

Swansea Bay University Health Board
Unconfirmed Minutes of the Health and Safety Fire Group
Meeting held on 20th September 2021 – Team’s

Present:

Mark Parsons	Assistant Director of Health and Safety - Chair
Laurie Higgs	Head of Health & Safety
Des Keighan	Assistant Director of Operations (Estates)
Steve Davies	Health & Safety – Fire
Anthony Pitcher	Senior Fire Safety Advisor, Shared Services
Stuart Hanger	Fire Safety Advisor - SES
Mark Gapper	Head of Engineering, Capital Planning
Liza Powel	Estates Manager – Morriston
Paul Coode	Business support Manager (Operations) MH&LD
Melanie Collins	Operational site Manager – Singleton (NPTSSG)
Elaine Lewis	Service Manager for Hospital Operations – Singleton
Susan Jones	Divisional Manager Hospital Manager (NPTH)
Anthony Wiltshire	Estates Manager – Singleton

Apologies:

David Crabbe	Estates Health & Safety Officer?
Craige Davies	Engineering Project Manager, Capital Planning
Beverley Radford	Interim Transition Programme Manager, Estates
Phil Holmes	Operational Maintenance Manager - Morriston
Gary Jones	Operations Maintenance Manager - Singleton
Suzanne Holloway	Head of Quality & Safety
Huw George	Fire Safety Officer

Minute	Item	Action
34/21	Welcome & Introductions	
	Mark Parsons welcomed everyone to the meeting.	
35/21	Apologise for Absence	
	Apologies for absence were received from Huw George; Suzanne Holloway; Phil Holmes; Gary Jones; Beverley Radford and Craig Davies. MP explained that he received a response from the person identified to attend this meeting on behalf of Primary Care outlining that they were not, so have escalated to the Service Group Director who is looking into this.	
36/21	Declarations of Interest	
	None declared.	
37/21	Minutes from Meeting Held 12th July 2021	

	One minor amendment on clarity of figures covering all Wales and not just SB - minutes were then agreed																																																	
38/21	Matters Arising																																																	
	These were picked up in the agenda – action log																																																	
39/21	Action Log																																																	
	<p>MP confirmation that all actions closed at the last meeting have been transferred to the closed section of the log. Additional actions added following discussions in the last meeting.</p> <p>PC we have had a visit from NWSSP and are working on a number of things, will be looking to recording UWFS on Datix going forward and will be work in progress. Further update to be provided at the next meeting.</p> <p>Have emailed DK about reports covering FRA actions.</p> <p>MP has written to BO SGD, so suggest we close this action.</p>	To update every meeting: the group – MP																																																
40/21	Fire Risk Assessment Compliance																																																	
	<p>MP still showing 100% compliance for completion of FRA.</p> <p>FRA Position 20th Sept 2021</p> <table border="1"> <thead> <tr> <th>Service Delivery Unit</th> <th>In Date</th> <th>Overdue</th> <th>Sleeping Risk</th> <th>Total</th> <th>Percentage Overdue</th> </tr> </thead> <tbody> <tr> <td>Morrleston</td> <td>139</td> <td>0</td> <td>0</td> <td>139</td> <td>0%</td> </tr> <tr> <td>Singleton</td> <td>94</td> <td>0</td> <td>0</td> <td>94</td> <td>0%</td> </tr> <tr> <td>Neath PT</td> <td>49</td> <td>0</td> <td>0</td> <td>49</td> <td>0%</td> </tr> <tr> <td>MH LD</td> <td>53</td> <td>0</td> <td>0</td> <td>53</td> <td>0%</td> </tr> <tr> <td>PC & C</td> <td>35</td> <td>0</td> <td>0</td> <td>35</td> <td>0%</td> </tr> <tr> <td>Other</td> <td>4</td> <td>0</td> <td>0</td> <td>4</td> <td>0%</td> </tr> <tr> <td></td> <td>374</td> <td>0</td> <td>0</td> <td>374</td> <td>0%</td> </tr> </tbody> </table>	Service Delivery Unit	In Date	Overdue	Sleeping Risk	Total	Percentage Overdue	Morrleston	139	0	0	139	0%	Singleton	94	0	0	94	0%	Neath PT	49	0	0	49	0%	MH LD	53	0	0	53	0%	PC & C	35	0	0	35	0%	Other	4	0	0	4	0%		374	0	0	374	0%	
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41/21	Fire Risk Assessment Actions																																																	
	<p>MP fire risk assessment actions, DK this is over to you to provide update and I know it sites verbal for this meeting, we do require a log going forward similar to the FRA data as show in 40/21. Could you please give us an update.</p> <p>DK I am sure AW and LP may be able to add. There is a backlog on works and need to decide whether its is capital or revenue, if we put into categories i.e., fire doors compartmentation etc.</p> <p>We have progressed with the compartmentation drawings and about 80% compliant at Singleton and now aligning the PPM to the update drawings. Not sure where we are with the Morrleston site and need these to go forward as we have a backlog, especially noy the FRA are up to date.</p>																																																	

	<p>MP I understand about the larger works and the need to build in to capital where identified, what about the smaller works i.e. door seals. DK where they are done, we are trying to address this and work through them. AW and LP may be able to add. AW I am waiting for an update on the drawings from SH/AP central and west, waiting for them to come back. AW shared the FRA actions, showing what has been completed and what was in a queue, next time will do in a percentage. Also looked at ones that will be capital actions. Resources have a major impact on the actions addressed. As said previously we need to align the FRA with the fire drawings. We are looking at quotes for the various compartmentation lines to ensure we address it in stages.</p> <p>MP have we greed anything on door numbering for the fire doors. AW We have used the drawings to label these doors and carry out the fire door maintenance, this is now uploaded to planet. There is some duplication with fire door checks by estates and then checked by the FSO. AP You raise an interesting point, firstly the drawings, we will check what is outstanding and come back to you on the drawings. With the PPM system, if they have been inspected and captured any defects with these being addressed, so when the FSO carries out the FRA, there should not be anything identified in the FRA. I would not write everything down and would expect just to identify PPM system needs to be reviewed. AW We will make available the drawings we have to the FSO to ensure the same numbers are being referred to.</p> <p>AP What is SBUHB doing about drawings and versions. HDd have two CAD operators and they are the only ones who can change/update drawings and have this in SharePoint. MP We need a theme of consistency.</p> <p>DK Think we have invested in ARCUS for drawings, not sure if this is still in place.</p> <p>MP We need to have the numbers on the doors to correspond with the numbers identified on the drawing.</p> <p>AP Number of HB's have used Advanced Fire Technologies (AFT) lot of work with fire door surveys and part of the survey they prepare comprehensive door scheduled using QR codes, perhaps something SB could use. The HB should provide.</p> <p>AW All then drawings are accurate and all we need to ensure is the doors are identified the same as on the drawing and planet system, so only need to physically put the ID on the doors.</p> <p>AP The schedule will cover Ironmongery, door closures etc. AW that is the purpose of the PPM schedule that is in place and need to manage it better going forward.</p>	<p>AW to send drawings to MP</p>
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	<p>MP would like the FSO to have the last PPM on the fire door, so would it be possible for the FSO to gave access to the PPM system. Taking on-board the section AP mentioned on the drawings, shall we (MG/DK/MP) have a meeting to go over the process to identify what is required. LP from a Morriston and other areas you cover is there anything you would like to add. Slightly different approach as we have used the action log the fire safety team have supplied us, for example we have tackled the whole of cardiac and looked at Childrens services following FRS inspection and closed that off and just want to reiterate what DK & AW have said, that this is resources intense and we are short on resources, both managing and actual carrying out the works.</p> <p>MP looking at all Wales FSG and the presentation of ABUHB where they add all their actions to Datix and review they annually, which seems sensible. We can see that there has been some good practice.</p>	MP to arrange meeting.
42/21	Fire Safety Incidents	
	<p>MP asked LH to highlight the categories of fire safety incidents.</p> <p>LH relatively short report and shows that the two systems are not linked, with a mix of FSO picking up information from the estates teams and then those that are reporting through Datix.</p> <p>MP any questions?</p> <p>AP I think you will find that once you have received the training on the NWSSP system you will see there is a lot more that can be reported on.</p> <p>MP thank you for the offer and we will take you up on that and will arrange a suitable date and time as not had a chance to arrange to date.</p> <p>LH there are two fires that have been reported this year.</p> <p>SH Did you say you have had two fires this year LH no it was July – August. SH I have just checked the system and there are no fire incidents listed. LH I think it may be miss coding and will check.</p> <p>AP There was an interesting point raised by LH and there could be some complications where the properties transferred to CTMUHB, so you would not be able to see those on-line.</p>	Arranged for 08/11/21
43/21	Fire Safety Training	
	MP Training is provided in the SG papers.	
44/21	Fire Safety Risk Register	
	<p>MP LH could you provide an overview of your paper please?</p> <p>LH not much to update on this. The ones on the Datix system, the only ones updated are the main HBRR, so will need to do a little more investigating to see what is on the</p>	

	<p>Datix system covering the service groups and what is on the shared services system.</p> <p>MP any questions?</p> <p>LH There is some confusion on the way this is recorded on the system as there are different codes being used.</p> <p>MP couple of observations, I did a search on Datix and there are 6 listed and cover: 3 on environment and estates & infrastructure and 3 down ton H&S. for me on this one is what is coming in from the SG, so they should understand the fire risks for them and if significant enough make its way to the HBRR. LH I agree.</p> <p>DK Number of estates risk that have not been shared as yet as they need to go through the HB scrutiny panel first on 15th of next month.</p>	DK to provide update at next meeting
45/21	Service Group Updates	
	<p>MP moving on to the SG updates and before we move to NPTSSG just wanted to update the group that nothing has been received from PCC or Morrision SG. SJ/MC could you please give an update for NPTSSG- MC can you talk us through the highlights please.</p> <p>MC Overall for NPTH there are 100% compliant for both NPTH and Singleton hospital.</p> <p>Working through the priority action list with operational staff and estates at Singleton to address the actions. One area highlighted was the overdue training for ski sheets, with a training programme being worked through and rolled out with the majority now trained. More resources required to address actions.</p> <p>Fire incidents (01/07/21 – 31/08/21): NPTH: 0 Incidents for NPTH and 4 False alarms & Unwanted fire signals for Singleton Hospital.</p> <p>Fire safety training: On a percentage basis for groups of staff at Singleton range between 72% - 86%</p> <p>Fire Wardens: No changes to those reported at the last meeting that showed Singleton (65 currently).</p> <p>No further update on the fire evacuation plans. One fire frill on NPTH on ward D, this was someone activating the wrong button on exiting the ward. Other than the exercise carried out in June 2021 on NICU ward, Singleton are cautious that one need to be organised for the central ward block and need to re-introduce the firecracker and drill moving forward.</p>	MP to request deputies & reports

	<p>Fire safety RR: NPTH have one, this is compartmentation; Singleton has three; horizontal/vertical evacuation (linked to cladding works); security access (Site team pulling together a site database); training of staff/fire wardens. NPTH – Refurbs and changes: Rheumatology Day unit moving to ward G in Sept/Oct with all fire elements being amended accordingly. Singleton: Cladding works continue and is constantly being updated due to various delays. AGPO due to move to Morriston in Oct and the first part of the medical intake, that is SAU to Enfys in March 2022, there are delays and will keep this group updated on this. SJ – I think you have covered everything. MP Any questions – my thanks to you for producing the report and keeping us updated on what is happening on each of the sites. AP sorry I need to dip out due to other commitments. MC I also have to drop out to do site updates. MP now the turn of MH & LD PC – FRA compliance is now 100% FRA actions these are being worked through based on the priority categorisation. These are being reviewed locally. Actual fires = 3; False Alarms = 6; Unwanted fire signals = 4, all classed as no harm. Fire training compliance currently standing at 77.9% Fire wardens – breakdown provided for the various areas and recognition of work to do in this areas to recruit/identify additional fire wardens Fire evacuation plans are in place. Fire drills, only one in the last 12 months. SH Quick one for the whole group, when thinking about your fire wardens – proactive and reactive and ensure they are aware of their duties and be mindful they are not on site 24 hours. LH it is a bit of both, normally it is the senior person on site that takes charge. MP anymore questions? No. Thank you PC.</p>	
46/21	Estates Update	
	<p>MP There are a couple of things we need to be provided by estate and are identified in the agenda:</p> <ul style="list-style-type: none"> • Fire compartmentation • Fire Dampers • Emergency Lighting • Fire Drawings • Fire Systems (Alarms/detectors etc.) <p>MP the majority was covered in section 41/21 fire Risk Assessment so are there any questions? None</p>	

47/21	Audits (Internal – External)	
	<p>MP The audit action plans are embedded in the agenda for information and will provide a verbal update at each meeting. The NWSSP audit is in a positive position with the majority of actions completed, with the targeted Morriston audit actions making good progress. Does anyone have any questions on the audit action plans? No.</p>	
48/21	Capital Projects	
	<p>That leads us on to the capital update. MG spreadsheet has been updated to include the impact on compliance for the various disciplines. Enfys is now ready for tender and have had information from AP in shared service, so also need to know who to contact from an operational point. The other new works is the CT scanner which CD is project manager. We will add more narrative on the various projects to identify the fire challenges. Update on the EFAB works, great assistance from our shared services colleagues and good progress is being made. AW lift call is more or less there and tying in with cause and effect. Looking at compartmentation works and the fire heads in central ward block and will be working around the cladding works. MP any questions? MP I think the additions added are positive and with these put in SG area and the additional narrative will further enhance the report. AP None on the action plans, so can I ask about the on-line fire safety audit, there is a little bit to cover before sign off. Also to note that this is a self-audit and identifies actions, these should also be captured and brought to this group. MP Noted and will aim to get something to the next meeting.</p>	
49/21	AOB	
	<p>MP Asked the group individually if they had AOB.</p> <p>MP Papers for the group, could you all please note that all reports are due in a week before the meeting, so please note papers to be submitted at least a week before as this will not be chased.</p> <p>Thank you all for your input and through this group we are now seeing a number of things either being completed or progressed, this is thanks to all of you.</p> <p>No AOB for anyone else.</p>	

50/21	Meeting Dates	
	<ul style="list-style-type: none"> • 22nd November 2021 • 10th January 2022 • 7th March 2022 • 2nd May 2022 	Teams Teams Teams Teams

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