

# **Glangwili General Hospital: Fire Precaution Upgrade Works**

Phase Two Business Justification Case  
Appendices

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# Appendices

1. MWWFRS Enforcement Notice (17 April 2020)
2. MWWFRS Correspondence (24 August 2020)
3. MWWFRS Enforcement Notices KS/890/07,08,09 (4 November 2020)
4. MWWFRS Correspondence (12 January 2021)
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7. HDUHB Fire Safety Action Plan
8. Cost Report
9. Project Programme
10. Risk Register
11. Risk Potential Assessment
12. Communication Plan
13. Integrated Assurance and Approval Plan

## Appendix 1

Chief Executive  
Corporate offices  
Hywel Dda Health Board  
Hafan Derwen  
Ystwyth Building  
Jobs well road  
Carmarthen  
SA31 3BB

Gofynner am/  
Please ask for: Watch Manager K Steele  
Ext No: 3367  
E-bost/E-mail: k.steele@mawwfire.gov.uk  
Fy Nghyf/My Ref: BFS/KS/SJM/00107739  
Dyddiad/Date: 17 April 2020



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

## URGENT – ACTION REQUIRED

Dear Sir (*as Responsible Person or Duty Holder*),

### Enforcement Notice

#### The Regulatory Reform (Fire Safety) Order 2005: Article 30

**Premises: WEST WALES GENERAL HOSPITAL, GLANGWILI, DOLGWILI ROAD,  
CARMARTHEN, CARMARTHENSHIRE, SA31 2AF**

An authorised inspector visited your premises on various dates from 24 February 2020 and evaluated the fire safety provided. The Mid & West Wales Fire and Rescue Authority is of the opinion that you have failed to comply with a provision / provisions of the Regulatory Reform (Fire Safety) Order 2005 because people were unsafe in case of fire. The schedule to this Notice further explains the provision(s), with which you have not complied.

The serving of this Notice dated **17 April 2020** and numbered **KS/890/06** is necessary to ensure that you adequately protect people in case of fire. This authority has to make sure that you provide safety. The attached schedule sets out what you must do.

### Timescale for Completion

You are required to take steps to remedy the matters in the schedule by **16 October 2020**. My inspector will contact you prior to this date to arrange a further visit. You may apply for an extension to the period of time within which you need to remedy the failure(s). The Authority will grant or deny additional time according to the efforts you make. Consideration will again be given to any ongoing factors relating to the incidence of COVID-19 if appropriate.

Prif Swyddog Tân  
Chief Fire Officer  
Chris Davies QFSM MBA

Y Pencadlys,  
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HOFFI DILYN RHANNU | Ein Negeseuon  
Diogelwch  
Our Safety  
Messages  
LIKE FOLLOW SHARE

Rydym yn croesawu gohebiaeth yn  
y Gymraeg a'r Saesneg - byddwn yn  
ymateb yn gyfartal i'r ddau ac yn ateb yn  
eich dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y  
Gymraeg a'r Saesneg.

We welcome correspondence in Welsh  
and English - we will respond equally to  
both and will reply in your language of  
choice without delay.

We welcome calls in Welsh and English.



## **Penalty for Non-compliance**

If you do not comply with this Notice, you will have committed an offence and this authority will consider a prosecution against you. A prosecution could lead to you being liable to a fine, imprisonment or both, subject to the Courts.

## **Route to Appeal**

You can legally appeal this Notice. To do so, you must appeal 'by way of complaint for an order to the Clerk to the Magistrates' Court in the area in which the premises are situated', within 21 days from the day on which this notice was served.

The bringing of an appeal has the effect of suspending the operation of this Enforcement Notice until the appeal is finally disposed of or (if the appeal is withdrawn), until the withdrawal of the appeal.

You can clarify or challenge what you need to do. If you have any feedback you wish to share, please access the Complaints and Compliments section found on our website:

<http://www.mawwfire.gov.uk/English/Contacts/Pages/Complaints-and-Compliments.aspx>

## **Alternative Solutions**

If you prefer to use a different solution to bring about safety from fire please contact my officer. If your solution is agreed, this Notice will be withdrawn, and another Notice served in its stead. An alternative approach might enable you to apply an equally appropriate safety solution to better meet your needs. Any alternative you propose must meet the 'outcome(s)' stated in the schedule.

## **Further Recommendations**

We recommend that a survey of the fire dampers, fire doors and structural compartmentation within the whole site is undertaken. This will give you a full appraisal of the condition of the structural fire safety of the building, it will also assist to complete the schedule of works set out below.

Yours faithfully



Watch Manager K Steele  
Authorised Fire Safety Inspecting Officer  
On behalf of the Mid and West Wales Fire and Rescue Authority

cc [Steve.moore2@walesnhs.uk](mailto:Steve.moore2@walesnhs.uk)  
[hiw@gov.wales](mailto:hiw@gov.wales)  
[Rob.elliott@walesnhs.uk](mailto:Rob.elliott@walesnhs.uk)  
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## Important Information – schedule referred to in Enforcement Notice

Notes to this schedule:

The government guidance most suitable to your premises is "**Guide to Risk Assessment in Healthcare Premises**" ISBN-13: 978 1 85112 824 2 which can be found at <http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body <http://www.legislation.gov.uk/uksi/2010/2214/regulation/3/made>. You might also need to apply for the property owners' permission [http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet\\_EN.pdf](http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet_EN.pdf) among others.

### The Schedule Has 14 Items plus a Note

<b>Item Number 1 Compartmentation - All Horizontal and Vertical Breaches and / or Penetrations</b>	
Outcome	This work is necessary to reduce the risk of fire and smoke spread.
Action	<ul style="list-style-type: none"><li>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.</li><li>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.</li><li>Any room that is made into a hazard room / area should comply with WHTM 0502 5.40 &amp; Table 6</li></ul>
Reason	<ul style="list-style-type: none"><li>It was noted that breaches in the compartmentation were present mainly due to services being installed into/through the structure of the building and works not being finished to an adequate standard. Fire resisting structures are to continue to slab / upper floor level / roof level and pass through any false ceiling provided.</li></ul> <p>This is contrary to Articles 8 and 14.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 2 Fire Damper Systems</b>	
Outcome	There is no evidence that the testing regime for fire damper systems throughout the hospital is being adhered to. These systems need to be tested in accordance with British Standard 5588-9 Codes of Practice- Fire Precautions in the Design and Construction and Use of Buildings - Code of Practice for Ventilation.

Action	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.
Reason	<p>There is no evidence that the fire dampers throughout the Glangwili site are properly tested and maintained.</p> <p>This means that they could fail without warning or at the moment they are needed most, and that people would be at risk in case of fire.</p> <p>This is contrary to Articles 8 and 14.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 3 Fire Resisting Corridors and Doors</b>	
Outcome	This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.
Action	<p>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"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. Doors to rooms that have no public access should be locked when not in use.</li> <li>5. All fire doors should have identification showing the fire-rating of the door.</li> <li>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.</li> </ol>
Reason	<ol style="list-style-type: none"> <li>1. Whilst conducting the audit it was noted that there were a number of defective fire doors.</li> <li>2. There were a considerable number of doors in most departments that were wedged or held open whilst the inspection was being undertaken.</li> <li>3. a) Exit door in Block 5 FF library area had a key lock at the time of the inspection it had not been confirmed if this door was used as an escape route, this requires confirmation and the lock needs to be replaced with a</li> </ol>

	<p>device which complies with BS EN 179 (for emergency exit devices) or BS EN 1125 (for panic hardware), if it is used as a final Exit.</p> <p>b) Both Doors within the Medical Records Rooms (80 &amp; 81 of the plan) require to be marked up as fire exits</p> <ol style="list-style-type: none"> <li>4. A number of hazard rooms and other rooms were unlocked and accessible by the public.</li> <li>5. A number of Fire doors throughout the hospital site did not have the identification tag stating the rating of the fire door as required in Appendix C - WHTM 0502.</li> <li>6. It was noticed that the transom lights in a number of areas within the hospital were constructed of material that could not be evidenced to have an equal fire resistance to the structure it is a part of.</li> </ol> <p>Due to the items listed above, people may be affected by a fire whilst evacuating from the building. This means that people may not be able to reach a place of safety before being affected by fire and / or smoke.</p> <p>This is contrary to Articles 8 and 14.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 4 Fire Risk Assessment</b>	
Outcome	This work is necessary to reduce the risk of fire.
Action	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
Reason	<ul style="list-style-type: none"> <li>• It is clear that there is no ownership, of the significant findings of the fire risk assessment, being taken by the responsible persons of each department. The completion of the works identified within the fire risk assessment are required to protect people within your premises from the effects if fire.</li> </ul> <p>This is contrary to Article 9.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 5 Add Device to and Update the Fire Alarm</b>	
Outcome	This work is necessary to detect fire and raise an alarm.
Action	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Exchange the smoke detection for a heat detection within the staff room Block 32FF.</li> <li>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.</li> <li>4. There needs to be fire alarm repeater panels available for both wards within Block 2 FF.</li> </ol> <p>All of the above points should comply with WHTM 05 03, part B and BS 5839 Part 1</p> <p>The changes should be carried out and commissioned by a competent person.</p>
Reason	<p>People within the premises may be at risk unless the requirements within the items listed above, are addressed.</p> <p>This is contrary to Articles 8, 13, 15.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 6 Escape Lighting</b>	
Outcome	This work is necessary to make sure that escape routes (corridors, stairs and doors) can be safely used whenever they are needed.
Action	<p>Ensure that the emergency lighting is tested and in good working order so that it will operate if the local lighting circuit fails.</p> <p>The system should conform to BS 5266.</p>
Reason	<p>There was no evidence of the testing of the emergency lighting system at the time of the inspection.</p> <p>People may not be able to find their way out in an emergency if the emergency lighting system fails to operate.</p> <p>This is contrary to Articles 8 and 14.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 7 Training for Own Staff</b>	
Outcome	This work is necessary to help people understand what to do if fire breaks out.
Action	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.
Reason	<b>Some</b> employees were unaware of their responsibilities and of the fire safety measures in the premises, which you have taken to keep them and others safe, including the use of the AVSU systems and all site emergency procedures.  This is contrary to Articles 8 19 and 21.
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 8 Cooperation/Coordination</b>	
Outcome	This work is necessary to reduce the risk of fire.
Action	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.
Reason	There are areas of the hospital that share some fire safety measures with you, all areas of the site must comply with all the fire safety measures that have been put in place to protect everyone.  This is contrary to Articles 8,9,10,11 and 22.
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 9 Alternative Escape Route (Distance)</b>	
Outcome	This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.
Action	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.
Reason	Staff using the office in room 32 were locking the access door. The distance from the door adjoining room 32 to room 26 to the entrance to room 26 from the reception is so great that fire and smoke can overtake people before they reach the exit.  This is contrary to Articles 8 and 14.

Time for Completion	<b>16 October 2020.</b>
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<b>Item Number 10 Obstruction of Escape Routes</b>	
Outcome	This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.
Action	<p>Ensure that everyone can evacuate quickly and safely.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Remove fridge stored within staircase Block 8 FF.</li> <li>3. Remove items stored in lift lobby 2/B within CCU.</li> <li>4. Remove Bins Store within staircase Block 32 GF.</li> <li>5. Remove Bins Stored at the entrance to SCBU</li> </ol>
Reason	<ol style="list-style-type: none"> <li>1. This was observed in the corridor between the kitchen to kitchen office corridor, within the X-Ray department office corridor and within the Merlin Ward by the escape stairs.</li> <li>2. A fridge was being stored within the stairs of the blood Store in Block 8 FF.</li> <li>3. Files and paper stored narrowing the route to lift 2/B In CCU.</li> <li>4. Bins were being store within the staircase Block 32 GF.</li> <li>5. Bins were being stored and used within this location.</li> </ol> <p>This would delay or prevent people escaping quickly and safely from fire.</p> <p>This is contrary to Articles 8, 14, 19 and 21.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 11 Fire Fighting Equipment</b>	
Outcome	This work is necessary to enable nominated employees to safely fight outbreaks of fire.
Action	Remove the existing Dry Powder Extinguishers from within all of the departments of the hospital site.
Reason	<p>Dry Powder Extinguishers are not recommended for use in enclosed spaces. These extinguishers need to be replaced with a class of extinguisher that is suitable for the items within the compartment area they are covering.</p> <p>A small fire would be able to grow to a size that could put people at risk</p> <p>This is contrary to Article 13.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 12 Storage of Refuse</b>	
Outcome	This work is necessary to reduce the risk of fire.
Action	<p>Manage all waste on site responsibly.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Reason	<p>Fire can rapidly spread to the building because of the accumulation of this waste. A fire could spread rapidly and make the escape route unsafe for people to use.</p> <p>This is contrary to Article 8.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 13 Flammables Storage</b>	
Outcome	This work is necessary to reduce the risk of fire.
Action	Remove unnecessary items stored within the site's plant rooms
Reason	<ol style="list-style-type: none"> <li>1. It was noted that there were combustibles stored within the hydro pool plant room.</li> <li>2. There were items also stored within the MRI plant room (R76).</li> </ol> <p>A fire could occur within these rooms due to the fuel being stored, this could cause damage to vital systems supported by the plant within these rooms</p> <p>This is contrary to Article 12.</p>
Time for Completion	<b>16 October 2020.</b>

<b>Item Number 14 Access</b>	
	<p>Particular attention needs to be taken regarding the access for fire service vehicles in the event of a fire at the Glangwili site.</p> <p>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.</p> <p>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.</p>

**Note**

I also remind you of the email regarding the escape from the operating theatre and Preseli ward.

- 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

## Appendix 2

Chief Executive  
Corporate offices  
Hywel Dda Health Board  
Hafan Derwen  
Ystwyth Building  
Jobs Well Road  
Carmarthen  
SA31 3BB

Gofynner am/  
Please ask for:

Watch Manager K Steele

Rhif Est/Extn. No.

3367

E-bost/E-mail:

k.steele@mawwfire.gov.uk

Fy Nghyf/My Ref:

BFS/KS/SJM/00114719/00113  
573/00107739

Eich Cyf/Your Ref:

Dyddiad/Date:

24 August 2020



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

Prif Swyddog Tân  
Chief Fire Officer  
Chris Davies QFSM MBA

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Dear Sir

## RE: - ENFORCEMENT NOTICES / Meeting 06 June 2020

I refer to a recent letter sent to you by GM D Hancock regarding the meeting, on the 06 June 2020 with representatives from HDdUHB to discuss progress against the Enforcement Notices issued against the premises at the Withybush Hospital, Bro Cerwyn and St Caradogs sites, Fishguard Road, Haverfordwest.

Within his letter it was noted that progress has been made in addressing some of the highlighted issues, though it is also acknowledged that the impact of the Coronavirus pandemic on the operations of the Health Board has unduly prevented the desired progress to be made in some areas.

It was also mentioned that as you have encountered delays in works due to the pandemic, we have reviewed the current Enforcement Notices and adjusted the previous deadlines, for the completion of works to accommodate the unavoidable delays encountered, by adding an extension of time to each, in alignment with your new projections for the completion of these works.

Revisions to the previously issued Enforcement Notices, KS/890/02, KS/890/03, KS/890/05 and letter of fire safety matters dated 07 January 2020 and as agreed by GM Hancock and myself, each notice has been extended by the following timescale:

**KS/890/02** from the 30 SEPT 2020 to the **30 JAN 2021**.

**KS/890/03** from the 28 AUG 2021 to the **21 DEC 2021**.

**KS/890/04** will remain as **2022** and will be revised closer to the deadline date.

We agreed in the meeting also to align the date of **EN KS / 890 / 05** to coincide with the timescale of **KS / 890 / 03 - 21 DEC 2021** (Phase 1 of the WGH works) therefore I will reissue this EN to reflect this.

The letter of fire safety matters dated 07 January 2020 will be extended from the initial timescale issued to coincide with the timescale the stage 2 works (phase 1) revised to Dec 2021 agreed within the outcome of the meeting on the 06 June 2020 and again agreed as in meeting on the 20 August 2020.

HOFFI DILYN RHANNU | Ein Negeseuon  
Diogelwch  
Our Safety  
Messages  
You Tube f t i  
LIKE FOLLOW SHARE

Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y Gymraeg a'r Saesneg.

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

We welcome calls in Welsh and English.



The EN Numbered **KS / 890 / 06** Glangwili General Hospital will be granted extensions to the date mentioned within the notice (Feb 2021) on evidence of progress to the planned phased works agreed by HDdUHB and the fire authority also in the meeting held on the 06 June 2020.

Where works have been completed these have been removed from the relevant schedules on review.

As always, we will continue to work collaboratively and supportively with your representatives to ensure that the outstanding matters are resolved as sympathetically and expeditiously as possible, so the required level of fire safety is achieved.

Yours faithfully

A handwritten signature in black ink, appearing to be 'K Steele', written over a light blue rectangular background.

Watch Manager K Steele  
Authorised Fire Safety Inspecting Officer  
On behalf of the Mid and West Wales Fire and Rescue Authority

Cc's

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## Appendix 3

The Chief Executive  
Corporate Offices  
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Fy Nghyf/My Ref: BFS/KS/AMD/00107739  
Dyddiad/Date: 05 November 2020



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru  
Mid and West Wales  
Fire and Rescue Service

Dear Sir (as Responsible Person)

### The Regulatory Reform (Fire Safety) Order 2005 Withdrawal of Enforcement Notice

**Premises: HYWEL DDA UNIVERSITY HEALTH BOARD, WEST WALES GENERAL HOSPITAL,  
GLANGWILI, DOGWILI ROAD, CARMARTHEN, CARMARTHENSHIRE, SA31 2AF**

Please be advised that the Enforcement Notice, dated 08 August 2020 and/ numbered **KS/890/06** is withdrawn.

There are however outstanding matters contained within the Enforcement Notice indicated above that still need to be addressed.

To rationalise the correspondence associated with these outstanding matters and to provide clarity on the enforcement expectations in relation them, further Enforcement Notices **KS/890/07, KS/890/08, KS/890/09** dated **04 November 2020** have been issued.

### Fire Safety Management

You should review the risks to people in case of fire regularly especially if:

- There is reason to suspect that people are not safe in case of fire, or
- There has been a significant change to the preventive and protective measures you have taken in case of fire.

Where, in consequence of a review, changes to your safety measures are required; you should make those changes.

Yours faithfully,

Watch Manager K Steele  
Authorised Fire Safety Inspecting Officer  
On behalf of the Mid and West Wales Fire and Rescue Authority

*Continued on next page*

FSO 04C

Prif Swyddog Tân  
Chief Fire Officer  
Chris Davies QFSM MBA

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mail@mawwfire.gov.uk

Facs | Fax:  
01267 220562

Ffôn | Tel:  
0370 60 60 699

HOFFI DILYN RHANNU | Ein Negeseuon  
Diogelwch  
Our Safety  
Messages  
You Tube f t w i  
LIKE FOLLOW SHARE

Rydym yn croesawu gohebiaeth yn  
y Gymraeg a'r Saesneg - byddwn yn  
ymateb yn gyfartal i'r ddau ac yn ateb yn  
eich dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y  
Gymraeg a'r Saesneg.

We welcome correspondence in Welsh  
and English - we will respond equally to  
both and will reply in your language of  
choice without delay.

We welcome calls in Welsh and English.



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CC: [Steve.moore2@walesnhs.uk](mailto:Steve.moore2@walesnhs.uk)

[hiw@gov.wales](mailto:hiw@gov.wales)

[Rob.elliott@walesnhs.uk](mailto:Rob.elliott@walesnhs.uk)

[Gareth.Lloyd10@wales.nhs.uk](mailto:Gareth.Lloyd10@wales.nhs.uk)

[Richard.Jupp2@wales.nhs.uk](mailto:Richard.Jupp2@wales.nhs.uk)[Sarah.perry3@wales.nhs.uk](mailto:Sarah.perry3@wales.nhs.uk)

[Anthony.Pitcher@wales.nhs.uk](mailto:Anthony.Pitcher@wales.nhs.uk)

The Chief Executive  
Corporate Offices  
Hywel Dda Health Board  
Hafan Derwen  
Ystwyth Building  
Jobs Well Road  
Carmarthen  
SA31 3BB

Gofynner am/  
Please ask for: Watch Manager K. Steele  
Ext No: 3367  
E-bost/E-mail: k.Steele@mawwfire.gov.uk  
Fy Nghyf/My Ref: BFS/KS/AMD/00107739  
Dyddiad/Date: 04 November 2020



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

Prif Swyddog Tân  
Chief Fire Officer  
Chris Davies QFSM MBA

Y Pencadlys,  
Heol Llwyn Pisgwydd,  
Caerfyrddin,  
Sir Gâr,  
SA31 1SP  
post@tancgc.gov.uk

Headquarters,  
Lime Grove Avenue,  
Carmarthen,  
Carmarthenshire,  
SA31 1SP  
mail@mawwfire.gov.uk

Facs | Fax:

01267 220562

Ffôn | Tel:

0370 60 60 699

## URGENT – ACTION REQUIRED

Dear Sir (*as Responsible Person or Duty Holder*)

### Enforcement Notice

#### The Regulatory Reform (Fire Safety) Order 2005: Article 30

Premises: WEST WALES, GENERAL HOSPITAL, GLANGWILI, DOGWILI ROAD,  
CARMARTHEN, CARMARTHENSIRE, SA31 2AF

An authorised inspector visited your premises on 24 February 2020 and evaluated the fire safety provided. The Mid & West Wales Fire and Rescue Authority is of the opinion that you have failed to comply with a provision / provisions of the Regulatory Reform (Fire Safety) Order 2005 because people were unsafe in case of fire. The schedule to this Notice further explains the provision(s), with which you have not complied.

The serving of this Notice dated **04 November 2020 and numbered KS/890/07** necessary to ensure that you adequately protect people in case of fire. This authority has to make sure that you provide safety. The attached schedule sets out what you must do.

### Timescale for Completion

You are required to take steps to remedy the matters in the schedule by **31 August 2021, as agreed in the programme for Advanced Works (presented to us on the 02 October 2020)**. My officer will contact you prior to this date to arrange a further visit.

You may apply for an extension to the period of time within which you need to remedy the failure(s). The authority will grant/deny additional time according to the efforts you have made. If you require additional time, please contact my officer at your earliest opportunity.

### Penalty for Non-compliance

FSO 04



Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y Gymraeg a'r Saesneg.

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

We welcome calls in Welsh and English.



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If you do not comply with this Notice, you will have committed an offence and this authority will consider a prosecution against you. A prosecution could lead to you being liable to a fine, imprisonment or both, subject to the Courts.

### **Route to Appeal**

You can legally appeal this Notice. To do so, you must appeal 'by way of complaint for an order to the Clerk to the Magistrates' Court in the area in which the premises are situated', within 21 days from the day on which this notice was served.

The bringing of an appeal has the effect of suspending the operation of this Enforcement Notice until the appeal is finally disposed of or (if the appeal is withdrawn), until the withdrawal of the appeal.

You can clarify or challenge what you need to do. If you have any feedback you wish to share, please access the Complaints and Compliments section found on our website: <https://www.mawwfire.gov.uk/eng/about-us/access-to-information/compliments-comments-and-complaints/>

### **Alternative Solutions**

If you prefer to use a different solution to bring about safety from fire please contact my officer. If your solution is agreed, this Notice will be withdrawn, and another Notice served in its stead. An alternative approach might enable you to apply an equally appropriate safety solution to better meet your needs. Any alternative you propose must meet the 'outcome(s)' stated in the schedule.

Yours faithfully,



Watch Manager K Steele  
Authorised Fire Safety Inspecting Officer  
On behalf of the Mid and West Wales Fire and Rescue Authority

CC: [Steve.moore2@walesnhs.uk](mailto:Steve.moore2@walesnhs.uk)

[hiw@gov.wales](mailto:hiw@gov.wales)

[Rob.elliott@walesnhs.uk](mailto:Rob.elliott@walesnhs.uk)

[Gareth.Lloyd10@wales.nhs.uk](mailto:Gareth.Lloyd10@wales.nhs.uk)

[Richard.Jupp2@wales.nhs.uk](mailto:Richard.Jupp2@wales.nhs.uk)

[Sarah.perry3@wales.nhs.uk](mailto:Sarah.perry3@wales.nhs.uk)

[Anthony.Pitcher@wales.nhs.uk](mailto:Anthony.Pitcher@wales.nhs.uk)

## Important Information – schedule referred to in Enforcement Notice

Notes to this schedule:

The government guidance most suitable to your premises is "Guide to Risk Assessment in Healthcare Premises" ISBN-13: 978 1 85112 824 2, which can be found at <http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body <http://www.legislation.gov.uk/uksi/2010/2214/regulation/3/made>. You might also need to apply for the property owners' permission [http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet\\_EN.pdf](http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet_EN.pdf) among others.

<b>Item Number 1 - Compartmentation – All Vertical Escape Routes. (Agreed Advanced works)</b>	
Outcome	This work is necessary to reduce the risk of spread of fire
Required Action	To undertake whatever works are necessary to ensure that any/all breaches in fire resisting compartmentation that affect the Vertical Escape Routes within Glangwili General Hospital are addressed as agreed in the programme for Advanced works (presented to us on the 02 October 2020).  Fire resisting structures are to continue to slab/upper floor level/roof level and pass through any false ceiling provided.
Reason	It has been identified during inspection that there is a lack of or incomplete compartmentation in these areas. Compartmentation was not providing sufficient protection in case of fire and would affect relevant people before they could escape.  This is contrary to Articles 8(1) and 14 (2) (b).
Time for Completion	<b>31 August 2021</b>

The Chief Executive  
Corporate Offices  
Hywel Dda Health Board  
Hafan Derwen  
Ystwyth Building  
Jobs Well Road  
Carmarthen  
SA31 3BB

Gofynner am/  
Please ask for: Watch Manager K. Steele  
Ext No: 3367  
E-bost/E-mail: k.Steele@mawwfire.gov.uk  
Fy Nghyf/My Ref: BFS/KS/AMD/00107739  
Dyddiad/Date: 04 November 2020



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

## URGENT – ACTION REQUIRED

Dear Sir (*as Responsible Person or Duty Holder*)

### Enforcement Notice

#### The Regulatory Reform (Fire Safety) Order 2005: Article 30

**Premises: WEST WALES, GENERAL HOSPITAL, GLANGWILI, DOGWILI ROAD,  
CARMARTHEN, CARMARTHESHIRE, SA31 2AF**

An authorised inspector visited your premises on 24 February 2020 and evaluated the fire safety provided. The Mid & West Wales Fire and Rescue Authority is of the opinion that you have failed to comply with a provision / provisions of the Regulatory Reform (Fire Safety) Order 2005 because people were unsafe in case of fire. The schedule to this Notice further explains the provision(s), with which you have not complied.

The serving of this Notice dated **04 November 2020 and numbered KS/890/09** necessary to ensure that you adequately protect people in case of fire. This authority has to make sure that you provide safety. The attached schedule sets out what you must do.

### Timescale for Completion

You are required to take steps to remedy the matters in the schedule by **31 August 2024, as agreed in the programme for Phase 2 Works (presented to us on the 02 October 2020)**. My officer will contact you prior to this date to arrange a further visit.

You may apply for an extension to the period of time within which you need to remedy the failure(s). The authority will grant/deny additional time according to the efforts you have made. If you require additional time, please contact my officer at your earliest opportunity.

### Penalty for Non-compliance

FSO 04

Prif Swyddog Tân  
Chief Fire Officer  
Chris Davies QFSM MBA

Y Pencadlys,  
Heol Llwyn Pisgwydd,  
Caerfyrddin,  
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SA31 1SP  
mail@mawwfire.gov.uk

Facs | Fax:

01267 220562

Ffôn | Tel:

0370 60 60 699

HOFFI DILYN RHANNU | Ein Negeseuon  
Diogelwch  
Our Safety  
Messages  
LIKE FOLLOW SHARE

Rydym yn croesawu gohebiaeth yn  
y Gymraeg a'r Saesneg - byddwn yn  
ymateb yn gyfartal i'r ddau ac yn ateb yn  
eich dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y  
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and English - we will respond equally to  
both and will reply in your language of  
choice without delay.

We welcome calls in Welsh and English.



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www.mawwfire.gov.uk

If you do not comply with this Notice, you will have committed an offence and this authority will consider a prosecution against you. A prosecution could lead to you being liable to a fine, imprisonment or both, subject to the Courts.

### **Route to Appeal**

You can legally appeal this Notice. To do so, you must appeal 'by way of complaint for an order to the Clerk to the Magistrates' Court in the area in which the premises are situated', within 21 days from the day on which this notice was served.

The bringing of an appeal has the effect of suspending the operation of this Enforcement Notice until the appeal is finally disposed of or (if the appeal is withdrawn), until the withdrawal of the appeal.

You can clarify or challenge what you need to do. If you have any feedback you wish to share, please access the Complaints and Compliments section found on our website: <https://www.mawwfire.gov.uk/eng/about-us/access-to-information/compliments-comments-and-complaints/>

### **Alternative Solutions**

If you prefer to use a different solution to bring about safety from fire please contact my officer. If your solution is agreed, this Notice will be withdrawn, and another Notice served in its stead. An alternative approach might enable you to apply an equally appropriate safety solution to better meet your needs. Any alternative you propose must meet the 'outcome(s)' stated in the schedule.

Yours faithfully,



Watch Manager K Steele  
Authorised Fire Safety Inspecting Officer  
On behalf of the Mid and West Wales Fire and Rescue Authority

CC: [Steve.moore2@walesnhs.uk](mailto:Steve.moore2@walesnhs.uk)

[hiw@gov.wales](mailto:hiw@gov.wales)

[Rob.elliott@walesnhs.uk](mailto:Rob.elliott@walesnhs.uk)

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[Richard.Jupp2@wales.nhs.uk](mailto:Richard.Jupp2@wales.nhs.uk)

[Sarah.perry3@wales.nhs.uk](mailto:Sarah.perry3@wales.nhs.uk)

[Anthony.Pitcher@wales.nhs.uk](mailto:Anthony.Pitcher@wales.nhs.uk)

## Important Information – schedule referred to in Enforcement Notice

Notes to this schedule:

The government guidance most suitable to your premises is "Guide to Risk Assessment in Healthcare Premises" ISBN-13: 978 1 85112 824 2, which can be found at <http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body <http://www.legislation.gov.uk/uksi/2010/2214/regulation/3/made>. You might also need to apply for the property owners' permission [http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet\\_EN.pdf](http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet_EN.pdf) among others.

<b>Item Number 1 - Compartmentation – All Vertical Escape Routes. (Agreed Phase 2 works)</b>	
Outcome	This work is necessary to reduce the risk of spread of fire
Required Action	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 Glangwili General Hospital are addressed as agreed in the programme for Phase 2 works (presented to us on the 02 October 2020).  Fire resisting structures are to continue to slab/upper floor level/roof level and pass through any false ceiling provided.
Reason	It has been identified during inspection that there is a lack of or incomplete compartmentation in these areas. Compartmentation was not providing sufficient protection in case of fire and would affect relevant people before they could escape.  This is contrary to Articles 8(1) and 14 (2) (b).
Time for Completion	<b>31 August 2024</b>

The Chief Executive  
Corporate Offices  
Hywel Dda Health Board  
Hafan Derwen  
Ystwyth Building  
Jobs Well Road  
Carmarthen  
SA31 3BB

Gofynner am/  
Please ask for: Watch Manager K. Steele  
Ext No: 3367  
E-bost/E-mail: k.Steele@mawwfire.gov.uk  
Fy Nghyf/My Ref: BFS/KS/AMD/00107739  
Dyddiad/Date: 04 November 2020



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

Prif Swyddog Tân  
Chief Fire Officer  
Chris Davies QFSM MBA

Y Pencadlys,  
Heol Llwyn Pisgwydd,  
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Sir Gâr,  
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Carmarthenshire,  
SA31 1SP  
mail@mawwfire.gov.uk

Facs | Fax:

01267 220562

Ffôn | Tel:

0370 60 60 699

## URGENT – ACTION REQUIRED

Dear Sir (*as Responsible Person or Duty Holder*)

### Enforcement Notice

#### The Regulatory Reform (Fire Safety) Order 2005: Article 30

Premises: WEST WALES, GENERAL HOSPITAL, GLANGWILI, DOGWILI ROAD,  
CARMARTHEN, CARMARTHENSIRE, SA31 2AF

An authorised inspector visited your premises on 24 February 2020 and evaluated the fire safety provided. The Mid & West Wales Fire and Rescue Authority is of the opinion that you have failed to comply with a provision / provisions of the Regulatory Reform (Fire Safety) Order 2005 because people were unsafe in case of fire. The schedule to this Notice further explains the provision(s), with which you have not complied.

The serving of this Notice dated **04 November 2020 and numbered KS/890/08** necessary to ensure that you adequately protect people in case of fire. This authority has to make sure that you provide safety. The attached schedule sets out what you must do.

### Timescale for Completion

You are required to take steps to remedy the matters in the schedule by **31 July 2022, as agreed in the programme for Phase 1 Works (presented to us on the 02 October 2020)**. My officer will contact you prior to this date to arrange a further visit.

You may apply for an extension to the period of time within which you need to remedy the failure(s). The authority will grant/deny additional time according to the efforts you have made. If you require additional time, please contact my officer at your earliest opportunity.

### Penalty for Non-compliance

FSO 04



Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y Gymraeg a'r Saesneg.

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

We welcome calls in Welsh and English.



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[www.mawwfire.gov.uk](http://www.mawwfire.gov.uk)

If you do not comply with this Notice, you will have committed an offence and this authority will consider a prosecution against you. A prosecution could lead to you being liable to a fine, imprisonment or both, subject to the Courts.

### **Route to Appeal**

You can legally appeal this Notice. To do so, you must appeal 'by way of complaint for an order to the Clerk to the Magistrates' Court in the area in which the premises are situated', within 21 days from the day on which this notice was served.

The bringing of an appeal has the effect of suspending the operation of this Enforcement Notice until the appeal is finally disposed of or (if the appeal is withdrawn), until the withdrawal of the appeal.

You can clarify or challenge what you need to do. If you have any feedback you wish to share, please access the Complaints and Compliments section found on our website: <https://www.mawwfire.gov.uk/eng/about-us/access-to-information/compliments-comments-and-complaints/>

### **Alternative Solutions**

If you prefer to use a different solution to bring about safety from fire please contact my officer. If your solution is agreed, this Notice will be withdrawn, and another Notice served in its stead. An alternative approach might enable you to apply an equally appropriate safety solution to better meet your needs. Any alternative you propose must meet the 'outcome(s)' stated in the schedule.

Yours faithfully,



Watch Manager K Steele  
Authorised Fire Safety Inspecting Officer  
On behalf of the Mid and West Wales Fire and Rescue Authority

CC: [Steve.moore2@walesnhs.uk](mailto:Steve.moore2@walesnhs.uk)

[hiw@gov.wales](mailto:hiw@gov.wales)

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[Richard.Jupp2@wales.nhs.uk](mailto:Richard.Jupp2@wales.nhs.uk)

[Sarah.perry3@wales.nhs.uk](mailto:Sarah.perry3@wales.nhs.uk)

[Anthony.Pitcher@wales.nhs.uk](mailto:Anthony.Pitcher@wales.nhs.uk)

## Important Information – schedule referred to in Enforcement Notice

Notes to this schedule:

The government guidance most suitable to your premises is "Guide to Risk Assessment in Healthcare Premises" ISBN-13: 978 1 85112 824 2, which can be found at <http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body <http://www.legislation.gov.uk/uksi/2010/2214/regulation/3/made>. You might also need to apply for the property owners' permission [http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet\\_EN.pdf](http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet_EN.pdf) among others.

<b>Item Number 1 - Compartmentation – All Horizontal Corridor Escape Routes (Agreed Phase 1 Works)</b>	
Outcome	This work is necessary to reduce the risk of spread of fire.
Required Action	To undertake whatever works are necessary to ensure that any/all breaches in fire resisting compartmentation that affect the Horizontal Escape Routes within Glangwili General Hospital are addressed as agreed in the programme for Phase 1 Works (presented to us on the 02 October 2020).  Fire resisting structures are to continue to slab/upper floor level/roof level and pass through any false ceiling provided.
Reason	It has been identified during inspection that there is a lack of or incomplete compartmentation in these areas. Compartmentation was not providing sufficient protection in case of fire and would affect relevant people before they could escape.  This is contrary to Articles 8(1) and 14 (2) (b).
Time for Completion	<b>31 July 2022</b>

<b>Item Number 2 - Compartmentation – All Vertical Breaches and / or Penetrations</b>	
Outcome	This work is necessary to reduce the risk of spread of fire
Required Action	To undertake whatever works are necessary to ensure that any/all breaches in fire resisting compartmentation that affect the intermediate floors between levels within Glangwili Hospital are addressed as agreed in the programme for Phase 1 Works (presented to us on the 2nd Oct 2020).  Fire resisting structures are to continue to slab/ upper floor level/roof level and pass through any false ceiling provided.
Reason	It has been identified during inspection that there is a lack of or incomplete compartmentation in these areas. Compartmentation was not providing sufficient protection in case of fire and would affect relevant people before they could escape.

	This is contrary to Articles 8(1) and 14 (2) (b).
Time for Completion	<b>31 July 2022</b>

## Appendix 4

The Chief Executive  
Corporate Offices  
Hywel Dda Health Board  
Hafan Derwen  
Ystwyth Building  
Jobs Well Road  
Carmarthen  
SA31 3BB

*Gofynner am/  
Please ask for:* Watch Manager K Steele  
*Ext No:* 3367  
*E-bost/E-mail:* k.steele@mawwfire.gov.uk  
*Fy Nghyf/My  
Ref:* BFS/KS/SJM/00107739  
*Dyddiad/Date:* 12 January 2021

[Steve.Moore2@wales.nhs.uk](mailto:Steve.Moore2@wales.nhs.uk)

Dear Sir

## The Regulatory Reform (Fire Safety) Order 2005

### Letter of Fire Safety Matters

**Premises: GLANGWILI GENERAL HOSPITAL, DOLGWILI ROAD, CARMARTHEN, SA31 2AF**

I visited your premises over a number of occasions from 22 June 2020 onwards and evaluated the fire safety provided. I am of the opinion that some people are at risk in case of fire. **I have issued this letter to confirm the agreed outcome of the meeting on 06 January 2021. The schedule of works has been aligned with all stages of the document named: Fire Precaution Upgrade Works Glangwili General Hospital.**

### Timescale for Completion

As mentioned within the:

**Fire Precaution Upgrade Works Glangwili General Hospital document,**

**Stage 1 / Advanced works** relate to Vertical Escape routes by end **August 2021.**

**Stage 2 / Phase 1 works** relate to all remaining escape routes at GGH to be completed by end **July 2022.**

**Stage 3 / Phase 2 works** relate to all department / ward areas including any sub compartmentation and risk room area. To be completed by end **August 2024.**

### Consequence for Non-compliance

If you do not do the work in the schedule before my next visit (or I find that safety provisions have worsened), the authority may serve an enforcement notice on you. An enforcement notice would legally bind you to do the work.

### Route to Appeal

You can clarify or challenge what you need to do. If you have any feedback you wish to share, please access the Complaints and Compliments section found on our website:

<http://www.mawwfire.gov.uk/English/Contacts/Pages/Complaints-and-Compliments.aspx>.

### Alternative Solutions

If you want to use a different solution to bring about safety from fire, please contact me to discuss an action plan. An action plan might enable you to apply an equally



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

Prif Swyddog Tân  
Chief Fire Officer  
Chris Davies QFSM MBA

Y Pencadlys,  
Heol Llwyn Pisgwydd,  
Caerfyrddin,  
Sir Gâr,  
SA31 1SP  
post@tancgc.gov.uk

Headquarters,  
Lime Grove Avenue,  
Carmarthen,  
Carmarthenshire,  
SA31 1SP  
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Diogelwch  
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y Gymraeg a'r Saesneg - byddwn yn  
ymateb yn gyfartal i'r ddau ac yn ateb yn  
eich dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y  
Gymraeg a'r Saesneg.

We welcome correspondence in Welsh  
and English - we will respond equally to  
both and will reply in your language of  
choice without delay.

We welcome calls in Welsh and English.



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[www.mawwfire.gov.uk](http://www.mawwfire.gov.uk)

appropriate safety solution to better meet your needs. Any alternative solution you propose must meet the 'outcome(s)' stated in the schedule.

Locations inspected and relating to this letter and the below schedule:

Block 1 GF 00324599, FF 00324600, SF 00324601.

Block 3 GF 00324602, FF 00324603, SF 00324604.

Block 4 Basement 00324528, GF Offices 00324529, GF Wards 00324531, FF Wards 00324532, SF Wards 00324533, TF Wards 00324534.

Block 18a 00135301, 18b 00194585, 18c 00194584, 18d 00194586.

Block 19 00135375.

Block 20 00108186.

Block 22 00135382.

Block 24 00130242.

Block 26 00135383.

Block 27 00130244.

Block 28 00136475.

Yours faithfully



Watch Manager K Steele  
Authorised Fire Safety Inspecting Officer  
On behalf of the Mid and West Wales Fire and Rescue Authority

cc's [Steve.moore2@walesnhs.uk](mailto:Steve.moore2@walesnhs.uk)  
[hiw@gov.wales](mailto:hiw@gov.wales)  
[Rob.elliott@walesnhs.uk](mailto:Rob.elliott@walesnhs.uk)  
[Gareth.Lloyd10@wales.nhs.uk](mailto:Gareth.Lloyd10@wales.nhs.uk)  
[Richard.Jupp2@wales.nhs.uk](mailto:Richard.Jupp2@wales.nhs.uk)  
[Sarah.perry3@wales.nhs.uk](mailto:Sarah.perry3@wales.nhs.uk)  
[Anthony.Pitcher@wales.nhs.uk](mailto:Anthony.Pitcher@wales.nhs.uk)  
  
[Simon.Chiffi@wales.nhs.uk](mailto:Simon.Chiffi@wales.nhs.uk)  
  
[Claire.Bird@wales.nhs.uk](mailto:Claire.Bird@wales.nhs.uk)  
  
[Jason.Wood@wales.nhs.uk](mailto:Jason.Wood@wales.nhs.uk)

## Important Information – schedule referred to in letter

Notes to this schedule:

The government guidance most suitable to your premises is "**Guide to Risk Assessment in Sleeping Accommodation**" ISBN-13: 978 1 85112 817 4 and "**Guide to Risk Assessment in Offices and Shops**" ISBN-13:978 1 85112 815 0 which can be found at <http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body <http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made>. You might also need to apply for the property owners' permission [http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet\\_EN.pdf](http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet_EN.pdf) among others.

### The Schedule Contains 9 Items

Item number 1 Compartment	
Outcome	This work is necessary to reduce the risk of the spread of fire.
Required Action	<ol style="list-style-type: none"><li>1. The areas visited in this inspection should be included into the current Compartmentation survey (areas listed at end of schedule)</li><li>2. Ensure the holes in the ceiling within the area mentioned are repaired to reinstate the fire resistance of this room, Block 3 FF RM 36 IT room.</li></ol> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021</b>.</p>
Reason	<p>The fire resistance cannot be confirmed and needs to provide the sufficient protection in case of fire.</p> <p>Without the correct compartmentation fire and smoke could spread unhindered and would affect people before they could escape.</p>

Item number 2 Fire Resisting Corridors and Doors	
Outcome	This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.
Required Action	<p>Ensure that the means of escape is kept free from fire and smoke for a minimum period of 30 minutes by ensuring that:</p> <ol style="list-style-type: none"><li>1. All fire doors within all of the blocks listed in this letter are included in the ongoing fire door survey</li><li>2. The management of fire doors needs to be addressed due to a number of doors noted on inspection that were wedged open and room left unattended namely within <b>Block 1FF, Block 3SF, Block 4GF-FF, Block 18b-D, Block 20, Block 24, Block 26, Block 27, Block 28</b>.</li><li>3. The fire doors within the Junior Doctors Residence were being held open by bins wedges and other items, these doors should have hold open devices</li></ol>

	<p>fitted and be linked into the detection system to stop the residents engaging in this dangerous activity, further education regarding the seriousness of this action needs to be passed on to the tenants within this block.</p> <ol style="list-style-type: none"> <li>4. Remove the key locks and replace with a single action locking device within <b>Blocks 18A &amp; D.</b></li> <li>5. Padlocks / slide bolts should be removed from gates that are part of exit from <b>Blocks 18B &amp; A.</b></li> <li>6. All Redlam panic bolts fitted to exits should have the hammer fitted in case of emergency on inspection these were missing within <b>Block 4 FF, SF, TF.</b></li> <li>7. Doors to rooms not accessed by the public / patients should always be kept locked shut to reduce the risk of Arson, it was noted that the following fire doors were open at the time of the inspection. <b>Block 1 bin store on access corridor, Block 3 RM 36, Block 4 TF RM 40, SF RM 39, 46 &amp; 30, FF RM 37, Block 26 exit from ward block 4 RM 59.</b></li> <li>8. It was noted that there were items stored within the escape route (Laundry trolleys, unused electrical items, wheelchairs etc) within the following areas: <b>Block 4 TF RM 39, FF RM 36, Block 26 (area outside escape from block 4 RM 59) Block 19.</b></li> <li>9. Move all recycling bins to an accessible area not in the means of escape, noted in the following areas: <b>Block 1 GF &amp; FF</b> and in any other area not accessed if located in the means of escape.</li> <li>10. Move the photocopiers located on the means of escape within <b>Blocks 24 &amp; 26.</b></li> <li>11. Ensure that fire doors default to a closed position on the activation of an alarm, the corridor doors in <b>Block 4 GF</b> Wards access area default to an open position.</li> <li>12. Ensure that the hold open device and door both work as one unit, within Ceri ward the sub compartment doors by rm s 11 &amp; 20 had to be pushed further passed its 1<sup>st</sup> held open position to attach to the magnetic hold open device, meaning that in position 1 if the alarm activates this door will not close automatically.</li> <li>13. Green Box release switches that require a key within Block 26 should be replaced with ones that don't require a key ,not all of the staff may have access to a key to open these devices this is mainly aimed at the out of hours DR service provided from this Block.</li> </ol> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021.</b></p>
Reason	People using the above-mentioned locations may be affected by a fire in one of the adjoining rooms. This means that people may not be able to reach safety before being affected by fire and / or smoke.

<b>Item number 3 Training for Own Staff</b>	
Outcome	This work is necessary to help people understand what to do if fire breaks out

Required Action	<p>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><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021.</b></p>
Reason	<p>Some employees were unaware of their responsibilities and of the fire safety measures in the premises, which you have taken to keep them and others safe. including the use of the AVSU systems and all site emergency procedures.</p>

<b>Item number 4 Fire Fighting Equipment</b>	
Outcome	<p>This work is necessary to enable nominated employees to safely fight outbreaks of fire.</p>
Required Action	<p>Remove the existing Dry Powder Extinguishers from within all of the departments of the hospital site.</p> <p>It was noted in this inspection that these were available within Block 3 FF, Block 4 basement - FF-TF, Blocks 24 ,27, 18D.</p> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021.</b></p>
Reason	<p>Dry powder extinguishers are not recommended for use in enclosed spaces. These extinguishers need to be replaced with a class of extinguisher that is suitable for the items within the compartment area they are covering.</p> <p>A small fire would be able to grow to a size that could put people at risk</p>

<b>Item number 5 Wall and Ceiling Spread of Flame</b>	
Outcome	<p>This work is necessary to reduce the risk of the spread of fire.</p>
Required Action	<p><b>Remove</b> the items (postcards and paper) attached to the wall within RM 44 Block 4 T1 Ensure that wall linings do not support the spread of fire.</p> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021.</b></p>
Reason	<p>Fire can rapidly spread to other areas of the building because of these items. A fire could spread rapidly and make the escape route unsafe for people to use.</p>

<b>Item number 6 Alarm and Detection</b>	
Outcome	This work is necessary to detect fire and raise an alarm.
Required Action	<p>Provide a device complying with BS 5839 part 1 and linked to the existing fire alarm system in the following locations:</p> <ol style="list-style-type: none"> <li>1. Add a Manual call point in Block 24 Rm 18 by final exit.</li> <li>2. Move Manual call point in corridor within Block 28 as it is hidden by a held open door.</li> <li>3. Extend the detection to cover Rm 48 Block 4 TF as it is now a Hazard room.</li> </ol> <p>As mentioned in the previous EN letter a 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>This was noted in: Block 1, Block 3, Block 18 a, b, d.</p> <p>The changes should be carried out and commissioned by a competent person.</p> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the 6th Jan 2021</p>
Reason	People within the premises may not be able to hear the fire alarm sounding because reason delaying their escape from fire.

<b>Item number 7 Storage of Refuge</b>	
Outcome	This work is necessary to reduce the risk of fire.
Required Action	<p>Manage all waste on site responsibly.</p> <p><b>Block 18B</b> the storage of bins is in an area that is not enclosed or at a safe distance from the building. The bins can remain in the area as long as a locked structure is erected around them.</p> <p>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.</p> <p>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.</p> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021</b>.</p>

Reason	Fire can rapidly spread to the building because of the accumulation of this waste. A fire could spread rapidly and make the escape route unsafe for people to use.
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<b>Item number 8 Storage of Combustibles</b>	
Outcome	This work is necessary to reduce the risk of fire.
Required Action	<p>Medical Gas Cylinders must be stored in appropriate racks within marked locations throughout the hospital site.</p> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021</b></p>
Reason	<p>Medical Gas Cylinders were stored on the floor in a number of locations within the Hospital namely: Block 1 GF, SF, Block 3 GF, FF, SF Block 4 GF, FF, SF, TF, Block 18B, Block 20, Block 26 This means that fire could easily break out, which would be a risk to everyone.</p>

<b>Item number 9 Reduce Risk of Fire Spread</b>	
Outcome	This work is necessary to reduce the risk of the spread of fire.
Required Action	<p>Reduce the quantity of combustible materials:</p> <ol style="list-style-type: none"> <li>1. There are files stored in close proximity to the Electrical intake within RM 34 Block 1 SF either remove these items to another area or construct a fire resisting structure to protect these combustible items in the event of a fire.</li> <li>2. Reduce the number of boxes stored in RM 42 Block 1 SF as at the time of the inspection they were stored to the ceiling close to the light fitting.</li> <li>3. Staff room in Block 4 GF had a considerable amount of storage, IT server room Block 18D and 18b also had unnecessary storage.</li> </ol> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021</b></p>
Reason	A fire would grow unhindered in the areas mentioned and People would be exposed to a significant fire.

## Appendix 5

The Chief Executive  
Corporate Offices  
Hywel Dda Health Board  
Hafan Derwen  
Ystwyth Building  
Jobs Well Road  
Carmarthen  
SA31 3BB

*Gofynner am/  
Please ask for:* Watch Manager K Steele  
*Ext No:* 3367  
*E-bost/E-mail:* k.steele@mawwfire.gov.uk  
*Fy Nghyf/My  
Ref:* BFS/KS/SJM/00107739  
*Dyddiad/Date:* 08 June 2021

[Steve.Moore2@wales.nhs.uk](mailto:Steve.Moore2@wales.nhs.uk)

Dear Sir

## The Regulatory Reform (Fire Safety) Order 2005

### Letter of Fire Safety Matters

**Premises: GLANGWILI GENERAL HOSPITAL, DOLGWILI ROAD, CARMARTHEN, SA31 2AF**

I visited your premises on 01 June 2021 and evaluated the fire safety provided. I am of the opinion that some people are at risk in case of fire. You have an ongoing duty to ensure the safety of people. The attached schedule sets out what you need to do.

### Timescale for Completion

You should complete the work outlined by the times mentioned in the schedule in the schedule below as soon as possible, balancing the need for safety against the demands on your business or undertaking. I will visit again and will contact you in approximately **1 month** (from the date of this letter) to arrange my next visit. You should complete the actions and outcomes before that visit.

Certain items mentioned within the schedule below will still be as per:

**Fire Precaution Upgrade Works Glangwili General Hospital document,  
Stage 1 / Advanced works relate to Vertical Escape routes by end August 2021.  
Stage 2 / Phase 1 works relate to all remaining escape routes at GGH to be completed by end July 2022.  
Stage 3 / Phase 2 works relate to all department / ward areas including any sub compartmentation and risk room area. To be completed by end August 2024.**

### Consequence for Non-compliance

If you do not do the work in the schedule before my next visit (or I find that safety provisions have worsened), the authority may serve an enforcement notice on you. An enforcement notice would legally bind you to do the work.

### Route to Appeal

You can clarify or challenge what you need to do. If you have any feedback you wish to share, please access the Complaints and Compliments section found on our website: <https://www.mawwfire.gov.uk/eng/about-us/access-to-information/compliments-comments-and-complaints/>.



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

Prif Swyddog Tân  
Chief Fire Officer  
Chris Davies QFSM MBA

Y Pencadlys,  
Heol Llwyn Pisgwydd,  
Caerfyrddin,  
Sir Gâr,  
SA31 1SP  
post@tancgc.gov.uk

Headquarters,  
Lime Grove Avenue,  
Carmarthen,  
Carmarthenshire,  
SA31 1SP  
mail@mawwfire.gov.uk

Facs | Fax:

01267 220562

Ffôn | Tel:

0370 60 60 699

HOFFI DILYN RHANNU | Ein Negeseuon  
Diogelwch  
Our Safety  
Messages  
LIKE FOLLOW SHARE

Rydym yn croesawu gohebiaeth yn  
y Gymraeg a'r Saesneg - byddwn yn  
ymateb yn gyfartal i'r ddau ac yn ateb yn  
eich dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y  
Gymraeg a'r Saesneg.

We welcome correspondence in Welsh  
and English - we will respond equally to  
both and will reply in your language of  
choice without delay.

We welcome calls in Welsh and English.



[www.tancgc.gov.uk](http://www.tancgc.gov.uk)  
[www.mawwfire.gov.uk](http://www.mawwfire.gov.uk)

## Alternative Solutions

If you want to use a different solution to bring about safety from fire, please contact me to discuss an action plan. An action plan might enable you to apply an equally appropriate safety solution to better meet your needs. Any alternative solution you propose must meet the 'outcome(s)' stated in the schedule.

Locations inspected and relating to this letter and the below schedule:

As per Inspection in 2020:

Block 1 GF 00324599, FF 00324600, SF 00324601.

Block 3 GF 00324602, FF 00324603, SF 00324604.

Block 4 Basement 00324528, GF Offices 00324529, GF Wards 00324531, FF Wards 00324532, SF Wards 00324533, TF Wards 00324534.

Block 18a 00135301, 18b 00194585, 18c 00194584, 18d 00194586.

Block 19 00135375.

Block 20 00108186.

Block 22 00135382.

Block 24 00130242.

Block 26 00135383.

Block 27 00130244.

Block 28 00136475.

## Further to the schedule below

- **Could you update us on the status of the proposed bridge link between Preseli Ward Theatre and Main Theatres?**
- **You have a no smoking policy on site. Whilst conducting my inspection it was noted that several areas on site had a considerable number of discarded cigarette ends, namely the JDR and by the bins outside Block 4 by the Ambulance drop off.**
- **Could you confirm that the external office WB4 courtyard roof is part of the phased works?**

Yours faithfully



Watch Manager K Steele

Authorised Fire Safety Inspecting Officer

On behalf of the Mid and West Wales Fire and Rescue Authority

cc's [Steve.moore2@walesnhs.uk](mailto:Steve.moore2@walesnhs.uk)  
[Simon.Chiffi@wales.nhs.uk](mailto:Simon.Chiffi@wales.nhs.uk)

[Rob.elliott@walesnhs.uk](mailto:Rob.elliott@walesnhs.uk)  
[Jason.Wood@wales.nhs.uk](mailto:Jason.Wood@wales.nhs.uk)  
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[Claire.Bird@wales.nhs.uk](mailto:Claire.Bird@wales.nhs.uk)  
[Sarah.perry3@wales.nhs.uk](mailto:Sarah.perry3@wales.nhs.uk)

## Important Information – schedule referred to in letter

Notes to this schedule:

The government guidance most suitable to your premises is "**Guide to Risk Assessment in Transport Premises and Facilities**" ISBN-13: 978 1 85112 825 9 which can be found at

<http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body

<http://www.legislation.gov.uk/uksi/2010/2214/regulation/3/made>. You might also need to apply for the property owners' permission

[http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet\\_EN.pdf](http://cadw.gov.wales/docs/cadw/publications/ListedBuildingConsentBooklet_EN.pdf) among others.

### The Schedule Contains 5 Items

Item number 1 Compartment	
Outcome	This work is necessary to reduce the risk of the spread of fire.
Required Action	<ol style="list-style-type: none"><li>1. The areas visited in this inspection should be included into the current Compartmentation survey (areas listed at end of schedule)</li><li>2. Ensure the holes in the ceiling within the area mentioned are repaired to reinstate the fire resistance of this room, Block 3 FF RM 36 IT room.</li></ol> <p><b>TIME FOR COMPLETION:</b> To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>6th Jan 2021</b></p>
Reason	<p>The fire resistance cannot be confirmed and needs to provide the sufficient protection in case of fire.</p> <p>Without the correct compartmentation fire and smoke could spread unhindered and would affect people before they could escape.</p>

Item number 2 Fire Resisting Corridors and Doors	
Outcome	This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.
Required Action	<p>Ensure that the means of escape is kept free from fire and smoke for a minimum period of 30 minutes by ensuring that:</p> <ol style="list-style-type: none"><li>1. <b>Remove the key locks and replace with a single action locking device within Blocks 18A &amp; D.</b></li><li>2. <b>All Redlam panic bolts fitted to exits should have the hammer fitted in case of emergency on inspection these were missing within Block 4 FF, SF, TF.</b></li></ol>

	<p>3. <b>A. Doors to rooms not accessed by the public / patients should always be kept locked shut to reduce the risk of arson. It was noted that the following fire doors were open at the time of the inspection. Bin store on access corridors and other rooms not accessible by the public.</b></p> <p><b>B. The undercroft by the pharmacy was fully accessible by the public. This area contains plant and other sensitive electrical systems, also items of combustibility which could encourage vandalism or arson to occur. This door should be locked at all material times.</b></p> <p><b>C. The Old Parden Ward currently used for storage should also be kept locked and inaccessible to the public.</b></p> <p>4. <b>Move all recycling bins to an accessible area not in the means of escape, noted in the following areas: Namely Block 4, but this is still a trend throughout the site these receptacles need to be relocated if located within the means of escape.</b></p> <p>5. Ensure that fire doors default to a closed position on the activation of an alarm, the corridor doors in <b>Block 4 GF</b> Wards access area default to an open position.</p> <p><b>TIME FOR COMPLETION:</b> ITEMS 1, 2, 3 &amp; 4 To be Completed within 1 Month. Item 5 To be completed in line with the agreed advanced, first and second phase works as mentioned within the document: Fire Precaution Upgrade Works Glangwili General Hospital, presented to us on the <b>06 January 2021.</b></p>
Reason	People using the above-mentioned locations may be affected by a fire in one of the adjoining rooms. This means that people may not be able to reach safety before being affected by fire and / or smoke.

<b>Item number 3 Alarm and Detection</b>	
Outcome	This work is necessary to detect fire and raise an alarm.
Required Action	<p>As mentioned in the previous EN letter, a 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>This was noted in: Block 1, Block 3, Block 18 a,b,d.</p> <p>The changes should be carried out and commissioned by a competent person.</p> <p><b>TIME FOR COMPLETION: 1 Month</b></p>
Reason	People within the premises may not be able to hear the fire alarm sounding because reason delaying their escape from fire.

<b>Item number 4 Storage of Refuge</b>	
Outcome	This work is necessary to reduce the risk of fire.
Required Action	<p>Manage all waste on site responsibly.</p> <p><b>Block 4</b> the storage of bins and broken furniture is in an area that is not enclosed or at a safe distance from the building.</p> <p>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.</p> <p>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.</p> <p><b>TIME FOR COMPLETION: 1 Month</b></p>
Reason	Bins and condemned furniture were stored close to the building by open windows with discarded smoking materials scattered around the base of the receptacles. Fire can rapidly spread to the building because of the accumulation of this waste. A fire could spread rapidly and make the escape route unsafe for people to use.

<b>Item number 5 Obstructed Escape Route</b>	
Outcome	This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.
Required Action	Ensure that everyone can evacuate quickly and safely by removing the bins from the access room to the plant room within the area of obstetrics department.
Reason	<p>Bins blocking this exit would delay or prevent people escaping quickly and safely from fire.</p> <p><b>TIME FOR COMPLETION: 1 Month.</b></p>

## Appendix 6



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

Prif Swyddog Tân | Chief Fire Officer

**R.S. Thomas** *KFSM BA(Hons) MSc*

Y Pencadlys, Heol Llwyn Pisgwydd,  
Caerfyrddin, Sir Gâr, SA31 1SP  
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Headquarters, Lime Grove Avenue,  
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**0370 60 60 699**

The Chief Executive  
Corporate Offices  
Hywel Dda Health Board  
Hafan Derwen  
Ystwyth Building  
Jobs Well Road  
Carmarthen  
SA31 3BB

*Gofynner am/  
Please ask for:*

Watch Manager K Steele

*Ext No:*

9831

*E-bost/E-mail:*

[fireprotection.western@mawwfire.gov.uk](mailto:fireprotection.western@mawwfire.gov.uk)

*Fy Nghyf/My Ref:*

BFS/KS/SJM/00107739

*Dyddiad/Date:*

19 February 2025

Dear Sir

## The Regulatory Reform (Fire Safety) Order 2005

### Withdrawal of Enforcement Notice

**Premises: WEST WALES, GENERAL HOSPITAL, GLANGWILI, DOLGWILI ROAD, CARMARTHEN, CARMARTHENSHIRE, SA31 2AF**

Please be advised that the Enforcement Notice, dated 04 November 2020 and numbered KS/890/08 (Phase 1 works) is withdrawn.

### Fire Safety Management

You have an ongoing duty to review your Fire Risk Assessment and Fire Safety Measures on an annual basis, or when any of the following apply:

- (a) There is reason to suspect that it is no longer valid, or
- (b) There has been a significant change to the matter to which it relates.

If you employ someone to do this for you, we recommend that they are competent to do so.

Where a review identifies that changes to your safety measures are required; you should make those changes.

To stop your fire safety falling below an acceptable standard again, you should put in place a system of planning, organising, controlling, monitoring and reviewing the performance of each of the fire safety measures you have in place.

Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg  
- byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich  
dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y Gymraeg a'r Saesneg.

We welcome correspondence in Welsh and English -  
we will respond equally to both and will reply in your  
language of choice without delay.

We welcome calls in Welsh and English.

### EIN GWELEDIGAETH

I ddarparu'r Gwasanaeth gorau posibl i  
gymunedau canolbarth a gorllewin Cymru.

### OUR VISION

To deliver the best possible service for  
the communities of mid and west Wales.



Yours faithfully,

A handwritten signature in black ink, appearing to be 'Philip Kloer', written on a light-colored background.

Watch Manager K Steele  
Authorised Fire Safety Inspector  
On behalf of the Mid and West Wales Fire and Rescue Authority

Philip Kloer – Via Royal Mail

CC's

[Philip.kloer@wales.nhs.uk](mailto:Philip.kloer@wales.nhs.uk)

[Andrew.A.Carruthers@wales.nhs.uk](mailto:Andrew.A.Carruthers@wales.nhs.uk)

[HIW@gov.wales](mailto:HIW@gov.wales)

[Simon.Chiffi@wales.nhs.uk](mailto:Simon.Chiffi@wales.nhs.uk)

[Rob.elliott@wales.nhs.uk](mailto:Rob.elliott@wales.nhs.uk)

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[Stuart.bancoft@wales.nhs.uk](mailto:Stuart.bancoft@wales.nhs.uk)

[Keith.jenkins@wales.nhs.uk](mailto:Keith.jenkins@wales.nhs.uk)

## Appendix 7

## ACTION PLAN

### GGH Letter of Fire Safety Matters - BFS/KS/SJM/00107739

  
 00107739 Glangwili  
Hospital.pdf

Ref	Brief Description	Fire Authority Concern	Proposal	Budget		Contract Appointment Programme				Lead Person
				Funds already allocated	Capital Bids	Work in Progress	Proposed Completion Date	Revised Completion Date	Final Completion Date	
1	Compartmentation - This work is necessary to reduce the risk of the spread of fire.	1. The areas visited in this inspection should be included into the current Compartmentation survey such as: Block 1 GF, FF, SF Block 3 GF, FF, SF Block 4 Basement, GF Offices, GF Wards, FF Wards, SF Wards, TF Wards. Block 18a, 18b, 18c & 18d Block 19 Block 20 Block 22 Block 24 Block 26 Block 27 Block 28  2. Ensure the holes in the ceiling within the area mentioned are repaired to reinstate the fire resistance of this room, Block 3 FF RM 36 IT room.	1 Appoint specialist surveyors to undertake this work and assess the areas listed. Some of these areas already been surveyed. However, we will now be revisiting these areas to assess horizontal compartmentation.	Yes	N/A	Multi Quote already issued to procurement works to commence on site by Nov 20	End Nov 20		17 <sup>th</sup> Feb 2021	GL
							End Nov 20			GL
2	<b>Fire Resisting Corridors and Doors</b> - This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.	Ensure that the means of escape is kept free from fire and smoke for a minimum period of 30 minutes by ensuring that:				This will form part of the Phase II works .			17 <sup>th</sup> Feb 2021	

2.1		All fire doors within all of the blocks listed in this letter are included in the ongoing fire door survey				These are already included in the fire door survey		<b>Completed</b> GL to confirm		17 <sup>th</sup> Feb 2021	
2.2		The management of fire doors needs to be addressed due to a number of doors noted on inspection that were wedged open and room left unattended namely within Block 1FF, Block 3SF, Block 4GF-FF, Block 18b-D, Block 20, Block 24, Block 26, Block 27, Block 28.				This will feature as part of our monthly walkabouts with GM and Estates staff. This is a Management issue and will need continued vigilance.  Dates to be agreed by next FSG		17 Nov 20		17 <sup>th</sup> Feb 2021	Fire Walkabout Team
2.3		The fire doors within the Junior Doctors Residence were being held open by bins wedges and other items, these doors should have hold open devices fitted and be linked into the detection system to stop the residents engaging in this dangerous activity, further education regarding the seriousness of this action needs to be passed on to the tenants within this block				Engage contractors to install hold open devices to these doors		Dec 20		17 <sup>th</sup> Feb 2021	PH
2.4		Remove the key locks and replace with a single action locking device within Blocks 18A & D.				Replace key locks		Dec 20		17 <sup>th</sup> Feb 2021	<b>ND</b>
2.6		Padlocks / slide bolts should be removed from gates that are part of exit from Blocks 18B & A.				Remove pad locks		Dec 20		17 <sup>th</sup> Feb 2021	ND
2.7		All Redlam panic bolts fitted to exits should have the hammer fitted in case of emergency on inspection these were missing within Block 4 FF, SF, TF				Hammer to be replaced		Dec 20		17 <sup>th</sup> Feb 2021	ND
2.8		Doors to rooms not accessed by the public / patients should always be kept locked shut to reduce the risk of Arson, it was noted that the following fire doors were open at the time of the inspection. Block 1 bin store on access corridor, Block 3 RM 36, Block 4 TF RM 40, SF RM 39, 46 & 30, FF RM 37, Block 26 exit from ward block 4 RM 59.				Management issue - to be monitored constantly and noted during walkabouts  To be discussed at next FSG		17 <sup>th</sup> Nov 20		17 <sup>th</sup> Feb 2021	Fire Walkabout Team
2.9		It was noted that there were items stored within the escape route (Laundry trolleys, unused electrical items, wheelchairs etc) within the following areas: Block 4 TF RM 39, FF RM 36, Block 26 (area outside escape from block 4 RM 59) Block 19.				Management issue for monitoring during walkabouts  To be discussed at next FSG		17 Nov 20		17 <sup>th</sup> Feb 2021	Fire Walkabout Team
		Move all recycling bins to an accessible area not in the means of escape, noted in				Discuss with Environmental Team regarding relocation.		Dec 20		17 <sup>th</sup> Feb 2021	Terri Shaw

		the following areas: Block 1 GF & FF and in any other area not accessed if located in the means of escape.								
		Move the photocopiers located on the means of escape within Blocks 24 & 26.				Locate service users and discuss relocation		Date to be agreed following discussions with Service users	17 <sup>th</sup> Feb 2021	ND/Service users
		Ensure that fire doors default to a closed position on the activation of an alarm, the corridor doors in Block 4 GF Wards access area default to an open position				PH to check with Merlin Fire		Dec 20	17 <sup>th</sup> Feb 2021	PH
		Ensure that the hold open device and door both work as one unit, within Ceri ward the sub compartment doors by r m s 11 & 20 had to be pushed further passed its 1st held open position to attach to the magnetic hold open device, meaning that in position 1 if the alarm activates this door will not close automatically.				PH to check with Fire Team		Dec 20	17 <sup>th</sup> Feb 2021	PH/ND
		Green Box release switches that require a key within Block 26 should be replaced with ones that don't require a key ,not all of the staff may have access to a key to open these devices this is mainly aimed at the out of hours DR service provided from this Block.				Installation required of alternative system, discuss with service users what is required		Dec 20	17 <sup>th</sup> Feb 2021	PH/Service Users
3.0	<b>Training for our own staff</b> -This work is necessary to help people understand what to do if fire breaks out	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. Including the use of the AVSU systems and all site emergency procedures.				Additional DNO training will be provided to staff across the site. To be discussed with clinical leads to nominate DNOs		Dec 20	17 <sup>th</sup> Feb 2021	PE
4.0	<b>Fire Fighting Equipment</b> - This work is necessary to enable nominated employees to safely fight outbreaks of fire.	Remove the existing Dry Powder Extinguishers from within all of the departments of the hospital site. It was noted in this inspection that these were available within Block 3 FF, Block 4 basement - FF-TF, Blocks 24 ,27, 18D				Contractors to check for any existing Dry powder extinguishers for replacement		Dec 20	17 <sup>th</sup> Feb 2021	KJ/Fire Safety Direct

5.0	<b>Wall and Ceiling Spread of Flame</b> - This work is necessary to reduce the risk of the spread of fire.	Remove the items (postcards and paper) attached to the wall within RM 44 Block 4 TF Ensure that wall linings do not support the spread of fire.				GL to discuss with the service user to remove all items from walls		Nov 20		17 <sup>th</sup> Feb 2021	GL
6.0	<b>Alarm and Detection</b> - This work is necessary to detect fire and raise an alarm.	Provide a device complying with BS 5839 part 1 and linked to the existing fire alarm system in the following locations: 1. Add a Manual call point in Block 24 Rm 18 by final exit. 2. Move Manual call point in corridor within Block 28 as it is hidden by a held open door. 3. Extend the detection to cover Rm 48 Block 4 TF as it is now a Hazard room. As mentioned in the previous EN letter a 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. This was noted in: Block 1, Block 3, Block 18 a,b,d. The changes should be carried out and commissioned by a competent person.				PH to inspect these areas individually and agree resolution with Merlin Fire  Detector heads being upgraded across the site currently		Dec 20  GL to confirm date		17 <sup>th</sup> Feb 2021	PH/Merlin  GL
7.0	<b>Storage and Refuge</b> - This work is necessary to reduce the risk of fire.	Manage all waste on site responsibly. Block 18B the storage of bins is in an area that is not enclosed or at a safe distance from the building. The bins can remain in the area as long as a locked structure is erected around them. 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.				Construction of permanent dedicated bin store needed.  Costing to be provided.		Dec 20		17 <sup>th</sup> Feb 2021	ND
8.0	<b>Storage of Combustibles</b> - This work is necessary to	Medical Gas Cylinders must be stored in appropriate racks within marked locations throughout the hospital site. Block 1 GF, SF, Block 3 GF, FF, SF Block 4 GF, FF, SF, TF, Block 18B, Block 20, Block 26				Service users and AS to establish locations and numbers and provide costing		Dec 20		17 <sup>th</sup> Feb 2021	AS

	reduce the risk of fire.	This means that fire could easily break out, which would be a risk to everyone.									
9.0	<b>Reduce risk of fire spread</b> - This work is necessary to reduce the risk of the spread of fire.	Reduce the quantity of combustible materials: 1. There are files stored in close proximity to the Electrical intake within RM 34 Block 1 SF either remove these items to another area or construct a fire resisting structure to protect these combustible items in the event of a fire. 2. Reduce the number of boxes stored in RM 42 Block 1 SF as at the time of the inspection they were stored to the ceiling close to the light fitting. 3. Staff room in Block 4 GF had a considerable amount of storage, IT server room Block 18D and 18b also had unnecessary storage.				Alternative storage to be located for all areas PH to investigate		Dec 20		17 <sup>th</sup> Feb 2021	PH

## ACTION PLAN

### GGH Fire Enforcement Notice dtd 15 May 20

Updated 7 Oct 20 v15

Ref	Brief Description	Fire Authority Concern	Proposal	Budget		Contract Appointment Programme				Lead Person
				Funds already allocated	Capital Bids	Work in Progress	Proposed Completion Date	Revised Completion Date	Final Completion Date	
1	<p><b>Compartmentation –All Horizontal and Vertical Breaches and/or Penetrations.</b></p> <p>This work is necessary to reduce the risk of fire and smoke spread.</p>	<p>It was noted that breaches in the compartmentation were present mainly due to services being installed into/through the structure of the building and works not being finished to an adequate standard. Fire resisting structures are to continue to slab / upper floor level / roof level and pass through any false ceiling provided.</p> <p>This is contrary to Articles 8 and 14.</p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Any room that is made into a hazard room / area should comply with WHTM 0502 5.40 &amp; Table 6</li> </ul>		<p>£3,325.00 Advanced Work £3,668.00 Phase 1 £1,398.60 VAT @ 20% <u>£8,391.60 Total Cost</u> Commencing 25 Jun 20</p>	<p>All survey work now complete GL now resolving some issue to release to the teams.</p> <p>Timeline for completion of horizontal interfaces at both WGH and GGH <b>Timeline from PE</b></p> <p>Quotations received for the R&amp;D Asbestos Survey/Reports:</p> <p><b>Works commenced on site due to complete 3 Jul 20</b></p> <p><b>Overall programme has now been developed and submitted to MWWFRS for approval. (see separate document).</b></p>	<p><b>Mid Jul 20</b></p> <p>Multi-quote exercise for additional fire compartmentation surveys now arranged with procurement. Quotes will be received by end of October from 4 companies, commencement on site anticipated for November.</p> <p>Jul 20</p> <p>20 May 20</p>			<p>GL</p> <p>JWJ/JW</p> <p>JW</p>
2	<p><b>Fire Damper System</b></p> <p>There is no evidence that the testing regime for fire damper systems throughout the hospital is being adhered to. These systems need to be tested in accordance with British Standard 5588-9 Codes of Practice- Fire Precautions in the Design and Construction and Use of Buildings - Code of Practice for Ventilation.</p>	<p>There is no evidence that the fire dampers throughout the Glangwili site are properly tested and maintained. This means that they could fail without warning or at the moment they are needed most, and that people would be at risk in case of fire.</p>	<p>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>			<p>Need to confirm testing and maintenance regime as requested.</p> <p>KJ to provide full evidence of maintenance to confirm action taken in line with the British Standard noted.</p> <p>Dossier from Prime Clean received with all dampers completed.</p> <p>Complete info post drop tests</p> <p><b>From Kris Steele, MWWFRS:</b></p>	<p>20 May 20</p> <p>26 May 20</p> <p>3 Aug 20</p>			<p>HW/KJ</p>

		This is contrary to Articles 8 and 14				I can confirm that the evidence provided for the Damper testing satisfies the requirements of Item 2 within the EN for Ward Blocks 5 and 6.  For the remaining parts of the site, further information to be provided to this Control Group by 3 Aug which will then complete Item 2 on the EN.		W5/6 Complete		2 Jun 20	
3	<b>Fire Resisting Corridors and Doors</b>  This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.		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.			All contained within proposed programme.		As No. 1 above			As No. 1 above
3.1		1. Whilst conducting the audit it was noted that there were a number of defective fire doors	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.								
3.2		2. There were a considerable number of doors in most departments that were wedged or held open whilst the inspection was being undertaken.	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.		£6000?	Need to remove any wedges to fire doors and prioritise any automated fire doors needed.  Specific locations which require door wedges to be removed, to be confirmed by:  To be completed by:  Only two reports from Cardio Respiratory do not need automatic doors.		22 May 20 29 May 20 8 Jun 20  26 Jun 20 3 Jul 20 8 Jul 20 18 Jul 20			SP  SP/RJ  HW/PH/SP


					Locks on Cleaning cupboards and Store Rooms	Installation of hold open devices for doors which require this completed by:  6x hold open doors being fitted by Trinity  <b>Requested by SP. Now all complete:</b>  <b>2 x Cardiology</b> <b>1x Me Recs</b> <b>3x Priory Day</b>		24/25 Jul 20						
3.3		3. a) Exit door in Block 5 FF library area had a key lock at the time of the inspection it had not been confirmed if this door was used as an escape route, this requires confirmation and the lock needs to be replaced with a device which complies with BS EN 179 (for emergency exit devices) or BS EN 1125 (for panic hardware), if it is used as a final Exit.  b) Both Doors within the Medical Records Rooms (80 & 81 of the plan) require to be marked up as fire exits	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.			This is an operational maintenance item  The exit door in the library has been replaced with a thumb turn lock and a fire exit sign fitted (Job Number 227908) This door can now be used as an escape route.  Both doors in Medical Records rooms 80 & 81 have been fitted with a fire exit sign (Job Number 227909).			<b>Completed</b>					HW/KJ
3.4		4. A number of hazard rooms and other rooms were unlocked and accessible by the public.	4. Doors to rooms that have no public access should be locked when not in use			This is an operational maintenance item.  Any door to a storage or operational room in a public area (corridors or stairways) to be fitted with an appropriate lock and remain locked.				<del>26 Jun 20</del> <b>Action complete</b> <b>29 May 20</b>				HW/KJ


						Global has been issued due to different members of staff using these doors.					
3.5		5. A number of Fire doors throughout the hospital site did not have the identification tag stating the rating of the fire door as required in Appendix C - WHTM 0502.	5. All fire doors should have identification showing the fire-rating of the door.			Part of the Fire door survey		As No.1 above			As No. 1 above
3.6		6. It was noticed that the transom lights in a number of areas within the hospital were constructed of material that could not be evidenced to have an equal fire resistance to the structure it is a part of.  Due to the items listed above, people may be affected by a fire whilst evacuating from the building. This means that people may not be able to reach a place of safety before being affected by fire and / or smoke.  This is contrary to Articles 8 and 14.	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.			As No. 1 above		As No. 1 above			As No. 1 above
4	<b>Fire Risk Assessment</b>  This work is necessary to reduce the risk of fire.	It is clear that there is no ownership, of the significant findings of the fire risk assessment, being taken by the responsible persons of each department. The completion of the works identified within the fire risk	<ul style="list-style-type: none"> <li>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.</li> <li>Departments within the hospital that are not operated by the Hywel Dda University Health Board also</li> </ul>			Site ownership needs to be taken of the fire risk assessments and where necessary appropriate support is to be requested from Estates / Capital.  All work identified in risk assessments to be allocated to individual leads.		End May 20  End Jun 20			SP  GL

		assessment are required to protect people within your premises from the effects of fire. This is contrary to Article 9.	have a duty to comply with this item and all other items relevant to them within this enforcement notice.			<p>action contained within the FRA to both Estates and GMS June 20</p> <p>GL/PE need a further month to confirm</p> <p>A delivery programme for each of these items to be developed for consideration by:</p> <p>Within the delivery plan shared with the FRS all of the Capital element is included in this plan</p> <p>SP will coordinate General Manager's inputs but will rely on individuals for appropriate action to be undertaken. SP to escalate appropriately, where progression is not being taken.</p> <p>HW/PH/KJ to action FRAs with PE/GL and develop plans if needed</p> <p>Current FRA from Apr 1 will be managed on a capital system</p>	Completed			SP
							End Jun 20 Completed			SP
							End Jun 20 Completed			PE
							Futuer managemt of fire risk assessment action HB wide will be first quarter 21/22			
5	<p><b>Add Device to and Update the Fire Alarm</b></p> <p>This work is necessary to detect fire and raise an alarm.</p>	<p>People within the premises may be at risk unless the requirements within the items listed above, are addressed.</p> <p>This is contrary to Articles 8, 13, 15.</p>	<ul style="list-style-type: none"> <li>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.</li> <li>Exchange the smoke detection for a heat detection within the staff room Block 32FF.</li> <li>There needs to be fire alarm repeater panels available for both wards within Block 2 FF.</li> </ul>			<p>Contractor has visited site and quote below</p> <p>Quotation from Phase 3 to undertake the following work:</p> <ul style="list-style-type: none"> <li>Installation of 2no new fire alarm repeater panels along with 240V power supplies</li> <li>Installation of 1no new smoke detector within the corridor area</li> <li>Replacement of an existing detector to a new heat detector</li> <li>Electrical Testing, Fire Alarm Commissioning</li> </ul>	<p>29 May 20</p> <p>12 Jul 20</p> <p>Completed</p>			<p>HW/KJ</p> <p>PH</p>
					<b>£4814.63 inc VAT</b>					




						MWWFRS, then if they require then can visit site.  <b>Kris Steele, MWWFRS confirmed:</b> <b>The evidence provided for the Emergency lighting has satisfied the requirements of Item 6 of the EN therefore this will be removed once we review the Notice.</b>			<b>Completed</b>		<b>2 Jun 20</b>	
7	<b>Training for Own Staff</b>  This work is necessary to help people understand what to do if fire breaks out.	Some employees were unaware of their responsibilities and of the fire safety measures in the premises, which you have taken to keep them and others safe, including the use of the AVSU systems and all site emergency procedures.  This is contrary to Articles 8 19 and 21.	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.			Need to increase the performance of higher training to assure all are aware of their responsibility  Level 1 and 2 now available online  HB target is to achieve 85% staff training by end Dec 20 (Note: COVID impact potential)			End Dec 20			GL
8	<b>Cooperation/Coordination</b>  This work is necessary to reduce the risk of fire.	There are areas of the hospital that share some fire safety measures with you, all areas of the site must comply with all the fire safety measures that have been put in place to protect everyone.  This is contrary to Articles 8,9,10,11 and 22.	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.			Not sure what this is referring to?  GL to check with FRS  This item is captured in No 4 above.			<b>Completed</b>			
9	<b>Alternative Escape Route (Distance)</b>  This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.	Staff using the office in room 32 were locking the access door. The distance from the door adjoining room 32 to room 26 to the entrance to room	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			This is an Operational Maintenance Item  The door in room R26 X-ray has been replaced with a thumb turn lock mechanism, and a fire exit sign fitted (Job Number 227980) This door can now be used as an escape route.			<b>Completed</b>			HW/KJ

		26 from the reception is so great that fire and smoke can overtake people before they reach the exit.  This is contrary to Articles 8 and 14.	should also be displayed on both sides of the door from room 26 to room 32.							
10	<b>Obstruction of Escape Routes</b>  This work is necessary to provide sufficient escape routes (corridors, stairs and doors) for people.	1. This was observed in the corridor between the kitchen to kitchen office corridor, within the X-Ray department office corridor and within the Merlin Ward by the escape stairs.	Ensure that everyone can evacuate quickly and safely.  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.			Site ownership responsibility to avoid storage in escape routes  SP to confirm arrangements to remove the item identified.  RJ contact with x-ray, he as visited department and advised what is necessary.  New solution to be found  Corridor now locked own an approval given by MWWFRS to store in locked cabinets.		19 Jun 20  <b>Completed final solution found</b>		SP
		2. A fridge was being stored within the stairs of the blood Store in Block 8 FF.	2. Remove fridge stored within staircase Block 8 FF.			Site ownership responsibility to avoid storage in escape routes  SP to confirm arrangements to remove the item identified.		19 Jun 20 26 Jun 20 <b>Completed</b>		SP
		3. Files and paper stored narrowing the route to lift 2/B In CCU.	3. Remove items stored in lift lobby 2/B within CCU.			Site ownership responsibility to avoid storage in escape routes  SP to confirm arrangements to remove the item identified..		10 Jul 20		SP
		4. Bins were being store within the staircase Block 32 GF.	4. Remove Bins Stored within staircase Block 32 GF.		Works Cost £33,845 Capital Cost £45,146  Works Cost £29,100 Capital Cost £46,256   DAF COST FORMS GGH_Bins_Endoscoj	Fully resolved  Long term permanent plan being developed for new bin store  High level of assurance that this date will be achieved. Scheme in place.		<b>Completed</b>  30 Oct 20		JWJ/PA
		5. Bins were being stored and used within this location.	5. Remove Bins Stored at the entrance to SCBU.			This is an Operational Maintenance Item				

		This would delay or prevent people escaping quickly and safely from fire. This is contrary to Articles 8, 14, 19 and 21.				Only authorised personal have access, door locked and SCBU is currently being relocated  A sort term managed solution but final solution as part of major project planned and underway		<b>Completed</b>			HW/KJ
11	<b>Fire Fighting Equipment</b>  This work is necessary to enable nominated employees to safely fight outbreaks of fire	Dry Powder Extinguishers are not recommended for use in enclosed spaces. These extinguishers need to be replaced with a class of extinguisher that is suitable for the items within the compartment area they are covering. A small fire would be able to grow to a size that could put people at risk.  This is contrary to Article 13.	Remove the existing Dry Powder Extinguishers from within all of the departments of the hospital site.			Fire Safety Team  Action underway and will be completed in advance of target date:  Job No: 228388		26 Jun 20 Completed			GL/RJ
12	<b>Storage of Refuse</b>  This work is necessary to reduce the risk of fire.	Fire can rapidly spread to the building because of the accumulation of this waste. A fire could spread rapidly and make the escape route unsafe for people to use.  This is contrary to Article 8.	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.			Works Cost £46,530 Capital Cost £60,820  Works Cost £17,700 Capital Cost £29,327   DAF COST FORMS GGH_Bins_Renal_V2		This is an Operational Maintenance Item  This issue has been raised with Renal to manage accordingly.  This matter needs to be continually monitored and the situation requires appropriate management  Urgent long term plan being developed for new bin store completed by:  High level of assurance that this date will be achieved. Scheme in place.		Continual assurance needed  <del>30 Oct 20</del>  Renal Complete by 23 Oct 20  Endoscopy (Bld32) complete by 30 Oct 20	HW/KJ  PA
13	<b>Flammables Storage</b>  This work is necessary to reduce the risk of fire.	1. It was noted that there were combustibles stored	Remove unnecessary items stored within the site's plant rooms			This is an Operational Maintenance Item					

		<p>within the hydro pool plant room.</p> <p>2. There were items also stored within the MRI plant room (R76). A fire could occur within these rooms due to the fuel being stored, this could cause damage to vital systems supported by the plant within these rooms.</p> <p>This is contrary to Article 12.</p>				<p>The chemicals stored within the hydro pool plant room are essential for the daily maintenance of the pool. A job card has been raised to remove the cardboard rubbish from the hydro pool plant room (Job number 228086).</p> <p>A job has been raised to remove the items from the MRI plant room (Job number 228087).</p>	<p><b>Completed</b></p> <p><b>Completed</b></p>			<p>HW/KJ</p>
14	<b>Access</b>	<p>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.</p>			<p>This is a responsibility of the car park management leads with Gareth Rees and Gareth Skye</p> <p>Car Park fire safety walk about completed on 14/05/2020 to identify those locations presenting a risk to fire safety.</p> <p>GS to liaise with CP Plus to ensure that all areas where inappropriate parking presents a fire safety risk are enforced on a zero tolerance basis.</p> <ul style="list-style-type: none"> <li>• Global been issued</li> <li>• CP Plus to issue warnings for 3 weeks then enforcement notices after that.</li> </ul> <p>RJ to arrange the installation of fire escape signs at those locations where inappropriate parking has been frequently observed:</p> <ul style="list-style-type: none"> <li>- Fire escape stairwell at rear of Ty Nant;</li> <li>- Fire escape path between consultant car park and block 1</li> </ul> <p>GS to assess the potential for installing parking control measures at those locations that present the greatest level of risk.</p>	<p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p>			<p>GR/GS</p> <p>GS</p> <p>GS</p> <p>RJ</p>	
					<p>Works cost £17,415 Capital cost £26,603</p>					

					 DAF COST FORMS GGH_Traffic_Control	<p>Facilitate installation of parking control measures identified as part of the assessment undertaken in the action above</p> <p>High level of assurance that this date will be achieved. Scheme in place.</p> <p>Source alternative methods of deterrent maintaining wheelchair access</p> <p><b>SP suggests that a Task and Finish Group should be established for the long term solution and should be escalated to Exec level for advise and support especially once COVID restrictions are lifted</b></p>		<p>Installation of water bollards to commence 19 Oct 20 (delay in obtaining as CCC buying them all due to Covid)            Completion 30 Oct 20</p>			<p>GS</p> <p>PA/GS</p>
								31 Jul 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"> <li>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.</li> <li>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.</li> <li>You will also need to prove that all persons can be safely evacuated from this area of the hospital.</li> </ul>			<p>GL to provide current agreed Risk Assessment for this area.</p> <p>Confirmatory emails from department confirming compliance with the agreed protocol</p> <p>Specific correspondence/ protocols have now been confirmed with the department concerned and are available if required.</p>		<p>Already completed prior to assessment</p> <p>5 Jun 20</p>		<p>GL</p> <p>SH/SP</p> <p>GL</p>	



## Appendix 8

## Business Justification Case

Health Board: Hywel Dda Vale University Health Board

Hospital/Site: Glangwili General Hospital, Carmarthen

Project Title: Fire Precaution Upgrade Works Phase 2, Glangwili General Hospital, Carmarthen

Project No: To be confirmed

Option No: To be confirmed

Option Title: To be confirmed

Prepared by: Lee Wakemans Ltd.

Date: 10 February 2026

Version: V1

**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwilli General Hospital, Carmarthen  
**Project No:** To be confirmed  
**Option No:** To be confirmed

#### BASIS OF ESTIMATING

#### Stage 4 BJC

BCIS PubSec Index Level	:	N/A	FP - Costs escalated with published and assessed inflation for the duration of the project
Equipment cost level	:	N/a	EPI
Location factor	:	0.97	Note, all rates based on costs for the Carmarthen location
Proposed start on site	:	Aug-26	Based on PM Mace's 'GGH Ph 2 - draft programme
Proposed completion date	:	May-29	28.10.25'

#### Capital Cost Summary

Ref	Cost Centre			Net £	VAT £	Gross £
1	Departmental Cost (BJC2)			£0.00	£0.00	£0.00
2.1	On costs (BJC3 A.1) - Fire Protection Upgrade Works	N/A	of (1)	£5,143,278.85	£1,028,655.77	£6,171,934.62
2.2	On costs (BJC3 A.2) - Civils Works Externally	N/A	of (1)	£3,378,116.47	£675,623.29	£4,053,739.77
Version Sub-total	V1			£8,521,395.32	£1,704,279.06	£10,225,674.39
4	Provisional location adjustment - costs based on the site's regional location		0.97	£0.00	£0.00	£0.00
5	Works Cost			£8,521,395.32	£1,704,279.06	£10,225,674.39
6.1	Recovery of Sunk Costs from BJC 1 FY Years, 22/23, 23/24 and 24/25 (BJC4)			£918,707.00	£0.00	£918,707.00
6.2	Fees (BJC4)		33.18% of (5)	£2,827,218.23	£441,512.38	£3,268,730.60
7	Non-works Costs (BJC4)			£2,731,568.00	£546,313.60	£3,277,881.60
8	Equipment Costs (BJC2)		0.35% of (5)	£30,000.00	£6,000.00	£36,000.00
9	Quantified Risk Contingency:			£2,462,326.16	£492,465.23	£2,954,791.39
	Health Board			£2,462,326.16		
	Preferred Contractor	£	-			
	Welsh Government	£	-			
				£2,462,326.16		
						(17.45% of 5, 6.2, 7 & 8)
10	VAT Reclaim			-	-£698,676.32	-£698,676.32
11	Optimism Bias - Excluded			-	-	-
12	BJC Project Cost (at FBC equivalent stage) - Forecast Project Outturn Cost (for approval purposes) including recovery of Sunk Costs from BJC 1 FY Years, 22/23 and 23/24 (BJC4) - excluding refresh costs			£17,491,214.70	£2,491,893.95	£19,983,108.66
13	Refresh costs - Rough Order of Cost - brief, scope, design and costs to be developed in conjunction with appointed contract for Fire Protection Upgrade Works in period March to April 2026 (includes VAT & VAT reclaim)			£2,230,422.54	£294,001.37	£2,524,423.91
14	BJC Project Cost (at FBC equivalent stage) - Forecast Project Outturn Cost (for approval purposes) including recovery of Sunk Costs from BJC 1 FY Years, 22/23 and 23/24 (BJC4)			£19,721,637.24	£2,785,895.32	£22,507,532.56

**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwili General Hospital, Carmarthen  
**Project No:** To be confirmed  
**Option No:** To be confirmed

**CAPITAL COSTS: DEPARTMENTAL AND EQUIPMENT COSTS**

Accommodation	Functional Size	Space allowance		N/A/C	Departmental Allowance £	Equipment Allowance £
		m2	£/m2			

Based on PM Mace's 'GGH Ph 2 - draft programme 28.10.25'

None	N/A	C	£	-	£	-
mirror equipment - provisional allowance as advised by HDI IHR					£	30,000.00

Versior

Total floor area (Nett Area)	N/A	£ 30,000.00
Less: Abatement for transferred equipment		£ -
Departmental Cost - to BJC1 Summary		£ -
Equipment Cost - to BJC1 Summary		£ 30,000.00

**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwili General Hospital, Carmarthen

**Project No:** To be confirmed

**Option No:** To be confirmed

**CAPITAL COSTS: ON-COSTS**

	Net Cost	% of DCA
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	1 Communications - GIFA:	Based on PM Mace's 'GGH Ph 2 - draft programr		
	a Space	}	£0.00	N/A
	b Medical Gases		£0.00	N/A
	c Lifts		£0.00	N/A
	2 "External" Building Work			
	a Drainage	}	£0.00	N/A
	b Roads, paths, parking		£0.00	N/A
	c Site layout, walls, fencing, gates		£0.00	N/A
	d BWIC with "External" engineering work		£0.00	N/A
	3 "External" Engineering Work			
Version:	a V1	}	£0.00	N/A
	b Cold water mains and storage		£0.00	N/A
	c Electricity mains, sub-stations, standby generating plant		£0.00	N/A
	d Calorifiers and associated plant		£0.00	N/A
	e Miscellaneous services		£0.00	N/A
	4 Auxiliary Buildings		£0.00	N/A
	5 Other on-costs and abnormals			
	a.1 Building abnormals (See Annex A.1 - Fire Protection Upgrade Works)		£5,143,278.85	N/A
	a.2 Building abnormals (See Annex A.2 - Civils Works Externally)		£3,378,116.47	N/A
	b Engineering (See Annex B)		£0.00	N/A
	c Other on-costs (See Annex C)		£0.00	N/A
	Total On-costs - to BJC1 Summary		<b>£ 8,521,395.32</b>	<b>0.00%</b>

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**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwili General Hospital, Carmarthen

**Project No:** To be confirmed

**Option No:** To be confirmed

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**CAPITAL COSTS: FEES AND NON-WORKS COSTS**

	£	% of Works Cost
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**1 Sunk Costs:** Based on PM Mace's 'GGH Ph 2 - draft programme 28.10.2  
Recovery of Sunk Costs from BJC 1 FY Years, 22/23 and 23/24. £918,707.00 N/A  
Includes VAT @ 20%

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**2.1 Health Board Fees - Workstages 2 & 3:**

a. Project Manager (Mace)	£104,576.00	1.23%
b. Cost Advisor -(Lee Wakemans)	£80,399.00	0.94%
c. Multi-Disciplinary Design Team led by Fire Engineer:		
c.1 Fire Engineer (PartB)	£239,680.00	2.81%
c.2 Architect (Rio - sub-consultant to Fire Engineer)	£106,312.50	1.25%
c.3 Building Services (McCanns - sub-consultant to Fire Engineer)	£125,800.00	1.48%
Version: c.4 Structural Engineer (Cambria - sub-consultant to Fire	£24,682.00	0.29%
c.5 Principal Designer (Greenhat - sub-consultant to Fire Engineer)	£17,436.00	0.20%
d. Internal Supervision (HDUHB)	£107,626.59	1.26%
e. Business case writer (Strategic Healthcare Planning)	£15,000.00	0.18%
f. Capital audit	£0.00	0.00%
g. Tax Specialist Consultant for VAT Recovery and Capital Allowances	£20,000.00	0.23%

**2.2 Health Board Fees - Workstages 4 - 8:**

a. Project Manager (Mace)	£314,400.00	3.69%
b. Cost Advisor -(Lee Wakemans)	£206,355.71	2.42%
c. Multi-Disciplinary Design Team led by Fire Engineer:		
c.1 Fire Engineer (PartB)	£249,108.46	2.92%
c.2 Architect (Rio - sub-consultant to Fire Engineer)	£339,934.40	3.99%
c.3 Building Services (McCanns - sub-consultant to Fire	£53,779.02	0.63%
c.4 Structural Engineer (Cambria - sub-consultant to Fire	£34,242.22	0.40%
c.5 Principal Designer (Greenhat - sub-consultant to Fire	£22,154.57	0.26%
d. Other Consultants ((confirmed by HDUHB - none required)	£0.00	0.00%
e. External Supervisor (to be appointed)	£175,000.00	2.05%
f. Internal Supervision (HDUHB)	£512,029.75	6.01%
g. Capital audit	£78,702.00	0.92%
h. Specialist Advisors (confirmed by HDUHB - none required)	£0.00	0.00%

	Total Fees to BJC1 Summary	<b>£2,827,218.23</b>	<b>33.18%</b>
2	Non-Works Costs		
	a. Land purchase costs and associated legal fees	£0.00	
	b. Statutory and Local Authority charges	£0.00	
	c. Planning and Building Control fees	£38,000.00	
	d. Other	£2,693,568.00	
	Total Non-Works Costs to BJC1 Summary	<b>£2,731,568.00</b>	

**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwill General Hospital, Carmarthen  
**Project No:** To be confirmed  
**Option No:** To be confirmed

**PROJECT CASHFLOW FORECAST**

Proposed start on site: Aug.26  
Proposed completion date: May.29

Based on PM Mace's 'GGH Ph 2 - draft programme 28.10.25'

Year	0	1	2	3	4	5	6	7	8	Totals
Financial year	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	
Works Cost - Fire Protection Upgrade Works	£0.00	£0.00	£0.00	£0.00	£1,132,000.00	£1,816,000.00	£1,816,000.00	£305,000.00	£74,278.85	£5,143,278.85
Works Cost - Civils Works Externally	£0.00	£0.00	£0.00	£0.00	£1,534,000.00	£1,793,000.00	£51,116.47	£0.00	£0.00	£3,378,116.47
Recovery of Sunk Costs from BJC 1 FY Years, 22/23 and 23/24. Includes VAT @ 20%	£ 593,367.00	£ 259,322.00	£ 66,018.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£918,707.00
Fees	£0.00	£0.00	£12,601.32	£813,000.00	£569,000.00	£677,000.00	£642,000.00	£102,000.00	£11,616.90	£2,827,218.22
Non-works Costs	£0.00	£0.00	£0.00	£0.00	£847,000.00	£1,161,000.00	£601,000.00	£122,568.00	£0.00	£2,731,568.00
Equipment Costs	£0.00	£0.00	£0.00	£0.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00
Quantified Risk Provision - Held by Health Board	£0.00	£0.00	£0.00	£142,000.00	£718,000.00	£951,000.00	£543,000.00	£108,326.16	£0.00	£2,462,326.16
<b>Total for Economic Appraisal</b>	<b>£593,367.00</b>	<b>£259,322.00</b>	<b>£78,619.32</b>	<b>£955,000.00</b>	<b>£4,830,000.00</b>	<b>£6,398,000.00</b>	<b>£3,653,116.47</b>	<b>£637,894.18</b>	<b>£85,895.75</b>	<b>£17,491,214.70</b>
Gross VAT	£0.00	£0.00	£0.00	£171,994.95	£940,137.86	£1,244,846.92	£694,827.62	£121,583.78	£17,179.15	£3,190,570.27
Vers Less: Reclaimable VAT	V1	£0.00	£0.00	£-143,594.95	£-144,537.86	£-191,446.92	£-183,404.32	£-29,654.95	£-6,037.32	£-698,676.32
Net VAT	£0.00	£0.00	£0.00	£28,400.00	£795,600.00	£1,053,400.00	£511,423.29	£91,928.83	£11,141.83	£2,491,893.95
<b>Total for Financial Case (excluding Refresh Works costs)</b>	<b>£593,367.00</b>	<b>£259,322.00</b>	<b>£78,619.32</b>	<b>£983,400.00</b>	<b>£5,625,600.00</b>	<b>£7,451,400.00</b>	<b>£4,164,539.76</b>	<b>£729,822.99</b>	<b>£97,037.58</b>	<b>£19,983,108.66</b>
Refresh costs - Rough Order of Cost - brief, scope, design and costs to be developed in conjunction with appointed contract for Fire Protection Upgrade Works in period March to April 2026 (includes VAT & VAT reclaim)	£0.00	£0.00	£0.00	£0.00	£555,852.90	£891,323.59	£891,323.59	£148,057.46	£37,866.36	£2,524,423.91
<b>Total for Financial Case (Including Refresh Works costs)</b>	<b>£593,367.00</b>	<b>£259,322.00</b>	<b>£78,619.32</b>	<b>£983,400.00</b>	<b>£6,181,452.90</b>	<b>£8,342,723.59</b>	<b>£5,055,863.35</b>	<b>£877,880.45</b>	<b>£134,903.94</b>	<b>£22,507,532.56</b>
Inflation (escalation for full project escalation included by HDUHB and Preferred Framework Contractor)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total for Financial Case (Including Refresh Works costs)</b>	<b>£593,367.00</b>	<b>£259,322.00</b>	<b>£78,619.32</b>	<b>£983,400.00</b>	<b>£6,181,452.90</b>	<b>£8,342,723.59</b>	<b>£5,055,863.35</b>	<b>£877,880.45</b>	<b>£134,903.94</b>	<b>£22,507,532.56</b>

Project Title: Fire Precaution Upgrade Works Phase 2, Glangwill General Hospital, Carmarthen  
 Project No: To be confirmed  
 Option No: To be confirmed

PROJECT CASHFLOW FORECAST

Proposed start on site: Aug:26  
 Proposed completion date: May:29

Funding source: Department for Health and Social Services: Welsh Assembly Government Based on PM Mace's 'GGH Ph 2 - draft programme 28.10.25'

Year	0	1	2	3	4	5	6	7	8	Totals
Financial year	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	
Works Cost - Fire Protection Upgrade	£0.00	£0.00	£0.00	£0.00	£1,132,000.00	£1,816,000.00	£1,816,000.00	£305,000.00	£74,278.85	£5,143,278.85
Works Cost - Civils Works Externally	£0.00	£0.00	£0.00	£0.00	£1,534,000.00	£1,793,000.00	£51,116.47	£0.00	£0.00	£3,378,116.47
Recovery of Sunk Costs from BJC 1 FY Years, 22/23 and 23/24. Includes VAT @ 20%	£593,367.00	£259,322.00	£66,018.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£918,707.00
Fees	£0.00	£0.00	£12,601.32	£813,000.00	£569,000.00	£677,000.00	£642,000.00	£102,000.00	£11,616.90	£2,827,218.22
Non-works Costs	£0.00	£0.00	£0.00	£0.00	£847,000.00	£1,161,000.00	£601,000.00	£122,568.00	£0.00	£2,731,568.00
Equipment Costs	£0.00	£0.00	£0.00	£0.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00
Quantified Risk Provision - Held by Health Board	£0.00	£0.00	£0.00	£142,000.00	£718,000.00	£951,000.00	£543,000.00	£108,326.16	£0.00	£2,462,326.16
<b>Total for Economic Appraisal</b>	<b>£593,367.00</b>	<b>£259,322.00</b>	<b>£78,619.32</b>	<b>£955,000.00</b>	<b>£4,830,000.00</b>	<b>£6,398,000.00</b>	<b>£3,853,116.47</b>	<b>£637,894.16</b>	<b>£85,895.75</b>	<b>£17,491,214.70</b>
Vers Gross VAT	V1	£0.00	£0.00	£171,994.95	£940,137.86	£1,244,846.92	£694,827.62	£121,583.78	£17,179.15	£3,190,570.27
Less: Reclaimable VAT	V1	£0.00	£0.00	£143,594.95	£144,537.86	£191,446.92	£183,404.32	£29,654.95	£6,037.32	£698,676.32
Net VAT		£0.00	£0.00	£28,400.00	£795,600.00	£1,053,400.00	£511,423.29	£91,928.83	£11,141.83	£2,491,893.95
<b>Total for Financial Case (excluding Refresh Works costs)</b>	<b>£593,367.00</b>	<b>£259,322.00</b>	<b>£78,619.32</b>	<b>£983,400.00</b>	<b>£5,625,600.00</b>	<b>£7,451,400.00</b>	<b>£4,164,539.76</b>	<b>£729,822.99</b>	<b>£97,037.58</b>	<b>£19,983,108.66</b>
Refresh costs - Rough Order of Cost - brief, scope, design and costs to be developed in conjunction with appointed contract for Fire Protection Upgrade Works in period March to April 2026 (includes VAT & VAT reclaim)		£0.00	£0.00	£0.00	£555,852.90	£891,323.59	£891,323.59	£148,057.46	£37,866.36	£2,524,423.91
<b>Total for Financial Case (Including Refresh Works costs)</b>	<b>£593,367.00</b>	<b>£259,322.00</b>	<b>£78,619.32</b>	<b>£983,400.00</b>	<b>£6,181,452.90</b>	<b>£8,342,723.59</b>	<b>£5,055,863.35</b>	<b>£877,880.45</b>	<b>£134,903.94</b>	<b>£22,507,532.56</b>
Inflation (escalation for full project escalation included by HDUHB and Preferred Framework Contractor)		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total for Financial Case (Including Refresh Works costs)</b>	<b>£593,367.00</b>	<b>£259,322.00</b>	<b>£78,619.32</b>	<b>£983,400.00</b>	<b>£6,181,452.90</b>	<b>£8,342,723.59</b>	<b>£5,055,863.35</b>	<b>£877,880.45</b>	<b>£134,903.94</b>	<b>£22,507,532.56</b>

Funding source:	Year	0	1	2	3	4	5	6	7	8	Total
Financial year	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031		
Works Cost											£ -
Fees											£ -
Non-works Costs											£ -
Equipment Costs											£ -
Quantified Risk Contingency											£ -
Sub-Total	£ -	£ -	£ -							£ -	£ -
Gross VAT											£ -
Less: Reclaimable VAT											£ -
Net VAT	£ -	£ -	£ -							£ -	£ -
Inflation	£ -	£ -	£ -							£ -	£ -
<b>Total</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>							<b>£ -</b>	<b>£ -</b>

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<b>Project Title:</b>	<b>Fire Precaution Upgrade Works Phase 2, Glangwilli General Hospital, Carmarthen</b>
<b>Project No:</b>	<b>To be confirmed</b>
<b>Option No:</b>	<b>To be confirmed</b>

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**KEY PROGRAMME DATES**

	Planned @ BJC	Actual
Submission of SOC to Regional Office		N/a
Regional Office Approval		N/a
Submission of OBC to WAG		N/a
	Forecast @ BJC	Forecast @ BJC
Draft Submission of BJC to WAG for	March 2026	
Final Submission of BJC to WAG	April 2026	
WAG Approval *	June 2026	
Agreement of BJC Costs	June 2025	
Start on Site	August 2026	
Completion	May 2029	
Opening of Facility		N/A
Project Closure		TBC

Version: V1

\* Assumes BJC programme overlap during WG scrutiny

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**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwili General Hospital, Carmarthen

**Project No:** To be confirmed

**Option No:** To be confirmed

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**RECOVERABLE VAT CALCULATION**

	<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>
	Cost Net of VAT	VAT at 20% (i.e. prior to recovery)	Percentage recoverable (% of col b)	Recoverable VAT (col b x col c)
Works Cost - Fire Protection Upgrade Works	£5,143,278.85	£1,028,655.77	25.00%	£257,163.94
Works Cost - Civils Works Externally	£3,378,116.47	£675,623.29	0.00%	Based on PM Mace's
Fees (recoverable VAT)	£2,207,561.89	£441,512.38	100.00%	£441,512.38
Fees (non-recoverable VAT)	£619,656.34	£0.00	0.00%	£0.00
Non-works Costs	£2,731,568.00	£546,313.60	0.00%	£0.00
Equipment Costs	£30,000.00	£6,000.00	0.00%	£0.00
Contingencies	£2,462,326.16	£492,465.23	0.00%	£0.00
<b>Totals</b>		<b>£3,190,570.27</b>		<b>£698,676.32</b>

*Recoverable VAT advised by VAT Advisor Ernst Young*

Version:

V1

Project Title: Fire Precaution Upgrade Works Phase 2, Glangwill General Hospital, Carmarthen  
 Project No: To be confirmed  
 Option No: To be confirmed

**CAPITAL COSTS: ON-COSTS - Annex A: Building Abnormals - Fire Protection Upgrade Works**

Item	Qty	Unit	Rate	Net Cost	Comments
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**Works Cost:**

Works cost as preferred tender received

Based on PM  
 Mace's 'GGH Ph  
 2 - draft  
 programme  
 28.10.25'

Preliminaries	1	Item	£1,134,174.24	£1,134,174.24	
Contractor's Design and Consultant's Fees	1	Item	£18,400.00	£18,400.00	
Provisional Sums	1	Item	£642,620.00	£642,620.00	
Horizontal Firestopping	1	Item	£691,975.11	£691,975.11	
Horizontal Firestopping - Provisional Quantities for Inaccessible Areas	1	Item	£13,934.77	£13,934.77	
Vertical Firestopping	1	Item	£291,363.40	£291,363.40	
Vertical Firestopping - Provisional Quantities for Inaccessible Areas	1	Item	£26,962.70	£26,962.70	
Internal Doors and Associated Partition Works	1	Item	£782,571.86	£782,571.86	
Fire / Smoke Dampers	1	Item	£670,396.34	£670,396.34	
Internal Works Associated with the Bridge Link	1	Item	£6,967.13	£6,967.13	
Internal Works Associated with the Evacuation Lift	1	Item	£38,828.60	£38,828.60	
V1	1	Item	£585,216.00	£585,216.00	

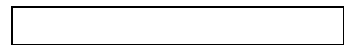
Version :  
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**Sub-Total (excluding Contractor's Fee, SWWRCF Framework fee and Value Added Tax) £4,903,410.15**

Contractor's fee as Lot 4a of the SWWRCF Framework 4.50% £220,653.46

**Sub-Total (excluding SWWRCF Framework fee and Value Added Tax) £5,124,063.61**

SWWRCF Framework levy for Lot 4a 0.375% £19,215.24



**Total Annex A.1 Fire Protection Upgrade Works - to BJC3 Building Abnormals**

**£5,143,278.85**

Equivalent to £/m2 N/A

**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwill General Hospital, Carmarthen  
**Project No:** To be confirmed  
**Option No:** To be confirmed

**CAPITAL COSTS: ON-COSTS - Annex A: Building Abnormals - Civils Works Externally**

Item	Qty	Unit	Rate	Net Cost	Comments
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**Works Cost:**

Works cost as highest tender returned on 6-

Item	Qty	Unit	Rate	Net Cost	Comments
			Based on PM Mace's 'GGH Ph 2 - draft programme 28.10.25'		
Preliminaries	1	Item	£1,385,890.00	£1,385,890.00	
Contractor's Design and Consultant's Fees	1	Item	£0.00	£0.00	
Provisional Sums	1	Item	£77,000.00	£77,000.00	
Link Bridge	1	Item	£273,600.55	£273,600.55	
Evacuation Lift Block 32	1	Item	£889,778.29	£889,778.29	
Replacement Evacuation Lift Block 4	1	Item	£273,557.80	£273,557.80	
Plant Room Escape Ladder	1	Item	£92,995.99	£92,995.99	
Ramps	1	Item	£72,292.00	£72,292.00	

**Sub-Total (excluding Contractor's Fee, SWWRFC Framework fee and Value Added Tax) £3,065,114.63**

Version : V1 9.80% £300,381.23

**Sub-Total (excluding SWWRFC Framework fee and Value Added Tax) £3,365,495.86**

SWWRFC Framework levy for Lot 4a 0.375% £12,620.61

**Total Annex A.2 Civils Works Externally - to BJC3 Building Abnormals**

**£3,378,116.47**

Equivalent to £/m2 N/A

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**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwili General Hospital, Carmarthen  
**Project No:** To be confirmed  
**Option No:** To be confirmed

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**CAPITAL COSTS: ON-COSTS - Annex B: Engineering Abnormals**

Item	Qty	Unit	Rate	Net Cost	Comments
None	1	Item	£0	£ -	Based on PM Mace's 'GGH Ph 2 - draft programme 28.10.25'

Version: V1

**Total Annex B - to BJC3 Engineering Abnormals**

£ -

Equivalent to £/m2	N/A
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**Project Title:** Fire Precaution Upgrade Works Phase 2, Glangwili General Hospital, Carmarthen  
**Project No:** To be confirmed  
**Option No:** To be confirmed

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**CAPITAL COSTS: ON-COSTS - Annex C: Other On-Cost Abnormals**

Item	Qty	Unit	Rate	Net Cost	Comments
None	1	Item	£0	£ -	Based on PM Mace's 'GGH Ph 2 - draft programme 28.10.25'

Version: V1

**Total Annex C - to BJC3 Engineering Abnormals**

£ -

Equivalent to £/m2 N/A

**Outturn Cost Report**  
**Project: Glangwili General Hospital, Fire Protection Works Phase 2**  
**Business Justification Case**

**Non-Works Costs (NWC)**

Qty	Unit	Rate	Total
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**Cost allowances based on Glangwili General Hospital Phase 1 FPUW and meeting with HDUHB (JW/HW/KP) 28-Jan-2026:**

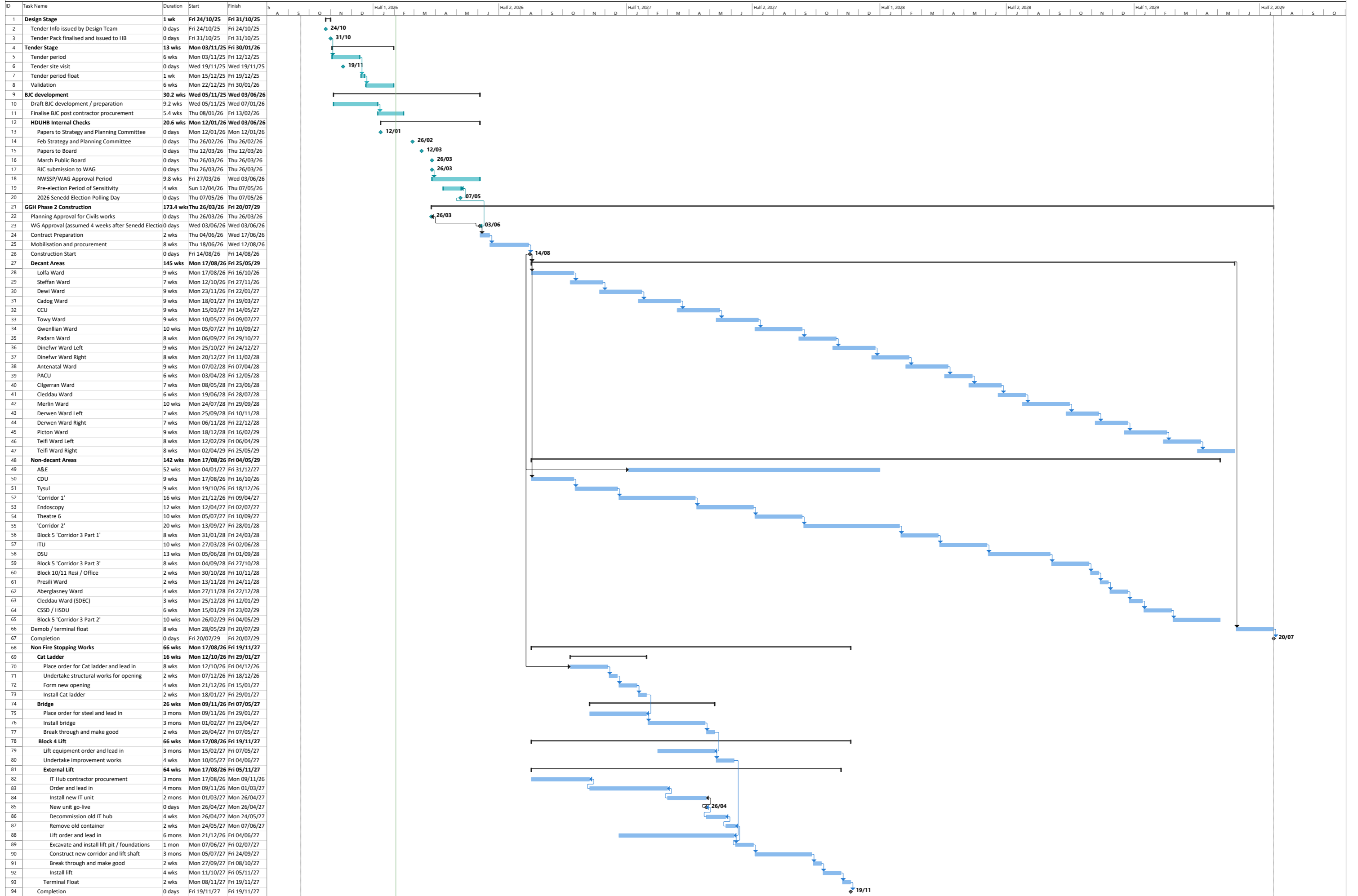
**Hywel Dda University Health Board:**

Phases Theatres - decant stores	1	Item	£25,000.00	£25,000.00
Offsite storage of equipment	1	Item	£25,000.00	£25,000.00
Ad hoc attendance from HDUHB's fire alarm commissioning	1	Item	£200,000.00	£200,000.00
Ad hoc attendance from HDUHB's medical gas contractors	1	Item	£75,000.00	£75,000.00
IT support for de-commissioning and re-commissioning	1	Item	£15,000.00	£15,000.00
Moving patients, medical records, equipment etc and clinical clean - moving furniture and builder's cleaning included by contractor	1	Item	£75,000.00	£75,000.00
District Valuer fee	1	Item	£6,000.00	£6,000.00
Other fees & miscellaneous costs - to be confirmed	1	Item	£50,000.00	£50,000.00
Asbestos Consultant and additional surveys	1	Item	£150,000.00	£150,000.00
Minor works associated with shutdowns, operational estates support requirements and attendance on project	1	Item	£125,000.00	£125,000.00
Acoustics Consultant including survey	1	Item	£20,000.00	£20,000.00
Project shared drive software	1	Item	£25,000.00	£25,000.00
Contract Management software	1	Item	£25,000.00	£25,000.00
IT Hub Replacement	1	Item	£1,877,568.00	£1,877,568.00
Version:		V1		

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**Total Carried to BJC 1 £2,693,568.00**

## Appendix 9



## Appendix 10

**Project Risk Register - Version 4 - Health Board - FY23 Budget 2024**

ID	Risk Description	Consequence: 1. Time 2. Cost 3. Quality 4. Safety	Risk Owner	Probability	Impact	Score	Risk Absorption	Category	Identification		Management		Cost of Response (€)	Likelihood Factor	Expected Value (€)	Status
									Identified	Estimated cost impact (€)	Management Actions	Action Owner				
<b>RIBADIS/OPS ANNOUNCEMENT RISKS</b>																
S1	It is anticipated that the project will not be fully completed by a COVID-19 pandemic type event. There is a risk for disruption, close down, delays and work down of workforce or the works site due to infection taken by workers. Local Authorities, the Hospital Management, the Client and/or the Contractor that are due to the risk of a COVID-19 pandemic type infection spread. Business continuity and safeguard staff restricting supply of materials and services, social distancing measures, reduced workforce due to illness, compliance with the Construction Leadership Council Site Operating Procedures. On HB emergency events disrupting / suspending / ceasing the works.	Time, Cost, Operational	Health Board	3	5	15	Programme	Qualified	As applicable. Works will be constantly reviewed to ensure compliance with the Construction Leadership Council Site Operating Procedures, as well as Health Board Management Plan and Hygiene Plans are to be updated regularly on the impact to programme and risk on the project. Contractor to provide a COVID-19 Prevention Management Plan. Contractor to provide a financial plan (if any) impact assessment for each COVID-19 Management Plan, which needs to include mitigating actions. Any financial consequences for the Authority must include any profit element and be prepared on an open book and transparent basis. Contractor to seek approvals in a timely manner and applications returned late will be disallowed.	Health Board	Contractor	Ongoing	130,000	0.72	234,000	Based on a 4 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S2	Scope of works not fully established/incomplete surveys being BJC stage to inform the design, programme and cost due to lack of access to some locations.	Time, Cost, Quality	Health Board	3	5	15	Strategic	Qualified	Full survey carried out of all areas accessible, only a limited number of locations not accessed with these to be identified as part of design information. Suitable alternatives to be agreed with project risk contingency in the work assumptions register out of hours works or planned access.	Health Board	Designer	Ongoing	110,000	0.72	118,000	Based on a 10 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S3	Contract strategy of NEC Option A limits contractor project element.	Time, Cost	Health Board	0	0	0	Programme	Unqualified	ECJ issued and market interest linked with initial possible feedback from some contractors.	Health Board	Contractor	2-Feb-26	Contractor tender received 19-Dec-2025			
S4	Risk regarding delivering the BJC and works with the MWSPSS Procurement and the risk associated with further enforcement action - Various causes of delay in the hospital resulting in delay of delivery of works.	Time, Cost	Health Board	3	4	12	Programme	Qualified	HB engaging and open dialogue with MWSPSS regarding proposed programme. Ensure programme is actively monitored and request for extension notified and explained.	Health Board	Contractor	Ongoing	136,000	0.58	207,360	Based on a 6 week design delay, £8,000 a week for contractor and direct fees.
S5	Unsettled activities based on unresolved planning or planning element.	Time, Cost	Health Board	4	5	20	Strategic	Qualified	Early engagement with the Planning and Environment Teams to ensure compliance with all planning requirements.	Health Board	Contractor	Ongoing	1170,000	0.96	1144,000	Based on a 10 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S6	Impact of visible market fluctuations on labour, plant and materials.	Time, Cost	Health Board	2	4	8	Programme / Financial	Qualified	Ongoing monitoring of market costs but not if it is a fixed price contract.	Health Board	Contractor	Ongoing	1128,382	0.38	446,375	Based on a 4 week design delay, £8,000 a week for contractor and direct fees.
S7	There is a risk that elements of the existing infrastructure outside of project scope impacts on the project works requires remedial work - e.g. for asbestos, lead pipes.	Time, Cost	Health Board	3	3	9	Strategic	Qualified	Contractor to identify and coordinate relevant external resources accordingly to implement infrastructure works if required to facilitate the project works.	Health Board	Contractor	Ongoing	170,000	0.43	232,400	Based on a 5 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S8	There is a risk that the project will not be completed by a government/operational/infrastructure/landlord returns etc.	Time	Health Board	4	5	20	Strategic	Unqualified	Designs to be developed in line with the current programme. Risk approval dates contained on current programme.	Health Board	Contractor	Ongoing	130,000	0.94	236,400	Based on a 4 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S9	Changes to project key personnel - A key person from any team leaves and new working practices and relationships need to be established.	Time, Quality, Operational	Health Board	4	3	12	Strategic	Qualified	Communication with all stakeholders regularly throughout the project.	Health Board	Contractor	Ongoing	300,000	0.58	251,840	Based on a 4 week design delay, £5,000 a week for contractor and direct fees.
S10	Other hospital works concurrent with and disrupting our works.	Time, Cost	Health Board	3	4	12	Strategic	Qualified	Early engagement with the Hospital to determine programme impacts set out with Health Board, opportunity for funding contribution to be discussed between the teams.	Health Board	Contractor	Ongoing	175,000	0.58	243,200	Based on a 5 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S11	Robust programme set for the main construction phase with allowances/provisions for access challenges agreed with Health Board and its teams, including additional O&M working hours to 12h of days.	Time, Quality, Operational	Health Board	3	4	12	Programme	Qualified	Programme negotiations set out with Health Board, opportunity for funding contribution to be discussed between the teams. Lessons learnt from Phase 1 and WHH Programme allowance to be made for deactivation/occupation time to 12h of days.	Health Board	Contractor	Ongoing	175,000	0.58	243,200	Based on a 5 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S12	Change of MWSPSS Fire Officer and potential additional requirements from replacement. Kite Steele currently in place.	Time, Cost, Quality	Health Board	3	4	12	Programme / Financial	Qualified	Ongoing liaison/communication.	Health Board	Contractor	Ongoing	175,000	0.58	243,200	Based on a 5 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S13	Limit on decent availability for non-visit areas of the campus (offices, clinic rooms).	Time, Cost	Health Board	4	5	20	Programme / Financial	Qualified	HB consider alternative accommodation to support programme efficiency and performance. Recorder strategy for supporting staff works during time constrained by programme.	Health Board	Contractor	Ongoing	1150,000	0.96	1144,000	Based on a 10 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
S14	Timing of BJC submission to LGV councils with Public Health consent associated with government elections in 2026 and consequential risks in approval of business cases. Ongoing liaison and working practice approval of BJC.	Time, Cost	Health Board	5	4	20	Programme / Financial	Unqualified	Programme released to be submitted daily resident from Public Health consent of existing works as per programme for delivery of main works programme, pending BJC approval. Society contracts may be delayed - complete early submission.	Health Board	Contractor	Ongoing	600,000	0.98	537,600	Based on a 12 week programme delay of 110,000 a week for contractor and direct fees.
S15	BSIN 05 - early warning has been raised following notification from NHS/IMA that the proposed construction programme has been identified as a 3 year, Approved Project Programme to be forwarded highlighting this. Note that the current Timeline was based on a Construction Period of 66 weeks (22 months).	Time, Cost, Quality	Health Board	0	0	0	Programme / Financial	Qualified	Request fees from consultant team to account for additional programme time once construction on start. Fees to be included in BJC.	Health Board	Design Team	Ongoing	Contractor tender based on original programme of 145 weeks			
<b>FINANCIAL RISKS</b>																
F1	Capital works re-forecast	Cost, Time	Health Board	3	4	12	Financial	Qualified	Review as part of BJC development, including surveys, design, programming all influencing cost.	Health Board	Contractor	Ongoing	231,433	0.38	232,820	Assume cost if it happens 1.0% of Works Cost
F2	V1	Time, Cost	Health Board	2	3	6	Financial	Qualified	Contractor to ensure financial stability of subcontractors and suppliers as well as ensuring programme.	Health Board	Contractor	Ongoing	151,433	0.29	141,813	Assume cost if it happens 1.0% of Works Cost
F3	Risk of other subcontractor failure or supplier bankruptcy.	Time, Cost	Health Board	2	3	6	Financial	Qualified	Contractor to ensure financial stability of subcontractors and suppliers as well as ensuring programme.	Health Board	Contractor	Ongoing	151,433	0.48	234,888	Assume cost if it happens 1.0% of Works Cost
F4	There is the risk that the rate for VAT will change.	Time, Cost	Health Board	1	3	3	Financial	Qualified	Contractor to ensure financial stability of subcontractors and suppliers as well as ensuring programme.	Health Board	Contractor	Ongoing	151,433	0.14	27,408	Assume cost if it happens 1.0% of Works Cost
F5	Significant changes in relation to key materials or shortages.	Time, Cost, Quality	Health Board	3	3	9	Financial	Qualified	Contractor to ensure financial stability of subcontractors and suppliers as well as ensuring programme.	Health Board	Contractor	Ongoing	151,433	0.43	222,217	Assume cost if it happens 1.0% of Works Cost
F6	Increase in costs due to statutory changes during the works.	Time, Cost, Quality	Health Board	2	4	8	Financial	Qualified	Contractor to ensure financial stability of subcontractors and suppliers as well as ensuring programme.	Health Board	Contractor	Ongoing	151,433	0.38	218,768	Assume cost if it happens 1.0% of Works Cost
F7	Additional non-works costs incurred for unforeseen circumstances, i.e. additional consent requirements, additional materials etc.	Time, Cost	Health Board	2	5	10	Financial	Qualified	Non-works changes to be included within the BJC. To be liaise with HB.	Health Board	Contractor	Ongoing	151,433	0.46	244,588	Assume cost if it happens 1.0% of Works Cost
F8	Impact of global tariffs on material costs and supplies above the inflationary rate allowed for in the contract.	Cost	Health Board	3	3	9	Financial	Qualified	Ongoing monitoring of geo-political environment.	Health Board	Contractor	Ongoing	1128,382	0.43	255,547	Assume cost if it happens 2.5% of Works Cost
<b>DESIGN RISKS AT BJC OR CONSTRUCTION STAGE</b>																
D1	MWSPSS Fire Officer Requirements - Unforeseen items required to meet for BJC or construction stage.	Time, Cost	Health Board	2	5	10	Design	Qualified	Define Fire Strategy/procedure for endorsement by MWSPSS. HB will engage with the MWSPSS Fire Officers and MWSPSS at an early stage to final requirements can be agreed and incorporated in a timely manner. Fire Strategy approval etc.	Health Board	Contractor	Ongoing	145,000	0.48	213,000	Based on a 5 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
D2	Scope of works changing arising from hospital request that early requirements (e.g. the off-site building control, general building design).	Time, Cost	Health Board	2	4	8	Design	Qualified	Designing requirements for HB design team. Building Control and material (any, repair and replace on site) spot required. Inform HB of any changes to programme. Additional changes to be managed as part of contract admin.	Health Board	Contractor	Ongoing	225,716	0.38	234,813	Assume cost if it happens 0.5% of Works Cost
D3	Risk that there will be changes in Building Fees, general statutory changes and changes to Health Board Standards after design programme.	Cost, Time	Health Board	2	3	6	Design	Qualified	Additional fees to be managed as part of contract admin.	Health Board	Contractor	Ongoing	151,433	0.29	141,813	Assume cost if it happens 1.0% of Works Cost
D4	Existing building structural defects not apparent at time of submitting design proposals (i.e. after surveys completed).	Time, Cost	Health Board	2	3	6	Design	Qualified	Design/Contractor to notify any findings to HB. Works to be captured and analysed as they become apparent, with contract administration programme.	Health Board	Contractor	Ongoing	225,716	0.29	27,408	Assume cost if it happens 0.5% of Works Cost
D5	Infection control sign-off of details is delayed or not acceptable.	Time, Operational	Health Board	2	3	6	Design	Qualified	Include as key milestones on programme to manage expectations. Infection control sign-off by HB and partner alterations need to be HTM/HEB compliance.	Health Board	Contractor	Ongoing	145,000	0.29	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
D6	Compliance with HTM/HEB.	Time, Cost, Quality	Health Board	2	3	6	Design	Qualified	Review design/programme schedule to be developed by the design team to ensure compliance with HTM/HEB compliance.	Health Board	Contractor	Ongoing	145,000	0.29	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
D7	Consequential improvements requiring building control approval.	Time, Cost, Quality	Health Board	1	3	3	Design	Qualified	To be managed through contract administration process as required. Consequential improvements as a result of the upgrade works to be managed through contract administration.	Health Board	Contractor	Ongoing	225,716	0.14	23,716	Assume cost if it happens 0.5% of Works Cost
D8	Existing partitioning in poor/uneven structural condition or need for fire and noise resistance requirements and needing replacement.	Time, Cost, Quality	Health Board	3	4	12	Design	Qualified	Full survey carried out by the design team to inform and design in advance, to be managed through contract administration.	Health Board	Contractor	Ongoing	1128,382	0.58	274,082	Assume cost if it happens 2.5% of Works Cost
D9	Aesthetic outcomes of the Works - increase design team.	Time, Cost, Quality	Health Board	2	3	6	Design	Qualified	Stakeholder engagement - manage expectations e.g. if carrying out works within rooms, walls will be decorated and ceiling 2nd class, different walls. Decorative works to be allowed for only associated with the works to be managed through contract administration.	Health Board	Contractor	Ongoing	225,716	0.29	27,408	Assume cost if it happens 0.5% of Works Cost
D10	Additional site alterations/development management design team own oversight input. Insufficiently scoped at tender.	Cost, Time	Health Board	4	3	12	Design	Qualified	To be reviewed on a case by case basis as identified. Anything beyond the contract will be managed through contract administration.	Health Board	Contractor	Ongoing	225,716	0.58	214,813	Assume cost if it happens 0.5% of Works Cost
D11	Certification of existing the stopping works.	Time, Cost, Quality	Health Board	3	4	12	Design	Qualified	To be reviewed on a case by case basis as identified. Anything beyond the contract will be managed through contract administration.	Health Board	Contractor	Ongoing	225,716	0.38	214,813	Assume cost if it happens 0.5% of Works Cost
D12	Limitations to scope in ITU due to service connection issues or other.	Time, Cost, Quality	Health Board	2	4	8	Design	Qualified	Proactive engagement with MWSPSS to ensure scope well understood and endorsed. Design/programme schedule to be developed by the design team to ensure compliance with HTM/HEB compliance.	Health Board	Contractor	Ongoing	151,433	0.38	218,768	Assume cost if it happens 1.0% of Works Cost
D13	Limitations to scope in ITU due to service connection issues or other.	Time, Cost, Quality	Health Board	4	4	16	Design	Qualified	Proactive engagement with MWSPSS to ensure scope well understood and endorsed. Design/programme schedule to be developed by the design team to ensure compliance with HTM/HEB compliance.	Health Board	Contractor	Ongoing	151,433	0.77	336,500	Assume cost if it happens 1.0% of Works Cost
<b>SAFE CONSTRUCTION RISKS</b>																
C1	Control of dust - noise levels during construction not acceptable to hospital existing works to stop.	Time, Cost	Health Board	2	4	8	Construction	Qualified	Contractor Safe System of Work (SSOW) in place. Response to advise on a specific level/area where specific notification apply during early morning. Ongoing communication with HB and clinical lead and clinical lead on works stopping etc. Implementation of stop work protocols to ensure suitable controls in place for determining if works are to stop or not.	Health Board	Contractor	Ongoing	145,000	0.38	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C2	Control of dust - both internally and externally - not managed appropriately ceasing works to stop. Non-accident areas most impacted.	Time, Cost, Operational	Health Board	2	4	8	Construction	Qualified	Contractor SSOW in place, e.g. extraction, wiping down, vacuum. SSOW to be developed in coordination with HB IPC and in accordance with HBSDOP Risk Assessment developed pre-construction. Ongoing Communication with HB and clinical lead on works stopping etc. Collating incident logbook to be agreed with HB.	Health Board	Contractor	Ongoing	145,000	0.38	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C3	There is a risk that the weather above a 1:5 year event will impact on site progress.	Time, Cost, Quality	Health Board	1	3	3	Construction	Qualified	Contractor to ensure effective mitigation measures in place including protection. Monthly of works internal but deliveries and access / ingress could be impacted.	SCP	Contractor	Ongoing	145,000	0.14	28,480	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C4	Discovery of worms - Specialist removal required, delay to works.	Time	Health Board	2	5	10	Construction	Qualified	Special Duty to commission surveys as needed. Unforeseen scenarios, i.e. areas which can't be accessed to survey in advance, to be managed through contract administration.	Health Board	Contractor	Ongoing	145,000	0.48	213,000	Based on a 5 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C5	Restrictions to movement of materials into and out of the work areas - Accessible sites to site, delays to works.	Time	Contractor	2	3	6	Construction	Qualified	Ongoing Contractor coordination informing HB of plans in a timely manner during construction. Ongoing communication with HB and clinical lead on works stopping etc.	Health Board	Contractor	Ongoing	145,000	0.29	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C6	Long lead in items.	Time	Contractor	3	4	12	Construction	Qualified	Early engagement of the Supply Chain, for example fire dampers.	Contractor	Contractor	Ongoing	145,000	0.58	225,200	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C7	Working from heights.	HS&S	Contractor	2	4	8	Construction	Unqualified	SCP Safe System of Works.	Contractor	Contractor	Ongoing	145,000	0.38	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C8	Working in confined spaces.	HS&S	Contractor	2	4	8	Construction	Unqualified	SCP Safe System of Works.	Contractor	Contractor	Ongoing	145,000	0.38	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C9	Contractors inadequate expertise.	Time, Cost, Quality	Health Board	2	3	6	Construction	Qualified	Follow project level and issue with approved design team for technical guidance. Experience identified and understood during tender and forms part of assessment. Ongoing communication and coordination with key HB and MWSPSS representatives.	Health Board	Contractor	Ongoing	145,000	0.29	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C10	There is a risk that unforeseen hazardous materials (including asbestos) will be discovered in the existing buildings.	Time, Cost	Health Board	4	5	20	Construction	Qualified	Identification of fittings to client team and if necessary provide additional resources to manage any asbestos. Time and cost allowance to be made in BJC. HB to ensure existing asbestos registers.	Health Board	Contractor	Ongoing	145,000	0.96	443,200	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C11	Delays, arising not materialising as planned in BJC and realisations of the Works.	Time, Cost	Health Board	3	3	9	Construction	Qualified	Programme and resources well understood during construction. HB and clinical lead on works stopping etc. Implementation of stop work protocols to ensure suitable controls in place for determining if works are to stop or not.	Health Board	Contractor	Ongoing	145,000	0.43	214,400	Based on a 5 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C12	Low awareness regarding the Works and inability to locate or relocate.	Time, Cost, Operational	Health Board	4	4	16	Construction	Qualified	Unforeseen scenarios, i.e. areas which can't be accessed to survey in advance, to be managed through contract administration.	Health Board	Contractor	Ongoing	145,000	0.77	334,500	Based on a 5 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C13	Site access and welfare arrangements. Coordination of separate contractors for different elements.	Time, Cost, Operational	Health Board	2	3	6	Construction	Qualified	Proactive engagement with MWSPSS to ensure scope well understood and endorsed. Design/programme schedule to be developed by the design team to ensure compliance with HTM/HEB compliance.	Health Board	Contractor	Ongoing	145,000	0.29	212,000	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
C14	Damage to completed areas post handover to the Health Board needing to be dealt with via the contract.	Time, Cost	Health Board	3	3	9	Construction	Qualified	Pre-handover condition survey undertaken by contractor.	Health Board	Contractor	Ongoing	145,000	0.43	214,400	Based on a 3 week construction delay of 110,000 a week for contractor profits and additional direct fees of £5,000 a week.
Total:													0			
													Contingency		£1,619,780	
													Project indicative capital value		14,110,182	
													% of contingency		11.48%	



## Appendix 11

## Appendix 12

## Communication Plan – GGH Fire Precaution Upgrade Works (Phase Two)

Stakeholder	Information Needs	Method	Frequency	Owner
MWWFRS	Enforcement alignment	Formal meetings	Monthly	Fire Safety Adviser
Welsh Government	BJC & scrutiny updates	Reports	As required	PM / Cost Advisor
Exec Team	Risks, costs, programme	Dashboards	Monthly	Programme Director
Hospital Ops	Decant & service impacts	Briefings	Weekly	Ops Manager
Wards/Theatres	Phasing, safety, access	Daily updates	Daily during works	Estates / Ops
Public	Access changes & reassurance	Notices / Signage	As required	Comms

## Appendix 13