of a key, in an emergency by anyone who might need to use them.</p> <ul style="list-style-type: none"> HSDU Dept referenced 	<p>Complete</p> <p>Item removed on current notices.</p>			
	<p>5. Sliding Doors on Escape Routes: Ensure that the following automatic sliding door defaults to the open position in the event of a power failure or on operation of the fire alarm system.</p> <ul style="list-style-type: none"> Next to canteen corridor area in basement 	<p>Complete</p> <p>Item removed on current notices.</p>			

	<p>6. Inner Room: Ensure that people in the location of the HSDU Department receive an early warning in case of fire by providing fire detection (linked to the fire alarm system) in the room leading to store room and lobby corridor.</p>	<p>Complete</p> <p>Item removed on current notices.</p>			
	<p>7. Emergency Lighting - Maintenance: Ensure that the Emergency Lighting system is properly tested and maintained. Confirmation of compliance to British Standard 5266 Part 1 is to be returned to this office.</p>	<p>Complete</p> <p>Item removed on current notices.</p>			
	<p>8. Fire Damper Systems - Maintenance: Ensure that the fire damper systems are properly tested and maintained. Following completion of testing of these systems, documentation needs to be sent to my office confirming this. Fire damper systems should be tested as per British Standard 5588-9 Code 9, with a maximum testing interval of two years.</p>	<p>Complete</p> <p>Item removed on current notices.</p>			
	<p>9. Dry Riser Systems - Maintenance: Ensure that the fire dry riser systems are properly tested and maintained. Following completion of testing of these systems, documentation needs to be sent to my office confirming this.</p>	<p>Complete</p> <p>Item removed on current notices.</p>			

APPENDIX 2 - ST NONS, ST CARADOGS, BRO CERWYN – ENFORCEMENT NOTICE

Enforcement Notice	Item/Description	No of Items Completed	Advance Works	BC Delivery	
				Phase I	Phase II
EN/262/08 dtd 6 Dec 19	1. Fire Risk Assessments: All items identified in the significant findings of your Fire Risk Assessment will need to be completed within the identified time scales	Complete			
	<p>2. Fire Resisting Doors: Ensure that door-sets that can resist fire and smoke for 30 minutes are provided in the following locations:</p> <ul style="list-style-type: none"> All identified fire resisting doors throughout St Caradog's unit & Waldo Suite (Mental Health Department) <p>The term 'door-set' refers to the complete element as used in practice:</p> <ul style="list-style-type: none"> The door leaf or leaves. The frame in which the door is hung. Hardware essential to the functioning of the door set. 3 x hinges Intumescent seals and smoke sealing devices. <p>Any self-closing device fitted to doors and must not compromise the effectiveness of any intumescent strips and smoke seals forming part of the door set.</p> <p>Note: The above is now sub-divided into 2 component parts and fully agreed with MWWFRS. These are:</p> <ul style="list-style-type: none"> Bedroom Door replacement All remaining fire doors within this building 		<p>Completing by 29 Jan 21 As confirmed in EN/KS/890/05</p>	<p>Completing 31 Dec 21 this date has not yet been included in the updated Enforcement Notices but this programme has been submitted to MWWFRS</p>	

				and we await formal approval Note: updated programme being developed	
	3. Obstructed Escape Route: Ensure that the escape route next to staff room G16, which leads into a small yard area, is cleared of all obstructions and remains available for escape purposes at all times. Wheeled bin compound, electrical appliances and combustible items in escape route will need to be removed.	Complete Item removed on current notice.			
	4. Compartmentation: Reinstate the fire resistance in the following location(s) <ul style="list-style-type: none"> The ventilation system will need to be inspected and repaired as necessary to ensure all its inherent fire safety devices are functioning in line with its design specifications and manufacturer's instructions 			Completing 31 Dec 21 this date has not yet been included in the updated Enforcement Notices but this programme has been submitted to MWWFRS and we await formal approval Note: updated programme being developed	
	5. Compartmentation: Reinstate the fire resistance in the following location(s): <ul style="list-style-type: none"> Fire resisting Glazing removed from main corridor of St Caradog's & replaced with thin plywood boarding. 	Complete Item removed on current notice.			
	6. Escape Routes: The fire alarm system will need to be inspected by a qualified fire alarm engineer to ensure the system is fit for purpose and repaired/upgraded as necessary.	Complete Item removed on current notice.			
	7. Escape Routes: Ensure that all doors on exit routes are available and can be easily and immediately opened in an emergency by anyone who might need to use them.	Complete Item removed on current notice.			

APPENDIX 3 - KENSINGTON, ST THOMAS, SPRINGFIELD, SEALYHAM, PEMBROKE COUNTY BLOCKS, HYWEL DDA HEALTH BOARD, WITHYBUSH GENERAL HOSPITAL – LETTER OF FIRE SAFETY MATTERS

Enforcement Notice	Item/Description	No of Items Completed	Advance Works	BC Delivery	
				Phase I	Phase II
Letter of Fire Safety dtd 7 Jan 20	<p>1. Compartment:</p> <ul style="list-style-type: none"> A Compartmentation survey of all the listed blocks above including floor to roof (Loft separation between stairwell and accommodation / office areas) must be carried out to ensure that fire and smoke cannot pass All Loft hatches are to be fire resisting to a minimum of 30 minutes Data cables, pipes and ducting need to be fire stopped, noted within St Thomas block but to include any other area not noted within all other blocks. 	<p>Completion end of Sep 20</p> <p>Completion end of Sep 20</p>		<p>Completing 31 Dec 21 this date has not yet been included in the updated Letters of Fire Safety but this programme has been submitted to MWWFRS and we await formal approval Note: Updated programme being developed</p>	
	<p>2. Fire Resisting Doors: Ensure that the means of escape is kept free from fire and smoke for a period of 30 minutes by ensuring that:</p> <ul style="list-style-type: none"> Bedroom / flat doors, Kitchen, cleaners and Laundry room doors, are all to be a minimum fire resistance of FD30s with a self-closer. (Pembroke county, Springfield, St Thomas, Kensington blocks) these doors should not be wedged open and any intumescent smoke seals that is damaged (Painted over) or missing should be replaced. <p>At the time of the inspection I noted a number of doors being held open with wedges, the use of these Wedges holding doors open in all Blocks should be prohibited as it could promote the spread of fire, if doors are required to be left open then they will have to be self-closing 30-minute fire door linked in to the fire detection system.</p>	<p>Wedges now being removed and managed accordingly</p>			

	<ul style="list-style-type: none"> Excessive gaps in fire doors should be repaired or the door needs to be replaced so the gap is a max 3mm (Within All Blocks). Transom lights above doors should be replaced, they should be constructed to provide 30 minutes fire resistance to the means of escape, these were mainly noted within the Pembroke county, St Thomas, Kensington blocks but if they are present within any other block within the means of escape these need to also be addressed Lobby doors need to be replaced in both first floor RH offices within the Springfield and Kensington blocks. 			<p>Completing 31 Dec 21 this date has not yet been included in the updated Letters of Fire Safety but this programme has been submitted to MWWFRS and we await formal approval Note: Updated programme being developed</p>	
	<p>3. Improve Fire Detection Systems:</p> <ul style="list-style-type: none"> The detection within the means of escape from the flats and bedrooms should be changed from heat detection to smoke detection to allow the maximum amount of time between detection alert and escape. It was noted that there was heat detection in the bedrooms and entrance halls into the flats and within the lounge areas where smoke detection would be the preferred safer option, it was explained to me that this was due to the residents being able to smoke within the premises before the smoking ban to reduce the false alarm calls. It was noted that there was a detector being covered at time of inspection within the kitchen of the Pembroke county block (First floor flat F block). You must ensure that this practice is not repeated, information must be given to the occupants explaining the severity of this action. Due to the Server within the Means of escape an additional detector within the area of the device is required (due to the lintel between the detector and the server) noted within the Pembroke county and St Thomas block (but this should include all blocks if server is on escape route in the same way). <p>The changes should be carried out and commissioned by a competent person.</p>	Completed		<p>We will be developing this as part of the Discretionary Programme and will complete this by circa Jul 21</p>	
	<p>4. Obstructed Escape Route: Ensure that everyone can evacuate quickly and safely by details.</p> <ul style="list-style-type: none"> Removing the photocopier to a safe location off the means of escape (within the Sealyham block) Keeping all escape routes clear of all items namely file cabinets and combustibles. (office Areas Kensington, Sealyham) 	Completed			

	<ul style="list-style-type: none"> Notice boards should be placed behind a lockable screen if erected on a means of escape. 				
	<p>5. Escape Lighting: Ensure that escape lighting on all escape routes in all five locations mentioned above are operating to the standard required and in accordance with BS 5266 the emergency lighting should operate if the local lighting circuit fails. The system should be tested monthly and inspected bi-annually</p>	Completed			
	<p>6. Establish Emergency Procedures: Establish procedures to be followed in case of fire and nominate people to put those procedures into effect. Ensure that there are enough competent people to successfully implement an evacuation. Where premises are occupied on a shared basis, effective systems of communication must be established with those responsible for other premises to ensure all relevant persons are provided with suitable and sufficient information in respect of the fire safety measures implemented. All five blocks but namely the Kensington, Sealyham Blocks.</p>	Completed			
	<p>7. Reduce Fire Spread: Upholstered furniture is to comply with British Standard 7176 or the equivalent European Standard.</p> <ul style="list-style-type: none"> Pembroke county community room 	Completed			

APPENDIX 4 - SECURE EMI UNIT, ST NONS/BRO CERWYN/ST BRYNACHS DAY HOSPITAL – LETTER OF FIRE SAFETY MATTERS

Enforcement Notice	Item/Description	No of Items Completed	Advance Works	BC Delivery	
				Phase I	Phase II
Letter of Fire Safety dated 10 Dec 19	<p>1. Fire Resisting Doors: Ensure that door-sets that can resist fire and smoke for 30 minutes are provided in the following locations:</p> <ul style="list-style-type: none"> Throughout Units, many doors were defective, these were on escape routes. <p>The term 'door-set' refers to the complete element as used in practice:</p> <ul style="list-style-type: none"> The door leaf or leaves. The frame in which the door is hung. Hardware essential to the functioning of the door set. 3 x hinges Intumescent seals and smoke sealing devices. Self-closers to be fitted to all doors and not compromise strips and seals of fire doors. 			Completing 31 Dec 21 this date has not yet been included in updated Letter of Fire Safety but this programme has been submitted to MWWFRS and we await formal approval Note: Updated programme being developed	
	<p>2. Compartmentation: Reinstate the fire resistance in the following location(s)</p> <p>Compartmentation issues throughout unit, due to Dampers showing fault on system</p>			Completing 31 Dec 21 this date has not yet been included in updated Letter of Fire Safety but this programme has been submitted to MWWFRS and we await formal approval Note: Updated programme being developed	
	<p>3. Maintenance: Ensure that certificates showing testing of the Emergency lighting systems are provided via email at the earliest opportunity.</p>	Completed			
Bro Cerwyn Offices	1. Obstructed Escape Route:				

	<p>Ensure that everyone can evacuate quickly and safely by removing the combustibles from the escape route – Outside kitchen area and dead-end corridor to offices.</p>	Completed			
	<p>2. Compartmentation: Reinstate the fire resistance in the following locations</p> <ul style="list-style-type: none"> Holes in ceiling areas of offices, water leaking onto electrical appliances and sockets. 	Completed			

APPENDIX 5 - GLANGWILI GENERAL HOSPITAL – FIRE ENFORCEMENT NOTICE

Enforcement Notice	Item/Description	No of Items Completed	Advance Works	BC Delivery	
				Phase I	Phase II
KS/890/06 dtd 17 Apr 20	<p>1. Compartmentation: All Horizontal and Vertical Breaches and/or Penetrations:</p> <ul style="list-style-type: none"> To undertake whatever works are necessary to ensure that any / all breaches in fire resisting compartmentation that affect the wards, theatres, plant rooms, offices, surgeries, specialist units and any other compartmented spaces within the Glangwili Hospital site are addressed. Any contractual work undertaken to install services through a fire resisting barrier should be quality assured to ensure that the fire resistance is reinstated on completion. Any room that is made into a hazard room / area should comply with WHTM 0502 5.40 & Table 6 <p>Note: The above element of Fire Compartmentation is now sub-divided into 3 component parts and fully agreed with MWWFRS. These are:</p> <p>Vertical Escape Routes</p> <p>Horizontal Escape Routes</p> <p>Wards/Departments</p> <p>This is set out in detail in the range of Enforcement Notices and Letters of Fire Safety listed within the SBAR. Full details of the Notices are available if required.</p>		Completed by May 21	<p>Programme submitted for construction works to be completed by end Apr 22</p> <p>Note: updated programme being developed</p>	<p>We have developed an initial proposed completion date but this is subject to further detailed evaluation</p>

	<p>2. Fire Damper Systems: Ensure that the fire damper systems are properly tested and maintained. Following completion of testing of these systems, documentation needs to be sent to my office confirming this. Fire damper systems should be tested as per British Standard 5588-9, with a maximum testing interval of two years.</p>	Completed			
	<p>3. Fire Resisting Corridors and Doors: Ensure that the escape routes are kept free from fire and smoke by making sure all fire doors are fit for purpose and protect the means of escape as they are intended to do so.</p> <ol style="list-style-type: none"> 1. A number of fire resisting doors throughout the premises were found to have defects. All fire resisting doors throughout the premises are to be examined and repaired or replaced to ensure that they are effectively self closing onto their rebates. Gaps between door edge and frame are to be no more than 3 mm. Any damaged fire resisting glazing needs to be replaced. 2. It is important to ensure that self-closing fire resisting doors are not propped or wedged in the open position, if this is a requirement then the doors should be linked into the fire alarm system to allow them to positively close fully into their frame on the activation of the fire alarm. 3. Ensure that all doors on exit routes are available and can be easily and immediately opened, without the use of a key, by anyone who might need to use them in an emergency. 4. Doors to rooms that have no public access should be locked when not in use. 5. All fire doors should have identification showing the fire-rating of the door. 6. All transom lights above all doors and enclosures within the hospital should have the same fire resistance as the structure it is part of. <p>Note: The above element of Fire Compartmentation is now sub-divided into</p>	<p>Being closely managed by Fire Safety Management Team</p> <p>Completed</p> <p>Completed</p>			

	<p>3 component parts and fully agreed with MWWFRS. These are:</p> <p>Vertical Escape Routes</p> <p>Horizontal Escape Routes</p> <p>Wards/Departments</p> <p>This is set out in detail in the range of Enforcement Notices and Letters of Fire Safety listed within the SBAR. Full details of the Notices are available if required.</p>	<p>Note: these dates have been submitted to MWWFRS and we await formal agreement to these proposals</p>	<p>Complete May 21</p>	<p>Programme submitted for construction works to be completed by end Apr 22</p> <p>Note: updated programme being developed</p>	<p>We have developed an initial proposed completion date but this is subject to further detailed evaluation</p>
	<p>4. Fire Risk Assessment:</p> <ul style="list-style-type: none"> Ownership needs to be taken of the significant findings of the Fire Risk Assessment. Those items highlighted within the fire risk assessments need to be completed within the identified time scales. Departments within the hospital that are not operated by the Hywel Dda University Health Board also have a duty to comply with this item and all other items relevant to them within this enforcement notice. 	<p>Ownership now accepted by Site Management Team. Programme being developed to deliver actions against key findings. New system will be introduced Feb 21 to better manage identification and programme delivery of items noted within fire risk assessments</p>			
	<p>5. Add to and Update the Fire Alarm:</p> <ol style="list-style-type: none"> Extend the smoke detection within the corridor of the Tyssul ward (adjacent to the Laser treatment room) and link it to the existing fire alarm system. 	<p>Completed</p>			

	<p>2. Exchange the smoke detection for a heat detection within the staff room Block 32FF.</p> <p>3. A large number of Detector heads were seen to be outdated, this was also noted within the risk assessments, the fire detection needs to be updated in accordance with BS 5839 part 1.</p> <p>4. There needs to be fire alarm repeater panels available for both wards within Block 2 FF.</p> <p>All of the above points should comply with WHTM 05 03, part B and BS 5839 Part 1 The changes should be carried out and commissioned by a competent person.</p>	<p>Completed</p> <p>Programme for now being established but working to complete this in current financial year</p> <p>Completed</p>			
	<p>6. Escape Lighting: Ensure that the emergency lighting is tested and in good working order so that it will operate if the local lighting circuit fails. The system should conform to BS 5266.</p>	Completed			
	<p>7. Training for Own Staff: Provide your employees with instruction and training, so that they know the fire precautions you have put in place. They must also be familiar with what they need to do in case of fire to ensure that they are safe and can keep other people safe.</p>	<p>Programme plan to deliver 85% staff training by end Dec 20</p> <p>Note: Level 1 & 2 available online</p>			
	<p>8. Cooperation and Coordination: Effective systems of communication must be established with those who are responsible for all departments to ensure all relevant persons are provided with suitable and sufficient information in respect of the fire safety measures implemented. The cooperation must ensure that the shared fire safety measure(s) protect you all.</p>	Completed			
	<p>9. Alternative Escape Route (Distance): Do not allow the adjoining door within Room 32 X-Ray Department GF Block 6 and room 26 to be locked with a key. A push pad or similar device should be installed to the door which complies with BS EN 179 (for emergency exit devices) or BS EN 1125 (for panic hardware). Signage indicating the need to use this door as a fire exit should also be displayed on both sides of the door from room 26 to room 32.</p>	Completed			
	10. Obstruction of Escape Routes:				

<p>Ensure that everyone can evacuate quickly and safely.</p> <ol style="list-style-type: none"> 1. Cabinets and lockers should be stored in areas that do not impede escape in the event of an emergency these items should be removed from the corridors. 2. Remove fridge stored within staircase Block 8 FF. 3. Remove items stored in lift lobby 2/B within CCU. 4. Remove Bins Store within staircase Block 32 GF. 5. Remove Bins Stored at the entrance to SCBU 	Completed			
	Completed			
	Completed			
	Completed			
	Completed	Permanent solution being developed, completion end Oct 20		
11. Fire Fighting Equipment: Remove the existing Dry Powder Extinguishers from within all of the departments of the hospital site.	Completed			
12. Storage of Refuse: Manage all waste on site responsibly. Your refuse bins sited at the rear of the Renal unit are overflowing and combustible material is accumulating around this area. This is also the case in the courtyard of Block 32 and within the maintenance yard. If not carefully managed and controlled, rubbish stacked in a haphazard fashion in unsightly piles outside premises can lead to more rubbish being dumped or fly tipped. Graffiti, vandalism and arson may then follow in quick succession. When there is no segregated bin storage, wheeled bins should be chained together and to an immobile object, such as a metal stake, at least 10 metres away from any building.		Permanent solution being developed, completion end Oct 20		
13. Flammables Storage: Remove unnecessary items stored within the site's plant rooms	Completed			
14. Access: Particular attention needs to be taken regarding the access for fire service vehicles in the event of a fire at the Glangwili site. Whilst visiting the site to conduct the inspections over a week period, it was noted that the car parks were heavily overcrowded with vehicles parking in unauthorised areas, as a result the attending fire appliances would not be able to access all parts of the hospital. Access to all parts of the building should be available for the fire service at all times as mentioned in WHTM - 0502 Chapter 7 and Part B of Schedule 1 of the Building Regulations 2010.				

	Note: A range of traffic enforcement measures will be introduced shortly		30 Oct 20		
	<p>Note: I also remind you of the email regarding the escape from the operating theatre and Preseli ward.</p> <ul style="list-style-type: none"> You will need to agree with the other departments within the trust, in writing, that the Preseli ward and theatre are not used by 'non-ambulant bariatric persons', this is due to the inability of staff to safely evacuate non-ambulant bariatric patients down the narrow escape stairs provided at each end of the floor. This should be enforced until a time that you are able to safely evacuate non-ambulant bariatric patients from the theatre and ward area, by providing an alternative safe escape route or making the existing escape route suitable for all dependencies. You will also need to prove that all persons can be safely evacuated from this area of the hospital 	<p>A full risk assessment has been completed for this facility and agreed protocols are in place to manage patient groups. This will ensure safe practices are maintained.</p> <p>General Managers are now considering a formal Capital Bid to avoid the need of such restrictions in patient flow.</p>			