

Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Sent: 05 October 2018 11:14
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Estates Officer)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: RE: Office moves due to fire safety rules

I agree

I have the paper now from [REDACTED]

I will send on

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 04 October 2018 10:15
To: [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: RE: Office moves due to fire safety rules

Didn't know they were based in there. We are going to have to find another space for the vascular / dermatology / rheumatology staff I think

From: [REDACTED] (Hywel Dda UHB - Estates Officer)
Sent: 04 October 2018 10:12
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: FW: Office moves due to fire safety rules

Morning Both,

Please see email below from [REDACTED] believe the persons mentioned in [REDACTED] email below were discussed in our last meeting on Wednesday 26th September? Do they have their own office elsewhere on site or hot desk within the existing Theatre? Our next meeting is Tuesday 16th October which we can discuss the points [REDACTED] has raised below. We could arrange to view the HR accommodation on the 16th if possible. I have amended the office plan to show waved desks within the consultant room to match the existing desks that they have.

Kind Regards,

[REDACTED]
Estates Officer

Hywel Dda University Health Board

✉ Estates Department, Glangwili General Hospital, Dolgwilli Road, Carmarthen, Carmarthenshire, SA31 2AF.

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients)
Sent: 04 October 2018 09:48
To: [REDACTED] (Hywel Dda UHB - Estates Officer)
Cc: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Hywel Dda UHB - Senior Manager Acute/ Community/ Specialist Physiotherapy); [REDACTED] (Hywel Dda UHB - PA in Surgery); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Subject: FW: Office moves due to fire safety rules

Hi [REDACTED]

I note from the plans for proposed moves at PPH that there does not appear to be dedicated space marked for [REDACTED] CNS Trauma or [REDACTED] Physiotherapist, both of which work extremely closely with [REDACTED] and [REDACTED], supporting the management of T&O patients through PPH.

Can you advise what consideration has been made to these personnel.

I am still eager to view the proposed offices with you so that I can advise Consultants and staff appropriately and ensure the office accommodation and subsequent moves occur as seamlessly as possible. I have copied in my secretary so that she can arrange for us to meet.

Regards

[REDACTED]
Service Delivery Manager – T&O and Associated Services
Sealyham Building,
Withybush General Hospital,
Fishguard Road,
Haverfordwest,
SA61 2PZ
[REDACTED]
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)
Sent: 04 October 2018 08:41
To: [REDACTED] (Hywel Dda UHB - General Manager) [REDACTED]
Cc: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB) [REDACTED]
(Hywel Dda UHB - Service Delivery Manager Outpatients) [REDACTED] (Hywel Dda UHB - Head of Nursing - PPHr) [REDACTED] (Hywel Dda UHB - Senior Nurse Manager) [REDACTED]
[REDACTED] (Hywel Dda UHB - Medical Secretary)
[REDACTED] (Hywel Dda UHB - Physiotherapist) [REDACTED]
Subject: FW: Office moves due to fire safety rules

Morning

The attached plan does not include myself and [REDACTED] who have workstations in the current plan or the dermatology specialist nurses, and there does not seem to be the space to accommodate us.

Where will be based?

Thanks

[REDACTED]
[REDACTED]
Orthopaedic Specialist Nurse / Nyrs Arbenigol Orthopedeg
Prince Philip Hospital / Ysbyty Tywysog Philip
Hywel Dda Health Board / Bwrdd Iechyd Hywel Dda
[REDACTED]

[REDACTED]

From: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Sent: 04 October 2018 08:30

To: [REDACTED] Hywel Dda UHB - Physiotherapist); [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)

Subject: FW: Office moves due to fire safety rules

From: [REDACTED] Hywel Dda UHB - General Manager Scheduled Care)

Sent: 28 September 2018 12:36

To: [REDACTED] Hywel Dda UHB - Locum Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Locum Consultant - Dermatology); [REDACTED] (Hywel Dda UHB - Speciality Doctor); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] Hywel Dda UHB- Consultant Orthopedic Surgeon); [REDACTED] (Hywel Dda UHB - Orthopedics); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary)

Cc: [REDACTED] Hywel Dda UHB - Medical Secretary Coordinator); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - Respiratory); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Theatre Practitioner - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)

Subject: Office moves due to fire safety rules

Dear All,

On behalf on [REDACTED] and myself

As you are probably aware the fire service has for several years warned that the location of your offices pose a fire risk due to limited fire escape routes. They have also raised concerns about storage in the dirty corridor as this could impede patient and staff escape route. As the fire service has been warning the health board about these risk for many years and the heightened priority of all fire risk since the Grenfell disaster it is now likely that they will shut down the theatre complex if these two issues have not been addressed by their next inspection.

Therefore in order to protect our staff and maintain elective surgery in PPH we have been working with the estates department and the PPH management team to address this. We have secured alternative accommodation for your offices along the service corridor in the offices currently occupied by HR. I attach a copy of the plan.

We expect the move to be complete in early 2019. Colleagues from the estates department will be in touch to discuss further details such as network points, phones, storage requirements etc.

I am sure you will appreciate the health board's efforts to improve your safety at work and will want to help us keep the PPH theatres running so I look forward to your cooperation in this move

Kind regards [REDACTED]

(Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Estates Officer)
Sent: 25 September 2018 16:25
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); Lydia Davies (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Technical Architect); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED] (Hywel Dda UHB - Head of Nursing - Scheduled Care); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance); [REDACTED] (Hywel Dda UHB - Estates)
Subject: RE: Proposed Refurbishment Works @ Block 02 First floor Doctors Residence Prince Philip Hospital

Hi All,

Please see revised floor plan layout attached above that will accommodate the staff listed in the below email. I shall bring copies of the attached layout to tomorrow's meeting. Also attached above is existing Theatre Staff accommodation Layout.

Kind Regards,



Block T6 Theatre



Block T18

Office Accommodation Proposed Theatre Staff Accommodation

[REDACTED]
Estates Officer

Hywel Dda University Health Board

☒ Estates Department, Glangwili General Hospital, Dolgwilli Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 25 September 2018 13:59
To: [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Technical Architect); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology)
Subject: RE: Proposed Refurbishment Works @ Block 02 First floor Doctors Residence Prince Philip Hospital

Hi All,

Just noticed the "light touch" element for the refurb of the former HR area. We will see how we get on in the meeting tomorrow but I don't think there is any way to accommodate 7 consultants and 7 admin staff covering 4 different specialties without moving some walls around.

I've spoken to the med sec coordinator and there are the following staff to be relocated:

- 3 ortho consultants + 2 secretaries
- 2 Rheum consultants
- 2 Derm Docs + 2 derm secs
- 1 vascular consultant + 2 vasc secs

Regards

-----Original Appointment-----

From: [REDACTED] (Hywel Dda UHB - Estates Officer)

Sent: 18 September 2018 11:34

To: [REDACTED] (Hywel Dda UHB - Operations Manager); [REDACTED] (Hywel Dda UHB - Site Works Supervisor); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Head of Workforce East); [REDACTED] (Hywel Dda UHB - PPH HOTEL SERVICES); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Infection Prevention and Control Nurse); [REDACTED] (Hywel Dda UHB - Security Manager); [REDACTED] (Hywel Dda UHB - Health & Safety Manager); [REDACTED] (Hywel Dda UHB - Fire Safety Advisor); [REDACTED] (Hywel Dda UHB - Capital Administration Officer); [REDACTED] (Hywel Dda UHB - Operations Compliance Manager); [REDACTED] (Hywel Dda UHB - Infrastructure Engineer); [REDACTED] (Hywel Dda UHB - Technical Architect)

Subject: Proposed Refurbishment Works @ Block 02 First floor Doctors Residence Prince Philip Hospital

When: 25 September 2018 11:00-11:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Estates Meeting Room @ Prince Philip Hospital

<< File: 1.2 H&S Guidance Notes Policies & Procedures.pdf >> << File: Existing & Proposed Refurbishment & Alteration works @ Block 02 PPH Rev A.pdf >> << File: PPH BLOCK 02 PRE CONSTRUCTION INFORMATION REV A.pdf >> << File: 1.5 Pre Contract Meeting Agenda.pdf >> << File: HDHB SITE RULES.pdf >> << File: HDUHB FIRE SAFETY PROCEDURES.pdf >>

Task Name	Duration	Start	Finish
PPH RRO Compliance Project	174 days	Tue 26/06/18	Fri 22/02/19
Project Approval	1 day	Thu 28/06/18	Thu 28/06/18
Detailed Design	20 days	Mon 02/07/18	Fri 27/07/18
Tender	15 days	Mon 06/08/18	Fri 24/08/18
Tender Review/Approvals	15 days	Mon 27/08/18	Fri 14/09/18
Mobilisation Period	15 days	Mon 17/09/18	Fri 05/10/18
Block 02 Construction - Phase 1	45 days	Mon 08/10/18	Fri 07/12/18
Relocate HR / HDUHB Commissioning - Phase 2	10 days	Mon 10/12/18	Fri 21/12/18
Former HR Area - Light level Refurb	10 days	Mon 07/01/19	Fri 18/01/19
Relocate Theatre Offices/ HDUHB Commissioning - Phase 3	5 days	Mon 21/01/19	Fri 25/01/19
Strip out existing Theatre Offices/New Stores - Phase 4	10 days	Mon 28/01/19	Fri 08/02/19
Risk Register	10 days	Mon 11/02/19	Fri 22/02/19

Please confirm that you are available for the above Pre Contract meeting. If you are unable to attend please insure that a representative attends on your behalf.

Regards,

[REDACTED]
Estates Officer

Hywel Dda University Health Board

[REDACTED]
☒ Estates Department, Glangwili General Hospital, Dolgwili Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

[REDACTED] Hywel Dda UHB - Freedom of Information Officer)

Subject: Fire Safety Issues at Prince Philip Hospital
Location: Breast MDT Room Prince Philip Hospital

Start: Wed 11/04/2018 14:00
End: Wed 11/04/2018 15:00

Recurrence: (none)

Meeting Status: Accepted

Organizer: [REDACTED] Hywel Dda UHB - PA General Manager Management Team PPH)

Required Attendees: [REDACTED] Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Operations Compliance Manager); [REDACTED] (Hywel Dda UHB - Estates); [REDACTED] Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC)

[REDACTED] has requested this meeting takes place and has acknowledged the absence of both [REDACTED] and [REDACTED]

Kind regards

[REDACTED]

[REDACTED]

PA To The General Manager & Management Team PPH

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC)
Sent: 14 September 2018 15:29
To: [REDACTED] (Hywel Dda UHB - General Manager)
Cc: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Subject: RE: Theatre office Relcation / Block 02 Alteration & Refurbishment

I have not personally - I referred [REDACTED] to [REDACTED] for discussion.

Regards
[REDACTED]

[REDACTED]
Service Delivery Manager
Theatre Services, Pre Assessment, Waiting List, Anaesthetics

Base Office: GGH Main Theatre [REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 14 September 2018 10:58
To: [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC) [REDACTED]
Cc: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care) [REDACTED]
Subject: FW: Theatre office Relcation / Block 02 Alteration & Refurbishment
Importance: High

Hi [REDACTED]

Has there been any communication with the scheduled care consultants based in the theatres offices?

Thanks
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Sent: 10 September 2018 15:28
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Assistant General Manager - Hywel Dda UHB)
Subject: FW: Theatre office Relcation / Block 02 Alteration & Refurbishment

Hi [REDACTED]

For your action.

Thanks

[REDACTED] Discretionary Capital Projects Manager
Hywel Dda University Health Board
Estates Dpt | Glangwili General Hospital | Carmarthen | SA31 2AF
[REDACTED]

[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Estates Officer)

Sent: 10 September 2018 14:32

To: [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)

[REDACTED] (Hywel Dda UHB - Head of Property Performance)

Cc: [REDACTED] (Hywel Dda UHB - Estates) [REDACTED]

Subject: Theatre office Relcation / Block 02 Alteration & Refurbishment

Hi [REDACTED]

Please see attached plans of Existing Theatre staff office accommodation / Existing HR office staff accommodation / Proposed option to relocate Theatre staff into existing HR accommodation. Both Theatre & HR accommodation have the same floor area. There are limited 1 / 2 persons offices within HR which might not work for the Theatre staff, this will have to be agreed by the service lead.

I have emailed [REDACTED] who is the service lead for Theatre Staff accommodation who would have to agree on either relocation option. [REDACTED] has currently got her out of office email reply on. I'm hopeful that I will have a reply by the end of today.

I believe this needs to be pushed and agreed by [REDACTED] and [REDACTED] so that block 2 refurbishment scheme does not get delayed and to make sure that the works can be done within this financial year.

The preferred option in regards to time and monies would be to relocate the Theatre staff to Block 02.

Kind Regards,

[REDACTED]
Estates Officer

Hywel Dda University Health Board

☒ Estates Department, Glangwili General Hospital, Dolgwili Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]



**IS BWYLLGOR CYFALAF, YSTADAU A THECHNOLEG A RHEOLI GWYBODAETH
CAPITAL, ESTATES AND INFORMATION MANAGEMENT & TECHNOLOGY SUB-
COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	29 May 2018
TEITL YR ADRODDIAD: TITLE OF REPORT:	Fire Safety issues associated with the Theatres at Prince Philip Hospital
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	[REDACTED], Deputy Chief Executive / Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	[REDACTED] General Manager at Prince Philip Hospital

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This brief provides an overview of the fire safety issues associated with the Theatres accommodation at Prince Philip Hospital (PPH). This stems from several fire brigade and shared services inspections that identified the following key fire safety concerns:

- Cluttered escape routes linked to inappropriate storage within Theatres and linked dirty corridor;
- The travel distance from within the adjacent offices within the Template exceeds the guidelines (considerably) and there is no control access in and out of this area;

The Health Board (HB) has been informed that unless action is taken then an Improvement Notice will be placed on the HB by the Fire Brigade. Following a review of the options two potential solutions have been scoped and a recommendation on the preferred option has been proposed to eliminate the current risk.

The subcommittee are asked to consider the proposal and provide direction on the next steps.

Cefndir / Background

In developing options the HB has been in dialogue on this matter with the Fire Brigade and shared services. The advice was that the HB should explore options to relocate staff from the adjacent Theatre offices and utilise the vacated accommodation for storage only, to minimise the risk. This will enable appropriate storage for theatres and remove the fire risk associated with staff evacuation.

This situation was brought to our attention following previous fire brigade inspections within the area. The fire brigade have confirmed that the HB are exceeding the stipulated travel distances for fire evacuation, furthermore that the current layout of the building creates a dead end situation for the occupants and therefore compromises effective evacuation in the event of a fire along the dirty theatre corridor.

As part of the early discussions an option to provide an external stairwell escape was scoped. This option was discounted on the grounds of cost, and the solution did not address any of the storage issues.

Asesiad / Assessment

The Property Team were tasked with identifying options to relocate all the staff from the area (circa 13 staff) to mitigate the risk. Initial discussions with the Human Resources (HR) and Theatre staff have taken place and work is ongoing to agree a solution. The HR department has visited the accommodation and raised concerns with the suitability of the accommodation, as further accommodation may be required to locate their circa 17 filing cabinets. The property team are working with the service to attempt to rectify these issues.

Option 1 – Capital Solution (Preferred Option)

This solution proposes the relocation of HR team to Residential Block 02, top floor. The site based Facilities function has indicated that based on current capacity requirements that this accommodation could be released. The embedded document below shows a possible layout:



PPH Theatre Office
Proposal - Option 1

The block consists of two floors. The ground floor was adapted from Residential accommodation to offices in 2016/17, as part of the project to relocate staff from Block 08 to deliver the new Diabetes Centre. The estimated cost for adapting the first floor accommodation is **£121k** (cost is subject to detailed design, confirmation of IT costs and allows full furniture replacement at circa £11k).

Option 2 – Revenue Solution

This option proposes the following accommodation solution:

- Circa 13 staff are relocated from the adjacent Theatre offices into the existing Human Resources (HR) accommodation located in the Service Centre;
- The HR team to relocate to Residential Block 06 (current administration base);
- It is proposed that a team/s consisting of circa 13 staff would need to be relocated from Block 06 into leased accommodation. Which team or teams are relocated is not yet scoped or agreed.

The proposed solution for option 2 is embedded below:



PPH Theatre Office
Proposal- Option 2

Of note the existing Theatre office space is broadly in line with the HR accommodation floor area although the layout is slightly different. As part of the solution it is proposed that suitable accommodation on the Llangennech site (or alternative) would need to be arranged. The HB already leases accommodation for the School Nurses at the Llangennech site. Based on current occupancy the annual costs are estimated at between £15k - £20k per annum.

The arrangement is subject to availability and agreement of lease terms.

Next Steps

The following next steps are proposed: -

- Work with the HR & Medical staff to develop and agree a workable solution;
- The site based facilities team has provided approval in principle based on current capacity levels to release Residential Accommodation. This will need wider consultation and approval;
- Seek approval to capital funding (option 1);
- Once approved progress detailed design and arrange market testing;

No cost provision has been made at this stage to adapt the released accommodation within Theatres for storage, or any subsequent relocation costs. This will need to be included in the scope of works.

Argymhelliad / Recommendation

The subcommittee are asked to:

- Consider the content of the paper and note the work ongoing to develop and agree a workable solution with the HR team to progress these arrangements;
- Note the capital requirements for the preferred option;
- Provide approval in principle to progressing the development;

The committee are also asked to note the requirement to release existing residential accommodation to support the option 1 proposal (currently 2 x 1 bed flats).

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference Cyfeirnod Cylch Gorchwyl y Pwyllgor	This has been discussed regularly at the Prince Philip Hospital's Fire Safety Sub Group
Cyfeirnod Cofrestr Risg Risk Register Reference:	Risk register reference EST11
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	2.1 Managing Risk and Promoting Health and Safety Choose an item. Choose an item. Choose an item.
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable Choose an item. Choose an item. Choose an item.
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Choose an item. Choose an item. Choose an item.
Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 - Pum dull o weithio:	Please explain how each of the '5 Ways of Working' will be demonstrated
The Well-being of Future Generations (Wales) Act 2015 - 5 Ways of Working:	

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	There is sufficient existing and current evidence available to support the background and concept of this paper. This comes in the form of fire brigade inspections, fire risk assessments and official advice sought from NWSSP-SES fire safety advisors.
Rhestr Termau: Glossary of Terms:	PPH – Prince Philip Hospital HR – Human Resources
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y lls Bwyllgor Cyfalaf, Ystadau A Technoleg A Rheoli Gwybodaeth: Parties / Committees consulted prior to Capital, Estates and Information Management & Technology Sub-Committee:	This issue has been discussed at fire safety sub group meetings and at the HB Wide fire safety group

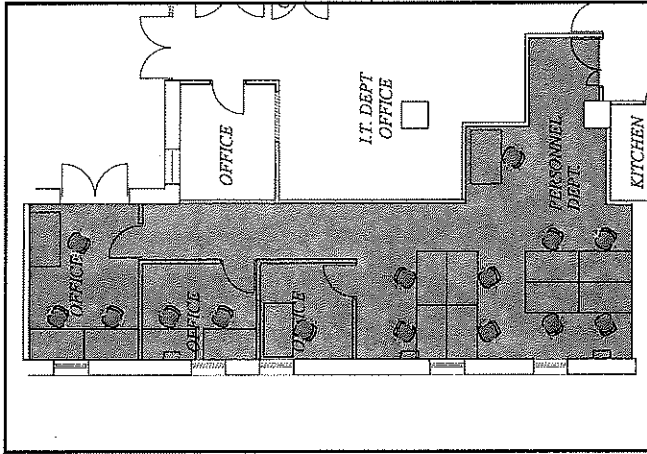
Effaith: (rhaid cwblhau)

Impact: (must be completed)

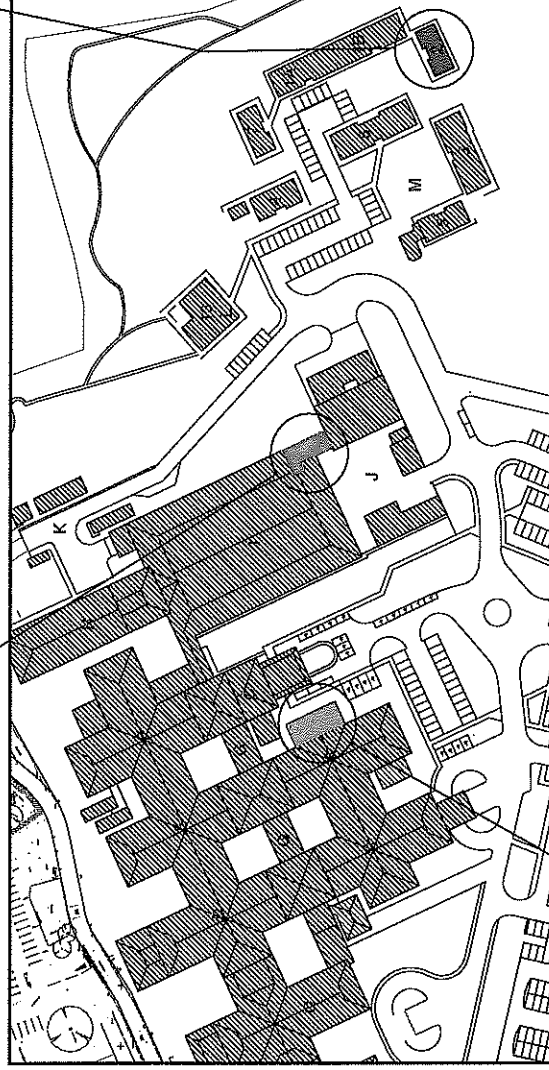
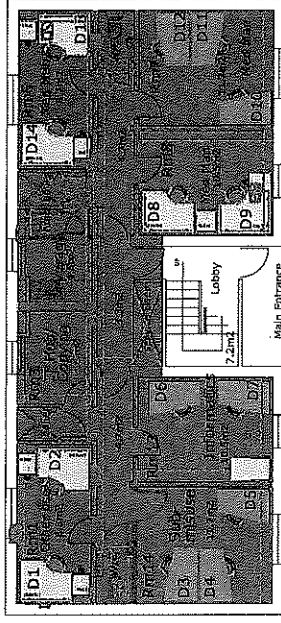
Ariannol / Gwerth am Arian: Financial / Service:	Capital requirements – subject to approval:
Ansawdd / Gofal Claf: Quality / Patient Care:	Linked to improvements to Theatre accommodation.
Gweithlu: Workforce:	Impact on workforce linked to relocation plans.

Risg: Risk:	Although the likelihood of this risk is considerably low, the consequence of its occurrence would significantly affect the HB. The HB has an obligation to appropriately mitigate this risk and implement a long term solution.
Cyfreithiol: Legal:	From a legal perspective, this risk directly falls under the Regulatory Reform (Fire Safety) Order 2005.
Enw Da: Reputational:	The HB's reputation would be significantly compromised and damaged if an incident was to occur, which involved a formal HSE investigation (and other enforcing authorities) where clearly the HB was found to be at fault.
Gyfrinachedd: Privacy:	This does not directly impact on privacy issues at this stage, this issue will be further explored as and when proposals are formally agreed.
Cydraddoldeb: Equality:	An equality impact assessment has not yet been undertaken at this stage. When proposals have been agreed a formal assessment will be carried out to assess any equality implications and considerations.

Human Resources Offices - Off Service Centre Corridor
74m² (Net Internal Area)



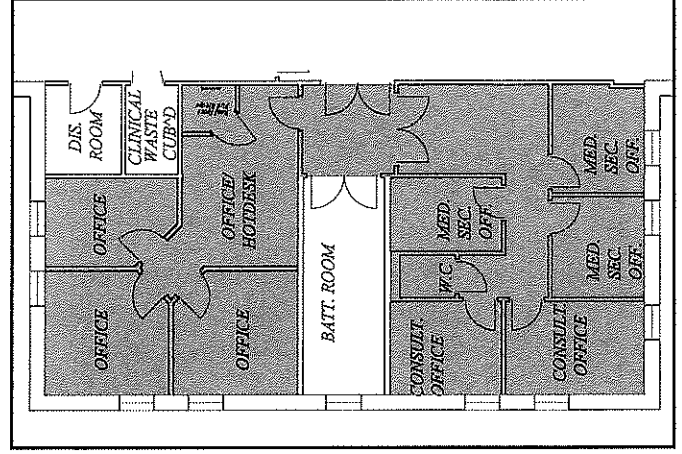
Proposed Offices - Residential Block 02 FF
71m² (Net Internal Area)



Proposed Office Re-shuffle


Human Resources - relocate to Residential Unit 2 First Floor
Theatre Offices - Relocate to vacated Human Resource Offices

Theatre Offices - Adjacent to Theatres
75m² (Net Internal Area)



Client	Board of Princes Philip Hospital
Project	Princes Philip Hospital Theatre Office Relocation Option 1
Scale	1:100
Date	09/05/2018
Drawn by	PPH-06-Level 02
Checked by	

Community Offices - Relocate off site
Human Resources - relocate to vacated Community Offices
Theatre Offices - Relocate to vacated Human Resource Offices

Ref	Title	Accession Number	Date
	 GIEMON NHS Bristol Medical Physics Physics Data University Health Board	Bristol Medical Physics Physics Data University Health Board	Date of Issue 01/05/2018 Validity Commencement Date to be known on site
PROJECT	Prince Philip Hospital Template 06 Level 02 At Floor Plan Layout		
TITLE	Prince Philip Hospital - Theatre Office Relocation Option 2		
SCALE	SCALE 1:16	DATE	14/05/2018
	BRANNING HA	REVISION	
	PPH-06-Level 02		

[REDACTED] Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Sent: 15 May 2018 09:32
To: [REDACTED] (Hywel Dda UHB - General Manager)
Cc: [REDACTED] (Hywel Dda UHB - Project Manager, Planning); [REDACTED] (Hywel Dda UHB - Assistant Head of Operational Facilities Management)
Subject: FW: CEIMTs Meeting 29th May 18
Attachments: CEIMT SBAR Theatre Fire Safety issues at PPH Template May 2018.docx

Hi [REDACTED]

The attached paper relating to the Fire Safety issue at PPH has been submitted to Sam. If you require any changes please advise [REDACTED]. Not sure if you want to review with [REDACTED] also, as noted as Executive lead. As discussed myself and [REDACTED] will not be present at the CEIM&T meeting. If you have any queries prior please give me a call.

Thanks
[REDACTED]
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Personal Assistant)
Sent: 14 May 2018 16:56
To: [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: FW: CEIMTs Meeting 29th May 18

As requested

Yours Aye,
[REDACTED]
[REDACTED]
[REDACTED]

Director of Estates, Facilities and
Capital Management,
Hywel Dda University Health Board,
West Wales General Hospital,
Dolgwili Road,
Carmarthen SA31 2AF

From: [REDACTED] (Hywel Dda UHB - Personal Assistant)
Sent: 14 May 2018 15:16
To: [REDACTED] (Hywel Dda UHB - Project Manager, Planning)
Subject: CEIMTs Meeting 29th May 18

Hi [REDACTED]

Hope this is everything!!!

Sorry but there are embedded papers (I hate them!) in some of them.

Any probs come back to me.

Thanks,

Yours Aye,

[REDACTED]

[REDACTED]

[REDACTED]

Director of Estates, Facilities and
Capital Management,
Hywel Dda University Health Board,
West Wales General Hospital,
Dolgwili Road,
Carmarthen SA31 2AF

[REDACTED]

[REDACTED]

[REDACTED] Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 25 April 2018 14:13
To: [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC)
Cc: [REDACTED] (Hywel Dda UHB - Assistant Head of Operational Facilities Management);
[REDACTED] (Hywel Dda UHB - Estates); [REDACTED] (Hywel Dda UHB - Head of
Property Performance)
Subject: RE: Fire Safety Issues at Prince Philip Hospital

Hi [REDACTED]

The HR have been informed about the potential move up to the residences so you can now approach the SDMs. I've confirmed that the specialties with offices in the affected are

- Orthopedics
- Vascular
- Rheumatology
- Dermatology

Thanks

[REDACTED]

-----Original Appointment-----

From: [REDACTED] (Hywel Dda UHB - PA General Manager Management Team PPH)
Sent: 21 March 2018 11:42
To: [REDACTED] (Hywel Dda UHB - PA General Manager Management Team PPH); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Operations Compliance Manager); [REDACTED] (Hywel Dda UHB - Estates); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC)
Subject: Fire Safety Issues at Prince Philip Hospital
When: 11 April 2018 14:00-15:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: Breast MDT Room Prince Philip Hospital

[REDACTED] has requested this meeting takes place and has acknowledged the absence of both [REDACTED] and [REDACTED]

Kind regards,

[REDACTED]

PA To The General Manager & Management Team PPH

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Sent: 24 April 2018 15:58
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Assistant Director of Workforce and OD); Rob Elliott (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)
Cc: [REDACTED] (Hywel Dda UHB - Estates and Facilities); [REDACTED] (Hywel Dda UHB - Estates); [REDACTED] (Hywel Dda UHB - Assistant Head of Operational Facilities Management); [REDACTED] (Hywel Dda UHB - Assistant Director Of Strategic Planning); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: RE: confidneital office moves

Hi all,

At this stage this is identified as the preferred potential option, which is subject to suitability and the necessary approvals. I have suggested that a paper be tabled at the next CEMI&T sub committee which is scheduled for the 29th May. At this point the site based Hotel Services has agreed the principle of releasing this first floor accommodation based on current occupancy levels. This will need wider approval. A layout plan is being prepared and the design team are preparing a cost estimate, as capital funding approval will be needed.

As a next step we will arrange a site visit to consider these arrangements and layout plans.

Thanks

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 24 April 2018 10:57
To: [REDACTED] (Hywel Dda UHB - Assistant Director of Workforce and OD)
Cc: [REDACTED] (Hywel Dda UHB - Head of Property Performance); [REDACTED] (Hywel Dda UHB - Estates PPH)
Subject: confidneital office moves

Hi [REDACTED]

As discussed the other day we need to look again at relocating the HR offices in PPH up to the residence block.

This is in order to meet a fire safety notice that has been served on the health board we need to relocate a number of surgeons offices from within the theatre block to another location within the man hospital. If we don't make quick progress on this we are at risk of the fire service shutting down our theatres.

Having reviewed the hospital with estates the only offices that meet the criteria of

1. big enough and
2. can safely relocate out of the main building

are the HR offices

you will end up with an entire floor of block 2 and the space is a better shape for the offices.

We will need your support and someone in your team to link with estates on the design and layout etc.

[REDACTED] will be able to provide you with more details and be able to arrange a look at the area

Hope this is ok. Happy to discuss

Thanks

[REDACTED]

[REDACTED]

General Manager - Prince Phillip Site
Prince Philip Hospital
Hywel Dda University Health Board

[REDACTED]

[REDACTED]

[REDACTED]



Bwrdd Iechyd Prifysgol
Hywel Dda
Hywel Dda University
Health Board

Bwrdd Iechyd Hywel Dda yw enw gweithredol Bwrdd Iechyd Prifysgol Lleol Hywel Dda
Hywel Dda Health Board is the operational name of Hywel Dda University Local Health Board

Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 20 March 2018 15:23
To: [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC)
Subject: RE: Theatres PPH
Attachments: 2018 01 Fire Safety Issues associated with Theatres at Prince Philip Hos....docx

Hi [REDACTED]

There is a plan attached. I've just asked you are invited to the meeting with estates to discuss. Please treat as confidential as none of the groups who will be asked to move have been informed yet

Thanks

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC)
Sent: 20 March 2018 15:14
To: [REDACTED] (Hywel Dda UHB - General Manager)
Cc: [REDACTED] (Hywel Dda UHB - Acting Services Manager)
Subject: Theatres PPH

Hi [REDACTED]

With ongoing risk and email traffic on the corridor behind theatres, please can you advise on your master plan for clearing the space?

Many thanks and regards

[REDACTED]
[REDACTED]
Service Delivery Manager
Theatre Services, Pre Assessment and Waiting List
Hywel Dda University Health Board
[REDACTED]
[REDACTED]

Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Sent: 15 March 2018 16:55
To: [REDACTED] (Hywel Dda UHB - General Manager)
Cc: [REDACTED] (Hywel Dda UHB - PA General Manager Management Team PPH); [REDACTED] (Hywel Dda UHB - Assistant Head of Operational Facilities Management)
Subject: FW: Meeting to discuss Fire Safety Issues at PPH Theatres
Attachments: 2018 01 Fire Safety Issues associated with Theatres at Prince Philip Hos....docx

Hi [REDACTED]

See attached.

[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Operations Compliance Manager)
Sent: 15 March 2018 15:29
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance); [REDACTED] (Hywel Dda UHB - Fire Safety Advisor)
Cc: [REDACTED] (Hywel Dda UHB - PA General Manager Management Team PPH)
Subject: RE: Meeting to discuss Fire Safety Issues at PPH Theatres

Point taken [REDACTED]

[REDACTED] can you please issue [REDACTED] with the SBAR you prepared on this issue with the various options. Need to make sure we get the right representation at the meeting.

Thanks.

[REDACTED]

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 15 March 2018 15:13
To: [REDACTED] (Hywel Dda UHB - Operations Compliance Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance); [REDACTED] (Hywel Dda UHB - Fire Safety Advisor)
Cc: [REDACTED] (Hywel Dda UHB - PA General Manager Management Team PPH)
Subject: RE: Meeting to discuss Fire Safety Issues at PPH Theatres

What's the agenda? As I keep having to state I do not manage theatres so if there is anything regarding how theatres work on the agenda we will need to involve them

Thanks

[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Operations Compliance Manager)
Sent: 15 March 2018 14:58
To: [REDACTED] (Hywel Dda UHB - Head of Property Performance); [REDACTED] (Hywel Dda UHB - Fire Safety Advisor)
Cc: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - PA General Manager Management Team PPH)
Subject: RE: Meeting to discuss Fire Safety Issues at PPH Theatres

Thank you [REDACTED]

Hi Both, please see potential dates for this meeting, Wednesday 11th of April is best for me – please confirm if ok and what time.

[REDACTED]

From: [REDACTED] (Hywel Dda UHB - PA General Manager Management Team PPH)
Sent: 15 March 2018 13:04
To: [REDACTED] (Hywel Dda UHB - Operations Compliance Manager)
Cc: [REDACTED] (Hywel Dda UHB - General Manager)
Subject: RE: Meeting to discuss Fire Safety Issues at PPH Theatres

Dear [REDACTED]

As per your email request, please find below [REDACTED] availability to discuss Fire Safety Issues at PPH Theatres:-

Tuesday 20th March 10am – 11am, 11am – 12noon, 12noon – 1pm

Friday 23rd March 12noon – 1pm

Tuesday 3rd April 10am – 11am

Wednesday 11th April 10am – 11am, 11am – 12noon, 12noon – 1pm, 1pm – 2pm, 2pm – 3pm

Kind regards

[REDACTED]

[REDACTED]

PA To The General Manager & Management Team PPH

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Operations Compliance Manager)
Sent: 15 March 2018 12:27
To: [REDACTED] (Hywel Dda UHB - PA General Manager Management Team PPH)
Subject: Meeting to discuss Fire Safety Issues at PPH Theatres

Hi [REDACTED]

I would like to schedule a meeting in with [REDACTED] to discuss the proposal for PPH theatre accommodation.

Can you tell me what [REDACTED] availability is for the next few weeks please.

Thanks.

[REDACTED]

[REDACTED]

Operations Compliance Manager Hywel Dda University Health Board

Direct Lines, Glangwili General Hospital [REDACTED] Prince Philip Hospital [REDACTED]

[REDACTED]
Estates Department, Glangwili General Hospital, Dolgwili Road, Carmarthen, Carmarthenshire, SA31 2AF.

[REDACTED]
Bwrdd Iechyd Prifysgol Hywel Dda yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Hywel Dda/Hywel Dda University Health Board is the operational name of Hywel Dda University Local Health Board.

(Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services)
Sent: 05 October 2018 12:01
To: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED] (Hywel Dda UHB - General Manager); Ryan Burt (Hywel Dda UHB - Estates Officer)
Cc: [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: RE: Office moves due to fire safety rules

Hi All

Have just discussed [REDACTED] and [REDACTED] with [REDACTED] and he believes there will be space for them to be accommodated within the HR suite of rooms in which the Consultants and medical secretaries are to be housed – hence they will be able to continue their close working relationship

Thanks [REDACTED] I shall advise [REDACTED] and [REDACTED] as agreed.

Regards

[REDACTED]
Service Delivery Manager – T&O and Associated Services
Sealyham Building,
Withybush General Hospital,
Fishguard Road,
Haverfordwest,
SA61 2PZ

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Sent: 05 October 2018 11:14
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Estates Officer)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: RE: Office moves due to fire safety rules

I agree

I have the paper now from [REDACTED]

I will send on

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 04 October 2018 10:15
To: [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)

[REDACTED] (Hywel Dda UHB - Head of Property Performance) [REDACTED]

Subject: RE: Office moves due to fire safety rules

Didn't know they were based in there. We are going to have to find another space for the vascular / dermatology / rheumatology staff I think

From: [REDACTED] (Hywel Dda UHB - Estates Officer)

Sent: 04 October 2018 10:12

To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)

Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)

Subject: FW: Office moves due to fire safety rules

Morning Both,

Please see email below from [REDACTED] I believe the persons mentioned in [REDACTED] email below were discussed in our last meeting on Wednesday 26th September? Do they have their own office elsewhere on site or hot desk within the existing Theatre? Our next meeting is Tuesday 16th October which we can discuss the points [REDACTED] has raised below. We could arrange to view the HR accommodation on the 16th if possible. I have amended the office plan to show waved desks within the consultant room to match the existing desks that they have.

Kind Regards,

[REDACTED]
Estates Officer

Hywel Dda University Health Board

☒ Estates Department, Glangwili General Hospital, Dolgwlili Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients)

Sent: 04 October 2018 09:48

To: [REDACTED] (Hywel Dda UHB - Estates Officer)

Cc: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Hywel Dda UHB - Senior Manager Acute/ Community/ Specialist Physiotherapy); [REDACTED] (Hywel Dda UHB - PA in Surgery); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Subject: FW: Office moves due to fire safety rules

Hi [REDACTED]

I note from the plans for proposed moves at PPH that there does not appear to be dedicated space marked for [REDACTED] CNS Trauma or [REDACTED] Physiotherapist, both of which work extremely closely with [REDACTED] and [REDACTED] supporting the management of T&O patients through PPH.

Can you advise what consideration has been made to these personnel.

I am still eager to view the proposed offices with you so that I can advise Consultants and staff appropriately and ensure the office accommodation and subsequent moves occur as seamlessly as possible. I have copied in my secretary so that she can arrange for us to meet.

Regards

[REDACTED]

Service Delivery Manager – T&O and Associated Services
Sealyham Building,
Withybush General Hospital,
Fishguard Road,
Haverfordwest,
SA61 2PZ

From: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)

Sent: 04 October 2018 08:41

To: [REDACTED] (Hywel Dda UHB - General Manager)

Cc: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)

[REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients) [REDACTED] (Hywel Dda UHB - Head of Nursing - PPHr) [REDACTED] (Hywel Dda UHB - Senior Nurse Manager)

[REDACTED] (Hywel Dda UHB - Medical Secretary)

[REDACTED] (Hywel Dda UHB - Physiotherapist)

Subject: FW: Office moves due to fire safety rules

Morning

The attached plan does not include myself and [REDACTED] who have workstations in the current plan or the dermatology specialist nurses, and there does not seem to be the space to accommodate us.

Where will be based?

Thanks

[REDACTED]
Orthopaedic Specialist Nurse / Nyrs Arbenigol Orthopedeg

Prince Philip Hospital / Ysbyty Tywysog Philip

Hywel Dda Health Board / Bwrdd Iechyd Hywel Dda

From: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Sent: 04 October 2018 08:30

To: [REDACTED] (Hywel Dda UHB - Physiotherapist); [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)

Subject: FW: Office moves due to fire safety rules

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)

Sent: 28 September 2018 12:36

To: [REDACTED] (Hywel Dda UHB - Locum Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Locum Consultant - Dermatology); [REDACTED] (Hywel Dda UHB - Speciality Doctor); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Consultant Orthopedic Surgeon); [REDACTED] (Hywel Dda UHB - Orthopedics); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary)

Cc: [REDACTED] (Hywel Dda UHB - Medical Secretary Coordinator); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - Respiratory); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients &

Dermatology); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED]
(Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager);
[REDACTED] (Theatre Practitioner - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Discretionary Capital
Projects Manager)

Subject: Office moves due to fire safety rules

Dear All,

On behalf of [REDACTED] and myself

As you are probably aware the fire service has for several years warned that the location of your offices pose a fire risk due to limited fire escape routes. They have also raised concerns about storage in the dirty corridor as this could impede patient and staff escape route. As the fire service has been warning the health board about these risk for many years and the heightened priority of all fire risk since the Grenfell disaster it is now likely that they will shut down the theatre complex if these two issues have not been addressed by their next inspection.

Therefore in order to protect our staff and maintain elective surgery in PPH we have been working with the estates department and the PPH management team to address this. We have secured alternative accommodation for your offices along the service corridor in the offices currently occupied by HR. I attach a copy of the plan.

We expect the move to be complete in early 2019. Colleagues from the estates department will be in touch to discuss further details such as network points, phones, storage requirements etc.

I am sure you will appreciate the health board's efforts to improve your safety at work and will want to help us keep the PPH theatres running so I look forward to your cooperation in this move

Kind regards [REDACTED] and [REDACTED]

[REDACTED] Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] Hywel Dda UHB - General Manager Scheduled Care)
Sent: 05 October 2018 11:14
To: [REDACTED] Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Estates Officer)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: RE: Office moves due to fire safety rules

I agree

I have the paper now from [REDACTED]

I will send on

From: [REDACTED] Hywel Dda UHB - General Manager)
Sent: 04 October 2018 10:15
To: [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED]
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED]
[REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED]
[REDACTED] (Hywel Dda UHB - Head of Property Performance) [REDACTED]
Subject: RE: Office moves due to fire safety rules

Didn't know they were based in there. We are going to have to find another space for the vascular / dermatology / rheumatology staff I think

From: [REDACTED] Hywel Dda UHB - Estates Officer)
Sent: 04 October 2018 10:12
To: [REDACTED] Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] Hywel Dda UHB - Head of Property Performance)
Subject: FW: Office moves due to fire safety rules

Morning Both,

Please see email below from [REDACTED] believe the persons mention in [REDACTED] email below were discussed in our last meeting on Wednesday 26th September? Do they have their own office else where on site or hot desk within the existing Theatre? Our next meeting is Tuesday 16th October which we can discuss the points [REDACTED] has raised below. We could arrange to view the HR accommodation on the 16th if possible. I have amended the office plan to show waved desks within the consultant room to match the existing desks that they have.

Kind Regards,

[REDACTED]
Estates Officer

Hywel Dda University Health Board

☒ Estates Department, Glangwili General Hospital, Dolgwilli Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients)
Sent: 04 October 2018 09:48
To: [REDACTED] (Hywel Dda UHB - Estates Officer)
Cc: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Hywel Dda UHB - Senior Manager Acute/ Community/ Specialist Physiotherapy); [REDACTED] (Hywel Dda UHB - PA in Surgery); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Subject: FW: Office moves due to fire safety rules

Hi [REDACTED]

I note from the plans for proposed moves at PPH that there does not appear to be dedicated space marked for [REDACTED], CNS Trauma or [REDACTED], Physiotherapist, both of which work extremely closely with [REDACTED] and [REDACTED] supporting the management of T&O patients through PPH.

Can you advise what consideration has been made to these personnel.

I am still eager to view the proposed offices with you so that I can advise Consultants and staff appropriately and ensure the office accommodation and subsequent moves occur as seamlessly as possible. I have copied in my secretary so that she can arrange for us to meet.

Regards

[REDACTED]
Service Delivery Manager – T&O and Associated Services
Sealyham Building,
Withybush General Hospital,
Fishguard Road,
Haverfordwest,
SA61 2PZ
[REDACTED]
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)
Sent: 04 October 2018 08:41
To: [REDACTED] (Hywel Dda UHB - General Manager) [REDACTED]
Cc: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB) [REDACTED]
[REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients) [REDACTED] (Hywel Dda UHB - Head of Nursing - PPHr) [REDACTED] (Hywel Dda UHB - Senior Nurse Manager) [REDACTED] (Hywel Dda UHB - Medical Secretary) [REDACTED] (Hywel Dda UHB - Physiotherapist) [REDACTED]
Subject: FW: Office moves due to fire safety rules

Morning

The attached plan does not include myself and [REDACTED] who have workstations in the current plan or the dermatology specialist nurses, and there does not seem to be the space to accommodate us.

Where will be based?

Thanks

[REDACTED]
[REDACTED]
Orthopaedic Specialist Nurse /Nyrs Arbenigol Orthopedeg
Prince Philip Hospital / Ysbyty Tywysog Philip
Hywel Dda Health Board / Bwrdd Iechyd Hywel Dda
[REDACTED]

[REDACTED]

From: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Sent: 04 October 2018 08:30
To: [REDACTED] Hywel Dda UHB - Physiotherapist); [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)
Subject: FW: Office moves due to fire safety rules

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Sent: 28 September 2018 12:36
To: [REDACTED] (Hywel Dda UHB - Locum Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Locum Consultant - Dermatology); [REDACTED] (Hywel Dda UHB - Speciality Doctor); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB- Consultant Orthopedic Surgeon); [REDACTED] (Hywel Dda UHB - Orthopedics); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary)
Cc: [REDACTED] (Hywel Dda UHB - Medical Secretary Coordinator); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - Respiratory); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); Sandra Brinson (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Theatre Practitioner - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: Office moves due to fire safety rules

Dear All,

On behalf of [REDACTED] and myself

As you are probably aware the fire service has for several years warned that the location of your offices pose a fire risk due to limited fire escape routes. They have also raised concerns about storage in the dirty corridor as this could impede patient and staff escape route. As the fire service has been warning the health board about these risk for many years and the heightened priority of all fire risk since the Grenfell disaster it is now likely that they will shut down the theatre complex if these two issues have not been addressed by their next inspection.

Therefore in order to protect our staff and maintain elective surgery in PPH we have been working with the estates department and the PPH management team to address this. We have secured alternative accommodation for your offices along the service corridor in the offices currently occupied by HR. I attach a copy of the plan.

We expect the move to be complete in early 2019. Colleagues from the estates department will be in touch to discuss further details such as network points, phones, storage requirements etc.

I am sure you will appreciate the health board's efforts to improve your safety at work and will want to help us keep the PPH theatres running so I look forward to your cooperation in this move

Kind regards [REDACTED] and [REDACTED]

(Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Sent: 04 October 2018 12:16
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: RE: Office moves due to fire safety rules

Hi,

On this point it is worth noting that the space being provided in this new arrangement is similar in size so this should not be an issue. I would expect that some of the staff utilising the current area do so on a flexible basis and share desk space to maximise the usage.

Thanks
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - General Manager)
Sent: 04 October 2018 10:15
To: [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: RE: Office moves due to fire safety rules

Didn't know they were based in there. We are going to have to find another space for the vascular / dermatology staff I think

From: [REDACTED] (Hywel Dda UHB - Estates Officer)
Sent: 04 October 2018 10:12
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); Paul Williams (Hywel Dda UHB - Head of Property Performance)
Subject: FW: Office moves due to fire safety rules

Morning Both,

Please see email below from [REDACTED] I believe the persons mentioned in [REDACTED] email below were discussed in our last meeting on Wednesday 26th September? Do they have their own office elsewhere on site or hot desk within the existing Theatre? Our next meeting is Tuesday 16th October which we can discuss the points [REDACTED] has raised below. We could arrange to view the HR accommodation on the 16th if possible. I have amended the office plan to show waved desks within the consultant room to match the existing desks that they have.

Kind Regards,

[REDACTED]
Estates Officer

Hywel Dda University Health Board
[REDACTED]

☒ Estates Department, Glangwilli General Hospital, Dolgwilli Road, Carmarthen, Carmarthenshire, SA31 2AF.

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients)
Sent: 04 October 2018 09:48
To: [REDACTED] (Hywel Dda UHB - Estates Officer)
Cc: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Hywel Dda UHB - Senior Manager Acute/ Community/ Specialist Physiotherapy); [REDACTED] (Hywel Dda UHB - PA in Surgery); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Subject: FW: Office moves due to fire safety rules

Hi [REDACTED]

I note from the plans for proposed moves at PPH that there does not appear to be dedicated space marked for [REDACTED] CNS Trauma or [REDACTED] Physiotherapist, both of which work extremely closely with [REDACTED] and [REDACTED], supporting the management of T&O patients through PPH.

Can you advise what consideration has been made to these personnel.

I am still eager to view the proposed offices with you so that I can advise Consultants and staff appropriately and ensure the office accommodation and subsequent moves occur as seamlessly as possible. I have copied in my secretary so that she can arrange for us to meet.

Regards

[REDACTED]
Service Delivery Manager – T&O and Associated Services
Sealyham Building,
Withybush General Hospital,
Fishguard Road,
Haverfordwest,
SA61 2PZ

From: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)
Sent: 04 October 2018 08:41
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED]
Cc: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED]
(Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Head of Nursing - PPHr); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Physiotherapist); [REDACTED]
Subject: FW: Office moves due to fire safety rules

Morning

The attached plan does not include myself and [REDACTED] who have workstations in the current plan or the dermatology specialist nurses, and there does not seem to be the space to accommodate us.

Where will be based?

Thanks

[REDACTED]
Orthopaedic Specialist Nurse /Nyrs Arbenigol Orthopedeg

[REDACTED]

3

(Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Estates Officer)
Sent: 04 October 2018 10:12
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Subject: FW: Office moves due to fire safety rules
Attachments: Block T18 Proposed Theatre Office Accommodation Rev B.pdf

Morning Both,

Please see email below from [REDACTED]. I believe the persons mentioned in [REDACTED] email below were discussed in our last meeting on Wednesday 26th September? Do they have their own office else where on site or hot desk within the existing Theatre? Our next meeting is Tuesday 16th October which we can discuss the points [REDACTED] has raised below. We could arrange to view the HR accommodation on the 16th if possible. I have amended the office plan to show waved desks within the consultant room to match the existing desks that they have.

Kind Regards,

[REDACTED]
Estates Officer

Hywel Dda University Health Board

☒ Estates Department, Glangwili General Hospital, Dolgwilli Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients)
Sent: 04 October 2018 09:48
To: [REDACTED] (Hywel Dda UHB - Estates Officer)
Cc: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Hywel Dda UHB - Senior Manager Acute/ Community/ Specialist Physiotherapy); [REDACTED] (Hywel Dda UHB - PA in Surgery); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Subject: FW: Office moves due to fire safety rules

Hi [REDACTED]

I note from the plans for proposed moves at PPH that there does not appear to be dedicated space marked for [REDACTED] CNS Trauma or [REDACTED] Physiotherapist, both of which work extremely closely with [REDACTED] and [REDACTED] supporting the management of T&O patients through PPH.

Can you advise what consideration has been made to these personnel.

I am still eager to view the proposed offices with you so that I can advise Consultants and staff appropriately and ensure the office accommodation and subsequent moves occur as seamlessly as possible. I have copied in my secretary so that she can arrange for us to meet.

Regards

[REDACTED]
Service Delivery Manager – T&O and Associated Services

Sealyham Building,
Withybush General Hospital,
Fishguard Road,
Haverfordwest,
SA61 2PZ

From: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)
Sent: 04 October 2018 08:41
To: [REDACTED] (Hywel Dda UHB - General Manager) [REDACTED]
Cc: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB) [REDACTED]
(Hywel Dda UHB - Service Delivery Manager Outpatients) [REDACTED] (Hywel Dda UHB - Head of Nursing - PPHr) [REDACTED] (Hywel Dda UHB - Senior Nurse Manager) [REDACTED] (Hywel Dda UHB - Medical Secretary) [REDACTED] (Hywel Dda UHB - Physiotherapist) [REDACTED]
Subject: FW: Office moves due to fire safety rules

Morning

The attached plan does not include myself and [REDACTED] who have workstations in the current plan or the dermatology specialist nurses, and there does not seem to be the space to accommodate us.
Where will be based?

Thanks

[REDACTED]
[REDACTED]
Orthopaedic Specialist Nurse / Nyrs Arbenigol Orthopedeg
Prince Philip Hospital / Ysbyty Tywysog Philip
Hywel Dda Health Board / Bwrdd Iechyd Hywel Dda

From: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Sent: 04 October 2018 08:30
To: [REDACTED] (Hywel Dda UHB - Physiotherapist); [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)
Subject: FW: Office moves due to fire safety rules

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Sent: 28 September 2018 12:36
To: [REDACTED] (Hywel Dda UHB - Locum Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Locum Consultant - Dermatology); [REDACTED] (Hywel Dda UHB - Speciality Doctor); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Consultant Orthopaedic Surgeon); [REDACTED] (Hywel Dda UHB - Orthopedics); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary)
Cc: [REDACTED] (Hywel Dda UHB - Medical Secretary Coordinator); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - Respiratory); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED]

(Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager);
[REDACTED] (Theatre Practitioner - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Discretionary Capital
Projects Manager)

Subject: Office moves due to fire safety rules

Dear All,

On behalf of [REDACTED] and myself

As you are probably aware the fire service has for several years warned that the location of your offices pose a fire risk due to limited fire escape routes. They have also raised concerns about storage in the dirty corridor as this could impede patient and staff escape route. As the fire service has been warning the health board about these risk for many years and the heightened priority of all fire risk since the Grenfell disaster it is now likely that they will shut down the theatre complex if these two issues have not been addressed by their next inspection.

Therefore in order to protect our staff and maintain elective surgery in PPH we have been working with the estates department and the PPH management team to address this. We have secured alternative accommodation for your offices along the service corridor in the offices currently occupied by HR. I attach a copy of the plan.

We expect the move to be complete in early 2019. Colleagues from the estates department will be in touch to discuss further details such as network points, phones, storage requirements etc.

I am sure you will appreciate the health board's efforts to improve your safety at work and will want to help us keep the PPH theatres running so I look forward to your cooperation in this move

Kind regards [REDACTED] and [REDACTED]

Katie Jenner (Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)
Sent: 04 October 2018 08:41
To: [REDACTED] (Hywel Dda UHB - General Manager)
Cc: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services); [REDACTED] (Hywel Dda UHB - Head of Nursing - PPHr); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Physiotherapist)
Subject: FW: Office moves due to fire safety rules
Attachments: Block T18 Proposed Theatre Office Accommodation Rev A-Master Plan A3.pdf

Morning

The attached plan does not include myself and [REDACTED] who have workstations in the current plan or the dermatology specialist nurses, and there does not seem to be the space to accommodate us.

Where will be based?

Thanks

[REDACTED]
[REDACTED]
Orthopaedic Specialist Nurse /Nyrs Arbenigol Orthopedeg
Prince Philip Hospital / Ysbyty Tywysog Philip
Hywel Dda Health Board / Bwrdd Iechyd Hywel Dda
[REDACTED]
[REDACTED]

From: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Sent: 04 October 2018 08:30
To: [REDACTED] (Hywel Dda UHB - Physiotherapist); [REDACTED] (Hywel Dda UHB - Specialist Nurse Orthopaedics)
Subject: FW: Office moves due to fire safety rules

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Sent: 28 September 2018 12:36
To: [REDACTED] (Hywel Dda UHB - Locum Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Locum Consultant - Dermatology); [REDACTED] (Hywel Dda UHB - Speciality Doctor); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Consultant Orthopedic Surgeon); [REDACTED] (Hywel Dda UHB - Orthopedics); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary)
Cc: [REDACTED] (Hywel Dda UHB - Medical Secretary Coordinator); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - Respiratory); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); Sandra Brinson (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Theatre Practitioner - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: Office moves due to fire safety rules

Dear All,

On behalf on [REDACTED] and myself

As you are probably aware the fire service has for several years warned that the location of your offices pose a fire risk due to limited fire escape routes. They have also raised concerns about storage in the dirty corridor as this could impede patient and staff escape route. As the fire service has been warning the health board about these risk for many years and the heightened priority of all fire risk since the Grenfell disaster it is now likely that they will shut down the theatre complex if these two issues have not been addressed by their next inspection.

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I am sure you will appreciate the health board's efforts to improve your safety at work and will want to help us keep the PPH theatres running so I look forward to your cooperation in this move

Kind regards [REDACTED] and [REDACTED]

(Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB- Consultant Orthopedic Surgeon)
Sent: 02 October 2018 13:16
To: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED] (Hywel Dda UHB - Locum Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Locum Consultant - Dermatology); [REDACTED] (Hywel Dda UHB - Speciality Doctor); [REDACTED] (Hywel Dda UHB - Orthopedics); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary)
Cc: [REDACTED] (Hywel Dda UHB - Medical Secretary Coordinator); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - Hospital Director/ Respiratory); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Head of Nursing - Scheduled Care); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Theatre Practitioner - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: RE: Office moves due to fire safety rules

Human factors, architecture and surgical efficiency/safety are intertwined.
We need a fit for purpose solution to maintain the current efficient and safe layout.
I trust that appropriate modelling has been performed?

From: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Sent: 28 September 2018 14:01
To: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED] (Hywel Dda UHB - Locum Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Locum Consultant - Dermatology); [REDACTED] (Hywel Dda UHB - Speciality Doctor); [REDACTED] (Hywel Dda UHB- Consultant Orthopedic Surgeon); [REDACTED] (Hywel Dda UHB - Orthopedics); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary)
Cc: [REDACTED] (Hywel Dda UHB - Medical Secretary Coordinator); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - Respiratory); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Theatre Practitioner - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: RE: Office moves due to fire safety rules

Dear [REDACTED]

This is unfortunately less good than my current arrangements and thereof I believe the HB should try a better effort to provide an orthopaedic office that is fit for purpose.

It is also very unfortunate that we have been exposed to unnecessary risks for all these times whilst a fire escape could have been a better solution.

Thanks,

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)

Sent: 28 September 2018 12:36

To: [REDACTED] (Hywel Dda UHB - Locum Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Consultant Rheumatologist); [REDACTED] (Hywel Dda UHB - Locum Consultant - Dermatology); [REDACTED] (Hywel Dda UHB - Speciality Doctor); [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Consultant Orthopaedic Surgeon); [REDACTED] (Hywel Dda UHB - Orthopedics); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary); [REDACTED] (Hywel Dda UHB - Medical Secretary)

Cc: [REDACTED] (Hywel Dda UHB - Medical Secretary Coordinator); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - Respiratory); [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Senior Nurse Manager); [REDACTED] (Theatre Practitioner - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)

Subject: Office moves due to fire safety rules

Dear All,

On behalf of [REDACTED] and [REDACTED]

As you are probably aware the fire service has for several years warned that the location of your offices pose a fire risk due to limited fire escape routes. They have also raised concerns about storage in the dirty corridor as this could impede patient and staff escape route. As the fire service has been warning the health board about these risk for many years and the heightened priority of all fire risk since the Grenfell disaster it is now likely that they will shut down the theatre complex if these two issues have not been addressed by their next inspection.

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I am sure you will appreciate the health board's efforts to improve your safety at work and will want to help us keep the PPH theatres running so I look forward to your cooperation in this move

Kind regards [REDACTED] and [REDACTED]

(Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Estates Officer)
Sent: 26 September 2018 09:31
To: [REDACTED] (Hywel Dda UHB - Head of Property Performance); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: RE: Proposed Refurbishment Works @ Block 02 First floor Doctors Residence Prince Philip Hospital



Block T18
Proposed Theatr...

Hi All,

Hopefully after today's meeting the Theatre staff accommodation proposed office layout will be accepted as per agreed option attached above. Only then I can liaise with [REDACTED] I.T to provide a cost for the additional electrical / I.T data base. I will send [REDACTED] a scope of works for the additional works within the existing HR accommodation but only when we have an agreed layout.

Kind Regards,

[REDACTED]
Estates Officer

Hywel Dda University Health Board

☒ Estates Department, Glangwili General Hospital, Dolgwili Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Sent: 26 September 2018 08:29
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: FW: Proposed Refurbishment Works @ Block 02 First floor Doctors Residence Prince Philip Hospital

Hi both,

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Thanks
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Estates Officer)
Sent: 25 September 2018 16:25

To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Technical Architect); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Head of Property Performance); [REDACTED] (Hywel Dda UHB - Estates)
Subject: RE: Proposed Refurbishment Works @ Block 02 First floor Doctors Residence Prince Philip Hospital

Hi All,

Please see revised floor plan layout attached above that will accommodate the staff listed in the below email. I shall bring copies of the attached layout to tomorrow's meeting. Also attached above is existing Theatre Staff accommodation Layout.

Kind Regards,

<< File: Block T6 Theatre Office Accommodation-Master Plan A3.pdf >> << File: Block T18 Proposed Theatre Office Accommodation Rev A.pdf >>

[REDACTED]
Estates Officer

Hywel Dda University Health Board

[REDACTED]
✉ Estates Department, Glangwilli General Hospital, Dolgwilli Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - General Manager)

Sent: 25 September 2018 13:59

To: [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Technical Architect); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED] (Hywel Dda UHB - Service Delivery Manager, Outpatients & Dermatology)

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- 3 ortho consultants + 2 secretaries
- 2 Rheum consultants
- 2 Derm Docs + 2 derm secs
- 1 vascular consultant + 2 vasc secs

Regards

[REDACTED]
-----Original Appointment-----

From: [REDACTED] (Hywel Dda UHB - Estates Officer)

Sent: 18 September 2018 11:34

To: [REDACTED] (Hywel Dda UHB - Operations Manager); [REDACTED] (Hywel Dda UHB - Site Works Supervisor); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager); [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Head of Workforce East); [REDACTED] (Hywel Dda UHB - PPH HOTEL SERVICES); [REDACTED] (Hywel Dda UHB - Service Delivery Manager Outpatients); [REDACTED] (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); [REDACTED] (Hywel Dda UHB - Infection Prevention and Control Nurse); [REDACTED] (Hywel Dda UHB - Security Manager); [REDACTED] (Hywel Dda UHB - Health & Safety Manager); [REDACTED] (Hywel Dda UHB - Fire Safety Advisor); [REDACTED] (Hywel Dda UHB - Capital Administration Officer); [REDACTED] (Hywel Dda UHB - Operations Compliance Manager); [REDACTED] (Hywel Dda UHB - Infrastructure Engineer); [REDACTED] (Hywel Dda UHB - Technical Architect)

Subject: Proposed Refurbishment Works @ Block 02 First floor Doctors Residence Prince Philip Hospital

When: 25 September 2018 11:00-11:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Estates Meeting Room @ Prince Philip Hospital

<< File: 1.2 H&S Guidance Notes Policies & Procedures.pdf >> << File: Existing & Proposed Refurbishment & Alteration works @ Block 02 PPH Rev A.pdf >> << File: PPH BLOCK 02 PRE CONSTRUCTION INFORMATION REV A.pdf >> << File: 1.5 Pre Contract Meeting Agenda.pdf >> << File: HDHB SITE RULES.pdf >> << File: HDUHB FIRE SAFETY PROCEDURES.pdf >>

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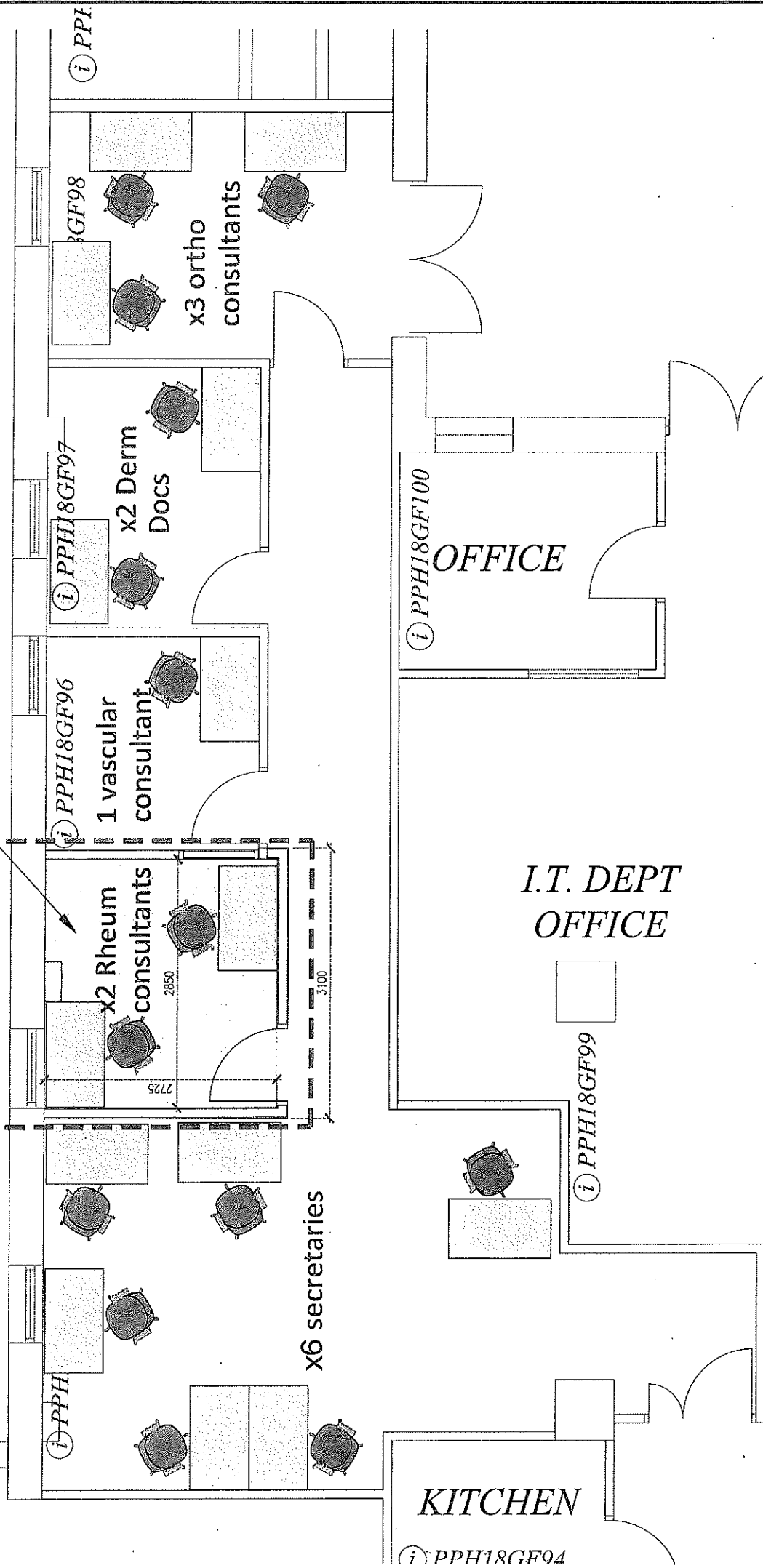
Regards,


[REDACTED]
Estates Officer

Hywel Dda University Health Board

Estates Department, Glangwilli General Hospital, Dolgwilli Road, Carmarthen, Carmarthenshire, SA31 2AF.

New wall partitions to form new 2 person office Accommodation



PROJECT Prince Philip Hospital Proposed Theatre Office Accommodation	TITLE Master Floor Plan Block T18 Level 02	<div>  Bwrdd Iechyd Prifysgol Hywel Dda University Health Board </div>
DRAWN BY	CHECKED BY	SCALE 1 : 200 (A3)
FILE No.	DWG No. PPH-18-01	

(Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - Head of Property Performance)
Sent: 26 September 2018 08:29
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Cc: [REDACTED] (Hywel Dda UHB - Estates Officer); [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
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Block T6 Theatre Block T18
Office Accommodation Proposed Theatre...

[REDACTED]
Estates Officer

Hywel Dda University Health Board

✉ Estates Department, Glangwilli General Hospital, Dolgwilli Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

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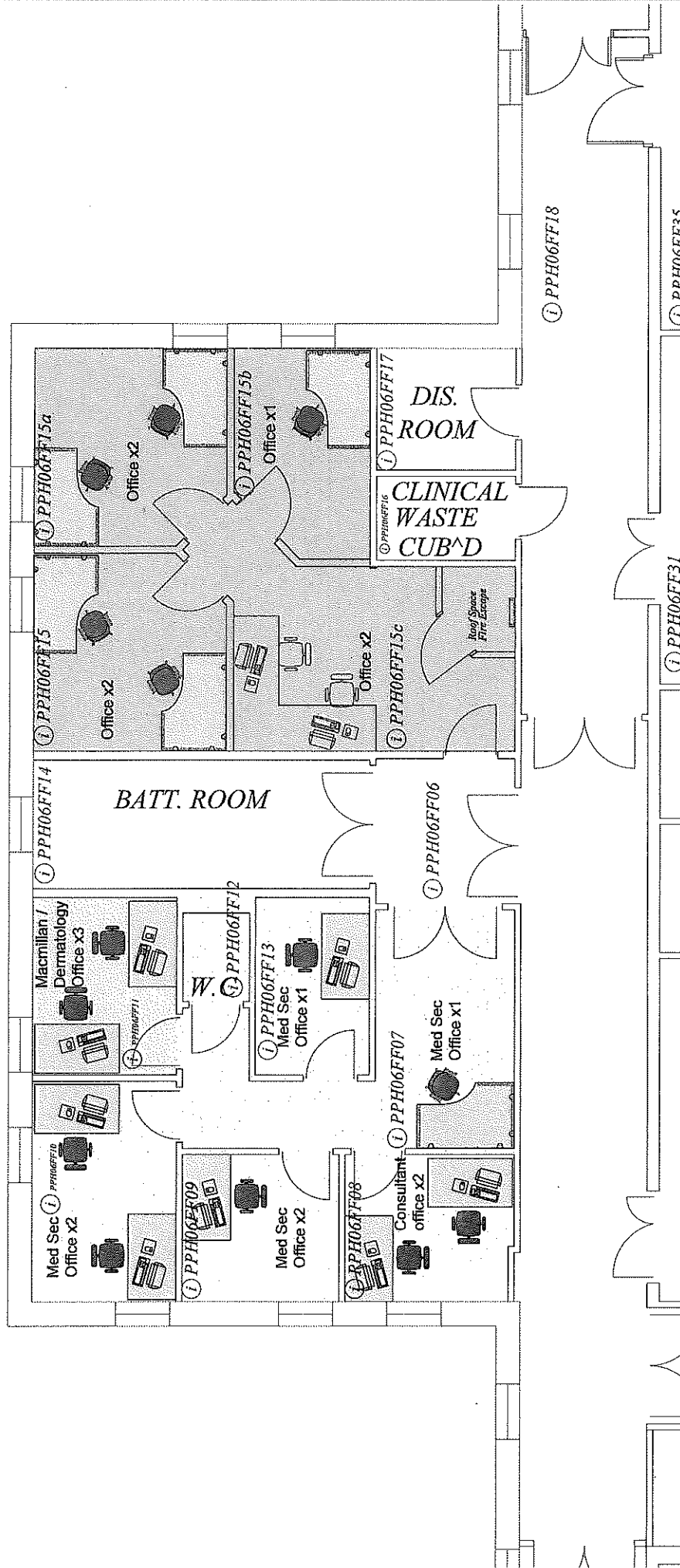
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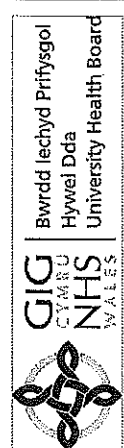
[REDACTED]
Estates Officer

Hywel Dda University Health Board

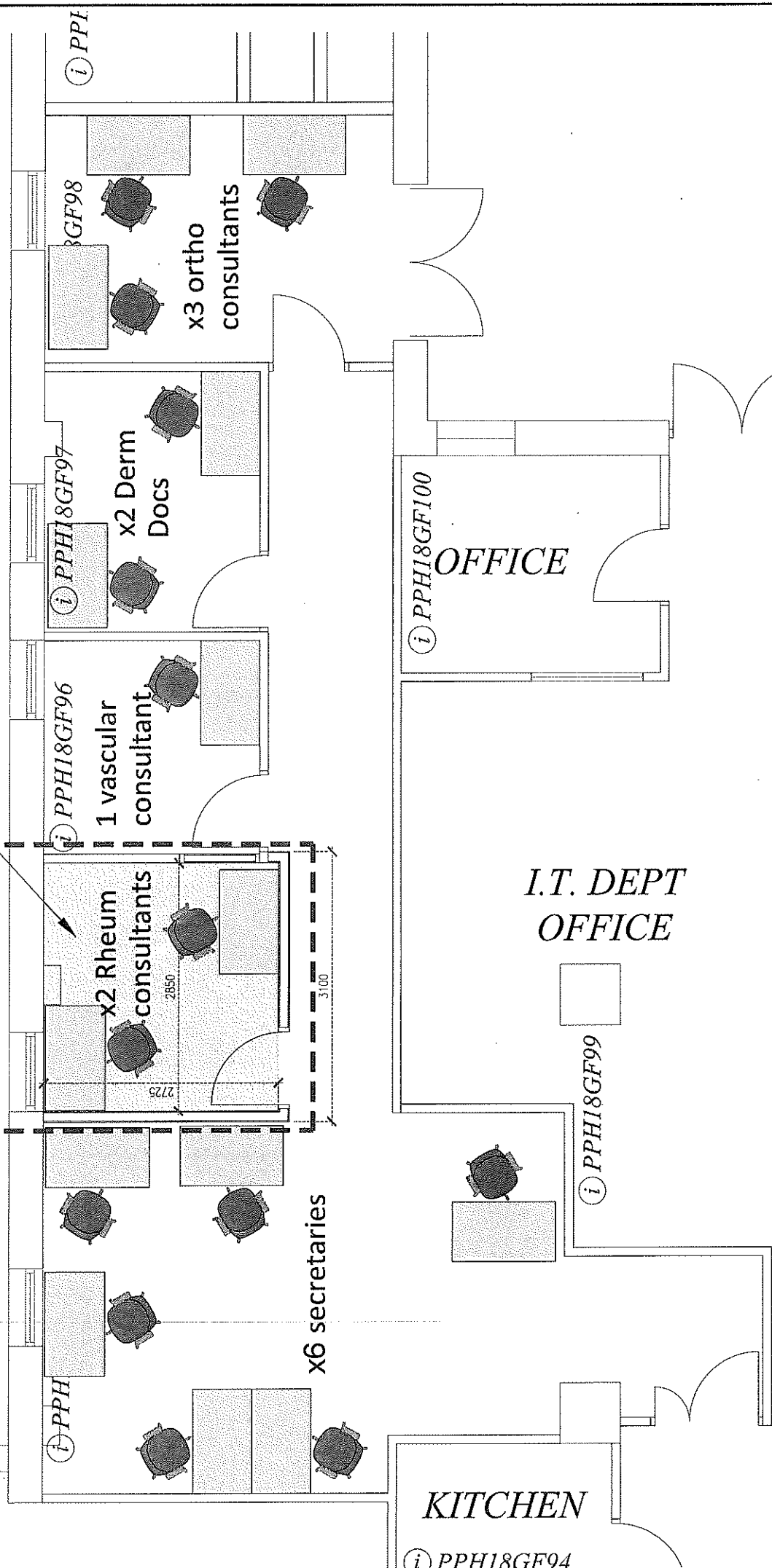
☒ Estates Department, Glangwili General Hospital, Dolgwili Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]



<p>PROJECT</p> <p>Prince Philip Hospital Existing Theatres Office Accommodation</p>	<p>TITLE</p> <p>Master Floor Plan Block T6 Level 02</p>	<p>FILE No.</p> <p>DWG No.</p>
<p>DRAWN BY</p> <p>CHECKED BY</p>	<p>SCALE</p> <p>1 : 300 (A3)</p>	<p>DATE</p> <p>Sept 2018</p>



New wall partitions to form new 2 person office Accommodation



<p>PROJECT</p> <p>Prince Philip Hospital Proposed Theatre Office Accommodation</p>	<p>TITLE</p> <p>Master Floor Plan Block T18 Level 02</p>	<p>GIG CYMRU NHS WALES</p> <p>Bwrdd Iechyd Prifysgol Hywel Dda University Health Board</p>
<p>DRAWN BY</p>	<p>SCALE</p> <p>1 : 200 (A3)</p>	<p>FILE No.</p> <p>PPH -18-01</p>
<p>CHECKED BY</p>	<p>DATE</p> <p>Sept 2018</p>	<p>DWG No.</p> <p>PPH -18-01</p>

(Hywel Dda UHB - Freedom of Information Officer)

Subject: Proposed Refurbishment Works @ Block 02 First floor Doctors Residence Prince Philip Hospital

Location: Estates Meeting Room @ Prince Philip Hospital

Start: Tue 25/09/2018 11:00

End: Tue 25/09/2018 11:30

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: (Hywel Dda UHB - Estates Officer)

Required Attendees:

(Hywel Dda UHB - Operations Manager); (Hywel Dda UHB - Site Works Supervisor); (Hywel Dda UHB - Discretionary Capital Projects Manager); (Hywel Dda UHB - General Manager); (Hywel Dda UHB - Head of Workforce East); (Hywel Dda UHB - PPH HOTEL SERVICES); (Hywel Dda UHB - Service Delivery Manager Outpatients); (Hywel Dda UHB - Service Delivery Manager for Theatres/DSU/PAC); (Hywel Dda UHB - Infection Prevention and Control Nurse); (Hywel Dda UHB - Security Manager); (Hywel Dda UHB - Health & Safety Manager); (Hywel Dda UHB - Fire Safety Advisor); (Hywel Dda UHB - Capital Administration Officer); Evans (Hywel Dda UHB - Operations Compliance Manager); (Hywel Dda UHB - Infrastructure Engineer); (Hywel Dda UHB - Technical Architect)



1.2 HSE Guidance Existing Proposed PPH BLOCK 02 1.5 Pre Contract HDHB SITE HDUHB FIRE
Notes Polici... Refurbishm... PRE CONSTRUC... Meeting Agen... RULES.pdf SAFETY PROCE...

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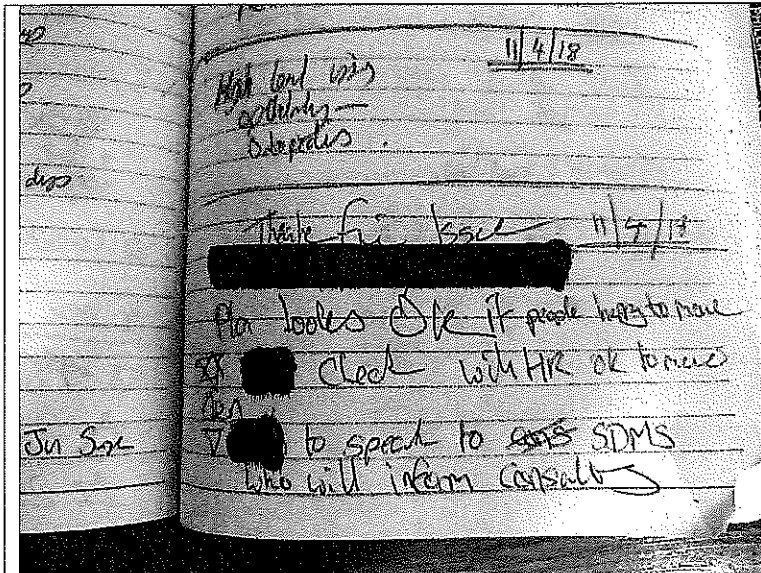
[REDACTED]
Estates Officer

Hwyl Dda University Health Board

[REDACTED]
✕ Estates Department, Glangwili General Hospital, Dolgwili Road, Carmarthen, Carmarthenshire, SA31 2AF.
[REDACTED]

Personal notes from fire risk meeting 11/04/18

for FOI request



Reads:

Theatre Fire Issue 11/4/18

Plan looks ok if people happy to move

to check with HR ok to move

Then

to speak to SDMS who will inform consultants

(Hywel Dda UHB - Freedom of Information Officer)

Subject: RE: Office moves due to fire safety rules

Subject: RE: Office moves due to fire safety rules

1

Thanks,

Subject: Office moves due to fire safety rules

On behalf of [REDACTED] and myself

Kind regards,

Hywel Dda UHB - Freedom of Information Officer)

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Sent: 24 February 2020 16:04
To: [REDACTED] (Hywel Dda UHB - Freedom of Information Officer)
Subject: FW: Proposed Acoustic Fencing System at PPH

found the trail this will help

[REDACTED]
[REDACTED]
[REDACTED]
General Manager
Scheduled Care Services
Hywel Dda University Health Board
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Sent: 12 December 2019 11:11
To: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Cc: [REDACTED] (Hywel Dda UHB - Director of Workforce & OD (Organisational Development));
[REDACTED] (Hywel Dda UHB - Consultant Surgeon); [REDACTED] (Hywel Dda UHB - General Manager);
[REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)
Subject: RE: Proposed Acoustic Fencing System at PPH

Thanks [REDACTED] for your email ,

We do have to come to some decision how to proceed , I'm still unclear what is the underlying issue , is it the office itself or the noise or the light.

We can do all we can to help here and minimise the issues but we have no space to move you too at this time on the site , we have looked and explored many options in the background here

I really need you to advise me here how we can resolve this for you

Rs [REDACTED]

From: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB) [REDACTED]
Sent: 12 December 2019 10:36
To: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care) [REDACTED]
Cc: [REDACTED] (Hywel Dda UHB - Director of Workforce & OD (Organisational Development)) [REDACTED]
Subject: RE: Proposed Acoustic Fencing System at PPH

Dear [REDACTED]

This has been taken over a year with a complete lack of engagement and an obvious disinterest from some of the parties. The previous occupants (HR) were clearly aware of the issues, which have now been reinforced by a H&S report and further concerns have been raised.

Thanks,

From: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care) [REDACTED]

Sent: 12 December 2019 10:32

To: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB) [REDACTED]

(Hywel Dda UHB - General Manager) [REDACTED]

(Hywel Dda UHB -

Discretionary Capital Projects Manager) [REDACTED]

Hywel Dda UHB -

Consultant Surgeon) [REDACTED]

Cc: [REDACTED] (Hywel Dda UHB - Health & Safety Manager) [REDACTED]

[REDACTED] Assistant General Manager - Hywel Dda UHB) [REDACTED]

[REDACTED] (Hywel Dda UHB - Director of Workforce & OD (Organisational Development) [REDACTED]

Subject: RE: Proposed Acoustic Fencing System at PPH

Dear All,

If the fencing was agreed on site as the most suitable option, why is it now being questioned as not being suitable, apologies if I've missed part of the email trail

We have explored all options at PPH to move you [REDACTED] and have unfortunately no other options than the fence which I had understood would provide the solution

I have copied in [REDACTED] as Assistant Medical Director for Acute Services as we do not appear to be able to find a solution on this, can I firstly ask that we are all clear on the whole issue and why we would not move forward with the fence in light of the issue we have no alternative office space.

A response by midday will not be provided as asked until the whole situation is understood and whether the fencing is either useful or not as I had believed it was?

Rs [REDACTED]

From: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB) [REDACTED]

Sent: 12 December 2019 10:17

To: [REDACTED] (Hywel Dda UHB - General Manager) [REDACTED]

(Hywel

Dda UHB - Discretionary Capital Projects Manager) [REDACTED]

Cc: [REDACTED] (Hywel Dda UHB - Health & Safety Manager) [REDACTED]

[REDACTED] Assistant General Manager - Hywel Dda UHB) [REDACTED]

Hywel Dda

UHB - General Manager Scheduled Care) [REDACTED]

[REDACTED] (Hywel Dda UHB - Director of Workforce & OD (Organisational Development) [REDACTED]

Subject: RE: Proposed Acoustic Fencing System at PPH

Hi [REDACTED]

So how will you address the whole issue, you have been aware of for over a year?

I would like a response by Midday!

Cheers,

From: [REDACTED] (Hywel Dda UHB - General Manager) [REDACTED]

Sent: 12 December 2019 10:11

To: [REDACTED] (Hywel Dda UHB - Discretionary Capital Projects Manager)

[REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Cc: [REDACTED] Hywel Dda UHB - Health & Safety Manager) [REDACTED]
[REDACTED] (Assistant General Manager - Hywel Dda UHB) [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care) [REDACTED]
Subject: RE: Proposed Acoustic Fencing System at PPH

Hi [REDACTED]
Please can you pause on this. A subsequent email from [REDACTED] suggests this will not address the issues he has raised so I am reluctant to commit a large amount of public funds for this
Regards
[REDACTED]

From: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)

Sent: 12 December 2019 10:09

To: [REDACTED] Hywel Dda UHB - General Manager) [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB) [REDACTED]

Cc: [REDACTED] Hywel Dda UHB - Health & Safety Manager) [REDACTED]
[REDACTED] Assistant General Manager - Hywel Dda UHB) [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care) [REDACTED]

Subject: RE: Proposed Acoustic Fencing System at PPH

Dear All,

The order will be placed with the contractor today – timelines are to be advised.

Regards

[REDACTED]
Rheolwr Prosiectau Cyfalaf Dewisol | Discretionary Capital Projects Manager
Bwrdd Iechyd Prifysgol Hywel Dda | Hywel Dda University Health Board
Adran Ystadau | Estates Department
Ysbyty Glangwili | Glangwili General Hospital
Caerfyrddin | Carmarthen
SA31 2AF
[REDACTED]

Bwrdd Iechyd Prifysgol Hywel Dda yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Hywel Dda / Hywel Dda University Health Board is the operational name of Hywel Dda University Local Health Board

Mae Bwrdd Iechyd Prifysgol Hywel Dda yn amgylchedd di-fwg / Hywel Dda University Health Board operates a smoke free environment

From: [REDACTED] Hywel Dda UHB - General Manager)

Sent: 12 December 2019 09:34

To: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)
[REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Cc: [REDACTED] Hywel Dda UHB - Health & Safety Manager) [REDACTED]
[REDACTED] Assistant General Manager - Hywel Dda UHB) [REDACTED]
[REDACTED] (Hywel Dda UHB - General Manager Scheduled Care) <Stephanie.Hire@wales.nhs.uk>

Subject: RE: Proposed Acoustic Fencing System at PPH

[REDACTED]

Please proceed with the fencing

Regards

[REDACTED]

From: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)

Sent: 12 December 2019 08:49

To: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

(Hywel Dda UHB - General Manager)

Cc: [REDACTED] Hywel Dda UHB - Health & Safety Manager)

[REDACTED] (Assistant General Manager - Hywel Dda UHB)

Subject: RE: Proposed Acoustic Fencing System at PPH

Morning [REDACTED]

Can you please provide [REDACTED] with an update.

Regards

[REDACTED]
Lleolwr Prosiectau Cyfalaf Dewisol | Discretionary Capital Projects Manager

Bwrdd Iechyd Prifysgol Hywel Dda | Hywel Dda University Health Board

Adran Ystadau | Estates Department

Ysbyty Glangwili | Glangwili General Hospital

Caerfyrddin | Carmarthen

SA31 2AF

[REDACTED]

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operational name of Hywel Dda University Local Health Board

Mae Bwrdd Iechyd Prifysgol Hywel Dda yn amgylchedd di-fwg / Hywel
Dda University Health Board operates a smoke free environment

From: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Sent: 12 December 2019 08:40

To: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)

Subject: RE: Proposed Acoustic Fencing System at PPH

Any update?

From: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)

Sent: 09 September 2019 12:02

To: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)

(Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

Cc: [REDACTED] Hywel Dda UHB - Health & Safety Manager)

[REDACTED] Hywel Dda UHB - Senior Sister) [REDACTED] Hywel Dda UHB - Deputy Chief Executive
[REDACTED] Hywel Dda UHB - Medical Director & Director of Clinical Strategy)
[REDACTED] Hywel Dda UHB - General Manager)
[REDACTED] Hywel Dda UHB - General Manager Scheduled Care)
[REDACTED] Assistant General Manager - Hywel Dda UHB)

Subject: RE: Proposed Acoustic Fencing System at PPH

Hi [REDACTED]

Thanks for your email – the management team are currently undertaking a review and will be in contact to discuss the attached report.

Regards

[REDACTED]
Rheolwr Prosiectau Cyfalaf Dewisol | Discretionary Capital Projects Manager
Bwrdd Iechyd Prifysgol Hywel Dda | Hywel Dda University Health Board
Adran Ystadau | Estates Department
Ysbyty Glangwili | Glangwili General Hospital
Caerfyrddin | Carmarthen
SA31 2AF

Bwrdd Iechyd Prifysgol Hywel Dda yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Hywel Dda / Hywel Dda University Health Board is the operational name of Hywel Dda University Local Health Board

Mae Bwrdd Iechyd Prifysgol Hywel Dda yn amgylchedd di-fwg / Hywel Dda University Health Board operates a smoke free environment

From: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Sent: 04 September 2019 13:35

To: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)

[REDACTED] (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

Cc: [REDACTED] (Hywel Dda UHB - Health & Safety Manager)

[REDACTED] (Hywel Dda UHB - Senior Sister) [REDACTED] Hywel Dda UHB - Deputy Chief Executive)
[REDACTED] (Hywel Dda UHB - Medical Director & Director of Clinical Strategy)

Subject: RE: Proposed Acoustic Fencing System at PPH

Hi [REDACTED]

Whilst this addresses probably one of the problems, there are still concerns about the other points I have raised and have been identified.

Can we look into a holistic approach to the issues previously raised?

Thank you,

From: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)

Sent: 04 September 2019 08:55

To: [REDACTED] Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

[REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Cc: [REDACTED] (Hywel Dda UHB - Health & Safety Manager) [REDACTED]

Subject: RE: Proposed Acoustic Fencing System at PPH

Morning [REDACTED]

Please be advised the 3m high acoustic panelled fencing system will be constructed the full length of the offices at approx 2m offset from external wall.

There will be a loss of view and natural light but the new LED lighting within the department will be fully compliant on the required LUX level standard – this has been communicated to the management team.

Happy to meet up to discuss.

Best wishes

[REDACTED]
Rheolwr Prosiectau Cyfalaf Dewisol | Discretionary Capital Projects Manager

Bwrdd Iechyd Prifysgol Hywel Dda | Hywel Dda University Health Board

Adran Ystadau | Estates Department

Ysbyty Glangwili | Glangwili General Hospital

Caerfyrddin | Carmarthen

SA31 2AF

[REDACTED]
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operational name of Hywel Dda University Local Health Board

Mae Bwrdd Iechyd Prifysgol Hywel Dda yn amgylchedd di-fwg / Hywel
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From: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)

Sent: 28 August 2019 14:59

To: [REDACTED] Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

[REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Subject: Proposed Acoustic Fencing System at PPH

H [REDACTED]

We are currently obtaining quotations for the attached specialist acoustic fencing system – will get back to you with timelines when the contractor has been appointed.

Regards

[REDACTED]
Rheolwr Prosiectau Cyfalaf Dewisol | Discretionary Capital Projects Manager

Bwrdd Iechyd Prifysgol Hywel Dda | Hywel Dda University Health Board
Adran Ystadau | Estates Department
Ysbyty Glangwili | Glangwili General Hospital
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Mae Bwrdd Iechyd Prifysgol Hywel Dda yn amgylchedd di-fwg / Hywel
Dda University Health Board operates a smoke free environment

From: [REDACTED] Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

Sent: 14 August 2019 10:32

To: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Cc: [REDACTED] Hywel Dda UHB - Discretionary Capital Projects Manager)

Subject: RE: Office accommodation at PPH

Hi [REDACTED]

Yes scheme has been fully approved . This was in late July when I was on AL .

Programme is now being developed by capital team . [REDACTED] will be main contact – he is on AL himself at moment but
will cc him in so that he can make contact on his return .

Bw
[REDACTED]

From: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Sent: 14 August 2019 08:48

To: [REDACTED] Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

Subject: RE: Office accommodation at PPH

Thank [REDACTED] for following this up.

It would be great if there is some communication.
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

Sent: 13 August 2019 17:46

To: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)

(Hywel Dda UHB - Service Delivery Manager T&O and Associated Services) <[REDACTED]>

[REDACTED] Hywel Dda UHB - General Manager)

Cc: [REDACTED] Hywel Dda UHB - General Manager Scheduled Care)

[REDACTED] (Hywel Dda UHB - Senior Sister)

Subject: RE: Office accommodation at PPH

Hi [REDACTED]

I think this is now resolved. Can I confirm in morning when I can check with colleagues.

Bw
[REDACTED]

Sent from my Windows 10 phone

From: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Sent: 13 August 2019 15:03
To: [REDACTED]
[REDACTED] (UHB - Service Delivery Manger T&O and Associated Services); [REDACTED] (Hywel Dda UHB - General Manager)
Cc: [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care); [REDACTED] (Hywel Dda UHB - Senior Sister)
Subject: RE: Office accommodation at PPH

Hi [REDACTED]

Unfortunately I have not heard about any further developments.

Thanks,
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)
Sent: 18 July 2019 15:43
To: [REDACTED] (Hywel Dda UHB - Service Delivery Manger T&O and Associated Services)
[REDACTED] (Hywel Dda UHB - General Manager)
Cc: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Subject: RE: Office accommodation at PPH

Hi both

This was presented at Capital planning group last week in order to obtain the appropriate funding needed. I was not at the meeting but I can report that the item was deferred as it was felt this was not sufficient priority for additional funding when considered against other risks being managed. I have been asked to report this to [REDACTED] and [REDACTED] for further consideration.

When I have a further response to this I will come back to you.

Bw
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manger T&O and Associated Services)
Sent: 18 July 2019 14:37
To: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)
Cc: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB); [REDACTED] (Hywel Dda UHB - General Manager Scheduled Care)
Subject: FW: Office accommodation at PPH

Dear both

I have not heard any progress on the corrective measures referred to in your email [REDACTED] sorry to chase, but an update would be really appreciated.

[REDACTED] are you able to respond relating to the size of the office that [REDACTED] shares with his secretarial support.

Many thanks

[REDACTED]
Service Delivery Manager – T&O and Associated Services
Sealyham Building,
Withybush General Hospital,
Fishguard Road,
Haverfordwest,
SA61 2PZ
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

Sent: 20 June 2019 10:02

To: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
[REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services)

Cc: [REDACTED] (Hywel Dda UHB - General Manager)

[REDACTED] (Hywel Dda UHB - Senior Sister)
[REDACTED] (Hywel Dda UHB - Estates)
[REDACTED] (Hywel Dda UHB - Assistant Head of Operational Facilities Management)
[REDACTED] (Hywel Dda UHB - Capital Programme Manager)

Subject: RE: Office accommodation at PPH

Hi [REDACTED]
That's correct. If this space issue remains a concern we will need this to be managed by the Project Director on the scheme. This will need to include a review of room usage by the Property team who can review this using the 'occupy' system.

I will press on with the corrective measures to the sound and leave the other matter for you to discuss with [REDACTED].
Will also advise the Property team that we may need to review usage.

Bw
[REDACTED]

Sent from my Windows 10 phone

From: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Sent: 20 June 2019 09:47

To: [REDACTED] (Hywel Dda UHB - Director of Estates, Facilities and Capital Management); [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services)

Cc: [REDACTED] (Hywel Dda UHB - General Manager); [REDACTED] (Hywel Dda UHB - Senior Sister); [REDACTED] (Hywel Dda UHB - Estates); [REDACTED] (Hywel Dda UHB - Assistant Head of Operational Facilities Management); [REDACTED] (Hywel Dda UHB - Capital Programme Manager)

Subject: RE: Office accommodation at PPH

Hi [REDACTED]

Whilst this might solve the issue of the noise, I don't see how this increases the size of the office to the correct size as suggested by the Health and Safety requirements.

Thanks,
[REDACTED]

From: [REDACTED] (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

Sent: 20 June 2019 09:19

To: [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services)

[REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Cc: [REDACTED] (Hywel Dda UHB - General Manager)

[REDACTED] (Hywel Dda UHB - Senior Sister)

[REDACTED] (Hywel Dda UHB - Estates)

[REDACTED] (Hywel Dda UHB - Assistant Head of

Operational Facilities Management

Programme Manager)

Subject: Re: Office accommodation at PPH

Hello [REDACTED]

As an update on my recent e mail.

We have reviewed the options on the external sound problem in your office and have identified a solution to this in the form of a sound attenuation system by a specialist company.

Due to the cost of this and to comply with normal approval processes I will be seeking support for funding at the next Capital planning group which will meet on the 10th of July. I do not see any problem with this given the situation and all that I need is the approval to redirect an amount of funding already in my control .

As I will be on leave on the 10th of July [REDACTED] will present at this meeting and will advise you of progress immediately afterwards.

I do appreciate this has taken some time to conclude but please be assured that I will be prioritising this work and my team will do all that is possible to speed things up.

Bw

Sent from my iPad

On 19 Jun 2019, at 08:46, Rob Elliott (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

[REDACTED] wrote:

Hi [REDACTED]

Please be assured this is being worked on and I will be in a position to respond shortly .

Bw

From: [REDACTED] (Hywel Dda UHB - Service Delivery Manager T&O and Associated Services)

Sent: 18 June 2019 19:31

To: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)

Cc: [REDACTED] (Hywel Dda UHB - General Manager)

[REDACTED] (Hywel Dda UHB - Senior Sister), [REDACTED] (Hywel Dda UHB - Director of Estates, Facilities and Capital Management)

Subject: RE: Office accommodation at PPH

Hi [REDACTED]

It has been confirmed to me that this sits with Estates and [REDACTED] has passed your issues to his Ops team to respond. I have copied [REDACTED] in so that he is aware of your concern in response time and I am sure a response will be imminent

Regards

Sent from Outlook Mail for Windows 10 phone

From: [REDACTED] (Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Sent: 18 June 2019 09:07
To: [REDACTED] Hywel Dda UHB - Service Delivery Manager T&O and Associated Services)
Cc: [REDACTED] Hywel Dda UHB - General Manager) [REDACTED]
(Hywel Dda UHB - Senior Sister)
Subject: RE: Office accommodation at PPH

Hi [REDACTED]

Unfortunately, I still have not received a reply from anybody.
It is rather worrying that there is a complete lack of communication and that the concerns are not getting addressed in a timely manner.
I would expect to receive a response by the end of the day.

Best regards,

[REDACTED]

From: [REDACTED] Hywel Dda UHB - Service Delivery Manager T&O and Associated Services)
Sent: 12 June 2019 09:42
To: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Cc: [REDACTED] Hywel Dda UHB - Senior Sister) [REDACTED]
(Hywel Dda UHB - General Manager) [REDACTED] (Hywel Dda UHB
- Hospital Director/ Respiratory) [REDACTED]
Subject: RE: Office accommodation at PPH

Hi [REDACTED]

The letter received from Occupational Health regarding the issues raised relating to your office accommodation at PPH were forwarded to [REDACTED] Director of Estates and [REDACTED] Hospital Manager, PPH on the 15th May as we felt they could address the points made. I have chased them again today for a response.

Regards

[REDACTED]
Service Delivery Manager – T&O and Associated Services
Sealyham Building,
Withybush General Hospital,
Fishguard Road,
Haverfordwest,
SA61 2PZ
[REDACTED]

From: [REDACTED] Consultant Orthopaedic Surgeon - Hywel Dda UHB)
Sent: 12 June 2019 08:39
To: [REDACTED] Hywel Dda UHB - Service Delivery Manager T&O and Associated Services)

[REDACTED]
Cc: [REDACTED] Hywel Dda UHB - Senior Sister) [REDACTED]
(Hywel Dda UHB - General Manager [REDACTED] Hywel Dda UHB
- Hospital Director/ Respiratory) [REDACTED]
Subject: concern

Hi [REDACTED]

You will have received a letter from Occupational Health about the offices and the potential impact on health and wellbeing 6 weeks ago.

Could I ask you whether you have read the occupational health report and considered the H&S aspects?

A formal response over the next day or two would be welcome.

Thanks,
[REDACTED]