

Reference	Recommendation	Risk Rating	Action	Responsible Person	Target date	Update	Completed
4.3.1	The Board should ensure that suitable and sufficient FRA's are completed for all areas of the site, reflecting the findings of this report	M	Contact site manager after covid 19 issue to arrange	Fire Safety Manager	31/08/2020		
4.3.2	The Board should continue to ensure risk assessments are periodically reviewed and maintained up-to-date, in accordance with the review frequency stipulated in the FRA's.	M	Undertake six monthly check on FRA system.	Health Safety & Fire Manager	31/08/2020	Full review been undertaken, those outstanding include 4.3.1.	
4.3.3	The Board should ensure risk assessments are reviewed following refurbishments, alterations or other changes that may invalidate the original assessment	M	Review by Fire safety group (FSG). All updates should go through this group.	Site Manager	31/08/2020		
4.3.4	The Board should implement a procedure to ensure that FRA's and related significant findings are considered when refurbishments are undertaken	L	Review by Fire safety group. All updates or change of use should go through this group.	Site Manager	31/08/2020		
5.3.1	The Board should introduce a bespoke fire safety manual containing relevant documentation, considering the format of the model fire safety manual promoted in WHEN 09/16 and WHTM 05-01.	M	To be developed and presented to FSG	Fire Safety Manager	31/08/2020		
5.3.2	The Board should develop 'as installed' drawings illustrating all fire related provisions.	M	To be developed and presented to FSG via capital Planning Department	Fire Safety Manager	31/08/2020		
5.3.3	The Board should develop departmental escape and evacuation drawings/signs in accordance with the standards promoted in BS ISO 23601.	L	To be developed and presented to FSG via capital Planning Department.	Fire Safety Manager	31/08/2020		
5.3.4	The Board should ensure a hard copy of the above information is retained on site, and consider making it available on the Boards intranet website.	L	To be developed and presented to FSG via capital Planning Department	Fire Safety Manager	31/08/2020		
5.3.5	The Board should ensure any future building alterations/proposals are considered in light of the fire documentation.	L	See 4.3.4	Site Manager	31/08/2020		
5.3.6	The Board should implement a process to periodically review the documentation and include a method for referencing revisions.	L	To be reviewed Annually during the Site FRA	Fire Safety Manager	31/08/2020		
6.3.1	The Board should ensure that a comprehensive review of fire safety policy documentation is undertaken, including a reinforcement of roles and responsibilities, in accordance with WHTM 05-01.	H	Policy review in next 3 months	Fire Safety Manager	31/08/2020		
6.3.2	The Board should recognise that an increase in resource of competent FSA's is of high importance	H	Review Resources	Nurse Director	Immediately		
6.3.3	The Board should ensure that the recommendations detailed within SESN 16/01 and subsequent editions are followed, relating to fire audit submissions	M	To be included in 2020 audit	Fire Safety Manager	31/08/2020		
6.3.4	The Board should consider supporting the effective dissemination of fire safety information through the development of a dedicated fire safety section on the Board's intranet system.	L	To be actioned when appropriate resources are in place	Fire Safety Manager	31/08/2020		
6.3.5	The Board should ensure standards of housekeeping are maintained and improved where necessary, also making sure regular inspections continue to be completed and recorded	M	House keeping to be reviewed on a frequent basis	Site Manager	Daily		
6.3.6	The Board should ensure the medical gas cylinders are stored in accordance with HTM 02 and the site specific procedures updated to reference the location, use and emergency procedures for cylinder management during a fire incident.	M	To be included in review and monitored by FSG	Fire Safety Manager	31/08/2020		
6.3.7	The Board should ensure that Bungalow A is given a high priority and emptied of all combustible materials and ignition sources, with improvements in security implemented to help prevent any further malicious activity	H	Bungalow A to be secured and review the disposal of Items. FRA to be reviewed	Estates manager/Fire Safety Manager	31/08/2020		
6.3.8	The Board should ensure that fixed electrical installation testing is completed for Gorseinon Hospital, with certification provided in accordance with HB 158 and BS 7671.	M	Estates Department to carry out work	Estates Manager	31/08/2020		
7.3.1	The Board should review the current fire alarm zoning arrangements, ensuring these are coordinated with the compartmentation. Upon completion, zone plans should be displayed adjacent to each fire alarm panel.	M	Estates Department to carry out work	Estates Manager	31/08/2020		
7.3.2	The Board should undertake a coordination exercise to ensure device addresses align with room identification and reconfigured zone boundaries	M	Estates Department to carry out work	Estates Manager	31/08/2020		
7.3.3	The Board should update the C&E matrix, detailing the sounders, all ancillary devices and reconfigured zoning arrangements	M	Estates Department to carry out work	Estates manager/Fire Safety Manager	31/08/2020		
7.3.4	The Board should ensure that in accordance with BS 5839-1, an L1 standard system is installed, complete with the provision of as installed drawings	M	Estates Department to carry out work	Estates Manager	31/08/2020		
7.3.5	The Board should ensure that the domestic type detectors are removed, in order to avoid confusion and unnecessary activations	L	Estates Department to carry out work	Estates Manager	31/08/2020		
7.3.6	The Board should consider the installation of a Repeater Panel on the 1st floor of the main building.	L	Estates Department to carry out work	Estates Manager	31/08/2020		
7.3.7	The Board should initiate a review of the recording arrangements to ensure all fire alarm activations are reported fully and in a timely manner	L	System to be reviewed	Site Manager	31/08/2020		
7.3.8	The Board should ensure the complete fire alarm system is maintained in accordance with BS 5839, including annual validation of the C&E.	M	Estates Department to carry out work	Estates Manager	31/08/2020		
8.3.1	The Board should develop a full set of CAD fire drawings, indicating the compartmentation, sub-compartmentation and hazard room enclosures. A compartmentation survey should then be implemented, the findings of which should be prioritised for action accordingly	M	Estates Department to review	Estates Manager	31/08/2020		
8.3.2	The Board should review the existing maintenance arrangements to ensure all designated fire doors are installed and maintained as necessary and the deficiencies identified through the risk assessment process are rectified	M	Estates Department to review	Estates Manager	31/08/2020		
8.3.3	The Board should assess the emergency lighting illumination levels for compliance with the latest standards, including the provision of adequate lighting to all external escape routes.	M	Estates Department to review	Estates Manager	31/08/2020		
8.3.4	The Board should ensure emergency lighting is tested as necessary. Consideration should also be given to a programme for renewing the escape lighting to a networked self-testing system.	M	Estates Department to carry out work	Estates Manager	31/08/2020		
8.3.5	The Board should develop 'as installed' emergency escape lighting drawings.	L	Estates Department to carry out work	Estates Manager	31/08/2020		
9.3.1	The Board should ensure that high priority is placed upon the development of more suitable hard standing surface areas, for egress routes leading out and away from the Ward areas.	H	Estates Department to carry out work	Estates Manager	31/08/2020		
9.3.2	The Board should redevelop and bring up to date evacuation procedures	M	Evacuation procedure to be reviewed	Site Manager	31/08/2020		
9.3.3	The Board should ensure that regular exercises are completed for staff and patients, with the involvement of the FRS and in conjunction with the redevelopment of procedures	M	Fire drill to be arranged	Site Manager	31/08/2020		
9.3.4	The Board should develop cooperation and coordination procedures for all departments	M	To be discussed at FSG	Site Manager	31/08/2020		