



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>01 July 2021</b>		<b>Agenda Item</b>	<b>2.4</b>
<b>Report Title</b>	<b>Fire Safety Management</b>			
<b>Report Author</b>	Mark Parsons, Assistant Director of Health & Safety			
<b>Report Sponsor</b>	Christine Williams, Interim Director of Nursing and Patient Experience			
<b>Presented by</b>	Mark Parsons, Assistant Director of Health & Safety			
<b>Freedom of Information</b>	Open			
<b>Purpose of the Report</b>	To update the Health and Safety Committee on the progress of the actions identified following NWSSP audit report issued to Swansea Bay University Health Board covering Fire Safety Management.			
<b>Key Issues</b>	The report covers: <ul style="list-style-type: none"> <li>• Fire Policy</li> <li>• Governance and structure</li> <li>• Strategy to achieve statutory compliance</li> <li>• Risk Assessments &amp; system interfaces</li> <li>• Action plans from risk assessments</li> <li>• Central reporting &amp; lessons learnt</li> </ul>			
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Recommendations</b>	The Health & Safety Committee is asked to: <ul style="list-style-type: none"> <li>• <b>NOTE</b> the report and action plan</li> </ul>			

## **1. INTRODUCTION**

NWSSP Specialist Estates Services undertake annual reviews of fire precautions and provide a report on their findings and in addition outline a number of recommendations to improve the overall fire safety management for the Health Board.

## **2. BACKGROUND**

NWSSP Specialist Estates Services carried out an independent review of the fire safety management during 2020, with the scope of the audit covering:

- Management information and control systems; and
- Appropriate actions; by
- Sample testing compliance with regulations.

The audit also included following up on previous agreed audit actions have been actioned to mitigate the identified risks, with the final report received on 26<sup>th</sup> April 2021.

These reviews are undertaken on an annual basis and can cover the whole fire management system as with this audit or cover specific premises identified each year. This provides the Health Board with an independent review of the fire safety management and or fire precautions in the premises, physical and processes. Following the review, NWSSP Audit provided a report and outline good practices and areas of concern and their recommendations. This report has provided a “limited assurance” for fire safety management.

### **2.1 Fire Policy**

The fire policy was previously reviewed and updated and submitted to the health and safety operational group on 4 August 2020, and subsequently presented to the health and safety committee and approved on 1 September 2020. The audit included a review of the policy and additional recommendations have been made, these have been followed up with a few amendments to address areas highlighted in the report.

#### **2.1.1 Action**

The policy has been reviewed, amended and will be presented to the health and safety committee on 1<sup>st</sup> July 2021 for approval.

### **2.2 Governance and Structure**

The main areas identified covered corporate management responsibility for the Health and Safety Fire Safety Group, with the recommendation for the Fire Safety Manager (Assistant Director of Health & Safety) to chair this group, and also

recommended confirming local group structures and how these link to the health and safety committee and update the fire safety policy.

### **2.2.1 Action**

The Terms of Reference for the Health & Safety Fire Safety Group have been reviewed and updated and approved at the meeting on 10<sup>th</sup> March 2021. The Assistant Director of Health & Safety (Fire Safety Manager) was appointed chair at this meeting and chaired the first meeting on 12<sup>th</sup> May 2021. The terms of reference were updated and approved and contains the group/committee governance structure.

## **2.3 Strategy to Achieve Statutory Compliance**

The overall compliance levels within the Health Board is linked mainly to two areas (fire risk assessments & actions from fire risk assessments) and is linked to the backlog maintenance and specifically:

- Fire compartmentation
- Fire Drawings
- Fire Protection systems (fire dampers/detectors)
- Fire doors

### **2.3.1 Action**

Following the announcement by Welsh Government of additional funding covering specific areas, SB has secured capital funding for 2021/2022 in respect of the following National Programmes:

- Infrastructure
- Mental Health
- Decarbonisation
- Fire Safety

The HB has been successful in obtaining funding in each of the areas, with £482,000 specifically for fire related works. There will also be opportunities within the mental health refurbishment works to address fire compliance works. In addition discretionary capital is being reviewed to priorities compliance works.

Fire compartmentation reviews have and continue to be carried out with our NWSSP specialist estates service (fire specialists), with compartmentation surveys completed at Singleton and sections of Morriston. Further surveys are scheduled for Morriston in the next quarter (Q2). Drawings for Singleton are being updated following the surveys, Morriston once completed will also be updated and issued.

## **2.4 Fire Risk Assessments (FRA) & System Interfaces**

The level of compliance for FRA was reported as 28%, with 72% overdue at the time of the audit draft report in January 2021. These are centrally recorded on the shared services fire auditing and reporting system.

### 2.4.1 Action

The HB put in additional temporary resources to assist in addressing the poor FRA position, with weekly targets set to achieve compliance by the 31<sup>st</sup> July 2021. The most recent update dated 11<sup>th</sup> June 2021, shows excellent progress with only 10% now overdue and on target to complete within the action target date.

The longer term position is being addressed through submission of a business case for additional resources for the health and safety team and await a decision on the level of resources to be allocated.

## 2.5 Fire Risk Assessment Action Plans

It was identified that the actions identified from the FRA's were not updated on the fire auditing and reporting system as there were no links between this system and the maintenance system operated by estates department.

During the recent review undertaken w/c 8 February 2021, all actions listed on the fire auditing and reporting system were downloaded, this will be cross referenced against the estates maintenance system in order to update and fully understand what actions are outstanding. This has been collated against each of the sites and/or service group:

Morriston	Singleton	NPTH	MH&LD	PC&C	Other
-----------	-----------	------	-------	------	-------

Priorities to complete actions will be based on risk profile, put into the following categories that show the actions that have not been signed off on the shared services system, however, this does not mean the work has not been carried out. This will be cross referenced as part of the deep dive in to the actions. Figures against each of the categories:

- Red (130)
- Amber (1,661)
- Yellow (1,155)
- Green (81)

A number of items within the actions will be captured in the backlog maintenance and may be linked to capital project business cases.

### 2.5.1 Welsh Government funding

A task and finish group was set up to identify areas that can form part of the capital bids in the following categories:

- Infrastructure
- Mental Health
- Decarbonisation
- Fire Safety

The fire safety bids that SB was successful on included fire compartmentation; lift call and automatic fire detection; fire door replacement; cause & effect and emergency lighting. Other funding streams will also address fire compliance as part of refurbishment projects.

## 2.6 Central Reporting & Lessons Learnt

The reporting structure and the sharing of third party reviews, undertaking deep dives and sharing of risk issues. Particular mention was made to the fire on ward 12 and the sharing of what went well and not so well, how this was shared, what improvements were made and how this was shared and implemented throughout the HB.

### 2.6.1 Action

A review of the group/committee structure has taken place to ensure the appropriate links are in place, this has been captured in the fire safety policy review with appropriate amendments. The Assistant Director of Health & Safety will attend all of the service group's health & safety groups throughout 2021/22 to observe and have assurance that the appropriate topics are being discussed locally and feedback to the HB H&S group/committee in Q4.

## 3. NEXT STEPS

- Monitor progress against fire safety action plans.
- Attend service group health, safety and fire meetings by Q4.
- Undertake project works where funding has been agreed by Q4.
- Monitor actions identified from fire risk assessments Q2.
- Develop long term capital programme (3–5yrs) to address fire safety compliance by Q3.

## 4. RECOMMENDATION

The Health and Safety committee is asked to **NOTE** the report and **APPROVE** action plan.

Governance and Assurance		
Link to Enabling Objectives (please choose)	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>

	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
<b>Health and Care Standards</b>		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
<p>Following receipt of the draft audit report covering fire safety management, the health, safety and fire team reviewed the report and its recommendations. An action plan has been produced and presented to the Health and Safety Committee for approval, this plan will be monitored by the Health and Safety Operational Group on a quarterly basis.</p> <p>Following the recommendations and action plan will improve overall fire safety compliance.</p>		
<b>Financial Implications</b>		
<p>The financial implications resulting from report are to be determined based on works required to update and maintain fire compliance. If works are not completed within a reasonable timeframe, there is potential of legal proceedings, which in turn could lead to legal expenditure and financial penalties (amounts to be determined).</p> <p>With a focus on resources, there will be financial implications for additional resources for health, safety and estates to maintain compliance levels.</p>		
<b>Legal Implications (including equality and diversity assessment)</b>		
<p>Swansea Bay University Health Board (SBUHB) is committed to providing and maintaining a safe and healthy work place and to provide suitable resources, information, training and supervision on health and safety to all members of staff, patients Contractors and visitors to comply with the legislative and regulatory framework on health and safety which includes:</p> <ul style="list-style-type: none"> <li>• The Health &amp; Safety at Work Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• The Regulatory Reform (Fire Safety) Order 2005</li> </ul>		
<b>Staffing Implications</b>		
<p>Staff will be briefed on the developments through health and safety meetings/forums or other groups as determined necessary ensure that health and safety is discussed, monitored and acted upon.</p>		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
<p>The Act requires the Health Board to think more about the long term, how we work better with people and communities and each other, look to prevent problems and take a more joined up approach with partners. There will be long term risks that will affect both the delivery of services, therefore, it is important that you use these five ways of working (Long Term Thinking, Prevention, Integration, Collaboration and Involvement) and the wellbeing goals identified in the Act in order to frame what risks the Health Board may be subject to in the short, medium and long term. This will</p>		

enable The Health Board to take the necessary steps to ensure risks are well managed now and in the future.	
<b>Report History</b>	
<b>Appendices</b>	Fire Safety Management Action Plan