

Swansea Bay University Health Board
Unconfirmed Minutes of the Health and Safety Fire Group
Meeting held on 12th July 2021 – Team’s

Present:

Mark Parsons	Assistant Director of Health and Safety - Chair
Laurie Higgs	Head of Health & Safety
Huw George	Health & Safety – Fire
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 – Morrision
David Crabbe	Estates Health & Safety Officer
Paul Coode	Business support Manager (Operations) MH&LD
Melanie Collins	Operational site Manager – Singleton (NPTSSG)
Elaine Lewis	Service Manager for Hospital Operations - Singleton

Apologies:

Des Keighan	Assistant Director of Operations – Estates
Anthony Wiltshire	Estates Manager - Singleton
Craige Davies	Engineering Project Manager, Capital Planning
Beverley Radford	Interim Transition Programme Manager, Estates
Phil Holmes	Operational Maintenance Manager - Morrision
Gary Jones	Operations Maintenance Manager - Singleton

Minute	Item	Action
17/21	Welcome & Introductions	
	Mark Parsons welcomed everyone to the meeting.	
18/21	Apologise for Absence	
	Apologies for absence were received from Des Keighan; Anthony Wiltshire; Phil Holmes; Gary Jones; Beverley Radford and Craig Davies.	
19/21	Declarations of Interest	
	None declared.	
20/21	Minutes from Meeting Held 12th May 2021	
	The minutes were agreed	
21/21	Matters Arising	
	These were picked up in the agenda	
22/21	Action Log	
	MP went through the action log providing and update on action progress, with actions 3, 4, 6 & 8 now completed and green. Action 5 – Audit action plans to be brought through this group at each meeting to have an update on progress, will leave on the action log and extend the date	To update every meeting: the group – MP

	<p>to cover all actions and the timeframe allocated, so now, so now 31/03/22.</p> <p>There is one action carried over from the previous action log, this was for cause & effect and obtaining a quote to update. This has now been obtained and will look to see if funding is available in Q3/4. AP What is the ball park figure? MP approx. £4k, this is based on a daily rate. AP Is this consolidation of current information as currently this is on a number of spreadsheets? MP yes. AP If you require any assistants, we are happy to help. MP Yes and thank you.</p>																																																	
23/21	Fire Risk Assessment Compliance																																																	
	<p>MP provided an update on the overdue fire risk assessments for the service group sites and overall for the HB and given the position in January 2021(72% overdue), this has been an excellent effort by the team.</p> <p>FRA Position 2nd July 2021</p> <table border="1" data-bbox="336 824 1150 1263"> <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>Morrison</td> <td>136</td> <td>3</td> <td>0</td> <td>139</td> <td>2%</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>47</td> <td>2</td> <td>1</td> <td>49</td> <td>4%</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>369</td> <td>5</td> <td>1</td> <td>374</td> <td>1%</td> </tr> </tbody> </table> <p>HG Ty Olwen will be completed on Wednesday, so will be full compliance on FRA across the HB.</p>	Service Delivery Unit	In Date	Overdue	Sleeping Risk	Total	Percentage Overdue	Morrison	136	3	0	139	2%	Singleton	94	0	0	94	0%	Neath PT	47	2	1	49	4%	MH LD	53	0	0	53	0%	PC & C	35	0	0	35	0%	Other	4	0	0	4	0%		369	5	1	374	1%	<p>Complete list along with dates to be provided for group to assess any frequency movements - All</p>
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24/21	Fire Risk Assessment Actions																																																	
	<p>MP Unfortunately, with DK on leave a report from estates has not been received and will ask DK for an update report for the next meeting. I did have a catch up with TW on Friday (09/07/21) prior to him going on A/L, he said that they are working through the actions and general compliance in relation to fire and will update the group at the next meeting. What is the update for Morrison? LP we are working through the master data base you sent through and PH is updating the FSO of the actions completed, so making good progress and the system is working better, still lots to do but heading in the right direction.</p> <p>MP I would like to formally thank AP & SH for their assistance with the compartmentation lines for us to update the fire drawings.</p> <p>MP Are there any questions? No</p>																																																	

	<p>MP explained that he and HG went through the historical actions against the FRA, this proved challenging due to door sets not having unique numbers to identify each door set on the updated compartmentation drawings. It was agreed that HG/SD would walk around Singleton to identify the door sets in the FRA. HG a number of additional actions were identified during the walk around and no door sets were taken off the actions list. There were questions about hazard rooms (dirty/clean utility rooms).</p> <p>AP Some HB's identify these as hazard rooms, with a lot depending on how they are managed, so dirty for example could be a hazard room and a clean utility not. Can I also check that you were walking around checking the fire doors against the updated compartmentation line drawings? HG yes, the ones completed by SH.</p> <p>HG The full review of historical actions needs to be extended until later in the year having looked at Singleton, this was agreed.</p>	
25/21	Fire Safety Incidents	
	<p>MP asked LH to highlight the categories of fire safety incidents.</p> <p>LH there are two systems for recording fire incidents, one being Datix the HB reporting system and the fire auditing and reporting system of which there are some discrepancies between the two. There is a need to review how the incidents are recorded on Datix against the way these are recorded on the NWSSP system. There is a need to go through the Datix system as fire incidents are being recorded as hazards and not fire incidents.</p> <p>MP any questions?</p> <p>HG We will be looking at the quality and consistency of reporting and recording on Datix and as for unwanted fire signals, there are a few more to be uploaded.</p> <p>AP General discussions on unwanted fire signals. Every time these occur, they should be recorded on the on-line system. Last year SB had 1410 plus incidents and currently only 3 this year, with a probable 60-70 sitting in someone's in-tray. HG I don't think there are that many.</p> <p>AP we appreciate that resources have been targeting fire risk assessments and feel this is another area that should be looked at. Some HB's compare data from their respective fire and rescue service, which can identify if there is a level of under reporting from certain sites. Looking at the data presented in the report by LH, it looks like a cut and paste from the NWSSP system. The system has a quite comprehensive reporting capability,</p>	

	<p>so more than happy to facilitate a training session and go through this in detail with you. MP thank you for the offer and we will take you up on that and will arrange a suitable date and time. AP HB's are mandated to report unwanted fire signals. MP in a previous discussion you mentioned how other HB's capture this information, with estates completing forms and sending them to the various parties, could you forward these to see if SB can adopt them please? AP Yes, will do LH estates do not attend all sites, so we need to see how we link this altogether i.e. Cefn Coed. MP agree, but we need to start somewhere and look at what we are able to implement and where, then look at the other sites to see what overall system can be implemented throughout the HB. AP you just mentioned Cefn Coed; last year's stats don't show any incidents being reported, so could be a key focus. PC having just taken up post, I am not sure and will highlight this to the manager, as there are so many false alarms. I will investigate and report back at the next meeting,</p>	<p>MP to arrange</p> <p>PC to report back to the group at the next meeting</p>
26/21	Fire Safety Training	
	<p>MP Training is provided normally face 2 face and through e-learning and the report should cover the training in these areas for basic fire training to fire warden training. This would be from a corporate perspective, with service group including their data in the service group report. AP Has the HB got a fire TNA and is this included in the fire policy? LH We do but it requires a refresh as COVID-19 has meant resources have been prioritised to provide training.</p>	
27/21	Fire Safety Risk Register	
	<p>MP LH could you provide an overview of your paper please? LH just a quick review based on RAG ratings and only captured about 50% of them, with some having a broader risk and need to be developed further. MP any questions? AP How is this cross referenced and populated? Looking at the categories they are quite generic and not sure how this has been identified and populated. LH this is a starting point and trying to put in to place. There are good risk management tools that we can use and as said this will be developed. MP fully aware of the HB wide risks relating to fire, particularly the higher level ones. Have the SG's been involved in pulling this together, as I would expect us to</p>	

	<p>be looking at SG level risks and how these link in to the HB overall risks. LH some are identified but agree we need to focus on SG risk register and check the links.</p>	<p>LH to provide an update at the next meeting</p>
<p>28/21</p>	<p>Service Group Updates</p>	
	<p>MP moving on to the SG updates, with NPTSSG- MC can you talk us through the highlights please. MC Overall for NPTH there are 46 FRA in date, with only 3 overdue as of 25/06/21. Singleton Hospital are fully up to date and I would like to thank HG and the team for their effort in getting as to this stage. The current position on FRA actions: NPTH – 46 completed and working with PFI partner on outstanding actions, this is being monitored through the SG H&S group. 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. Fire incidents: NPTH: Actual = None; False alarms = 3; Unwanted fire signals = 3. Singleton: Actual = 0; False alarms = 0; Unwanted fire signals = 15. Fire safety training: On a percentage basis for groups of staff at Singleton range between 72% - 86% Fire Wardens: A snap audit was carried out on 01/07/21, with a gap analysis being drawn up across the sites for NPTH and Singleton (65 currently). Fire evacuation plan request to review with evacuation drawings displayed on wards/departments at NPTH. This is being undertaken for Singleton. NPTH: 2 fire drills plus partial horizontal evacuation following a patient activating the fire alarm (this was not known at the time of the activation). Singleton have not had a scheduled fire evacuation exercise, however, the fire safety team have carried out a table top evacuation in NICU in June 2021. It is recognised that there is a need to carry out more table top evacuations and/or fire cracker as was done in 2016/17. Also looking to put in grab bags for each ward/department and will require some assistance from the fire safety team. MP sure we can arrange that.</p>	

	<p>Fire safety RR: NPTH have one, this is compartmentation; Singleton has three; horizontal/vertical evacuation (linked to cladding works); security access; training of staff/fire wardens. On a positive note Singleton has a full site evacuation plan that was signed of in May 2021 and Singleton is the only hospital in Wales to have this.</p>	
<p>29/21</p>	<p>Estates Update</p>	
	<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>DK Outlined the age of some of the fire alarm systems and as part of the recent bids to WG fire detectors were included.</p> <p>MP Fire systems will be added to the categories for estates to provide updates on. If any of the areas identified have only been partially completed, could we have a percentage of compliance stated?</p> <p>MG Once the compartment line works have been completed by AP & SH, we will then require the surveys to be completed to understand the condition of the fire walls and ventilation (dampers), given the operational requirements, this is going to be challenging. We can look at including in some of the capital projects, but may not capture the whole costs.</p> <p>MP Agree with the stages outlined and the 1st stage is important for the HB to understand the compartment lines, we will then have to work together with the service groups to schedule in surveys to minimise impact on operational services.</p> <p>The compartmentation works at NPTH are almost complete.</p> <p>Cladding replacement at singleton is on-going and has had a slight delay due to asbestos and its safe removal.</p> <p>MP thanked MC for the update and asked if there were any questions?</p> <p>LH How are you maintaining evacuation aids in the central ward block? With cladding work progressing through the hospital with closure or movement of wards having different dates, does this cause an issue for you?</p> <p>MC Not an issue and conscious of training on these and will put more training on this, MP has been working with us on fire procedure with contractors on the scaffolding.</p> <p>MP yes, this is in place.</p>	

MP thank you for the paper and given where we started, pulling this together certainly gives you a better visibility on the main issue relating to fire and believe the deep dive carried out at the H&S operational group highlighted what to focus on.

MP moving on to Morriston SG. Unfortunately, there is no representative for Morriston today due to other commitments at the hospital, so are there any comments on the paper?

MP The paper provides the MSG structure and covers all areas requested for the report. Not sure of the date of some of the data as it does not appear to be the most up to date, this could be how they run the reports and reporting period. It is good to see that this is being discussed at the SG and progress is being made.

MP PC over to mental health and learning disabilities. PC our **FRA compliance:** 44 are in date, with 3 overdue showing 6.38% overdue. **Fire safety training** 80.1% overall and nursing staff only 89.4%; **Fire wardens:** have asked LH for the figures. RM has said that FW are in place. **Fire risk assessment actions:** there are 17 in the high category split between operational and estates. An update on these actions has been requested from the various sites and will report back at the next meeting.

Fire incidents: False alarms = 3.

Evacuation plans: these are in place with the exception of Tonna Hospital, this is being reviewed 13/07/21 and will complete the review.

Fire drills: There was one unscheduled fire drill and all went well. Hafod Y Wennol is no longer our acute admission as from 01/07/21, Dan Y Deri will be the single point of admission for LD services.

MP any questions?

LH Have a question for AP, should we have reference to fire wardens in the FRA? AP Yes, this should be detailed but should be included in your response procedure. Want to go on to fire wardens covering all shifts as a lot of HB's are using as preventative role and not so critical to cover 24/7 and perhaps a future discussion on this? **HG** going to review what is in place, also want to clarify that FW do carryout checks as part of the precautionary measures and also ask them to assist in the evacuation and not lead them as it is every ones responsibility to assist in fire evacuation and take on board your comments.

LH Original role of the FW was to monitor, they do not appear on the action cards and agree with AP.

HG One of the first slides in the FW training stipulates that it is the ward manager (person in charge of area) and not the FW who takes charge in the event of a fire activation.

MP to request update for next meeting from DK

	<p>MP That moves us on to estates and we have had apologies from DK, so LP do you have any update for us in DK's absence? LP, sorry, nothing has been passed to me. MP to request update for next meeting.</p> <p>HG What about Primary Care? MP Yes, thank you and I need to contact BO to find out who the representative is to invite them to future meetings as JP said it is not him.</p>	<p>MP to contact BO for representative name</p>
30/21	Audits (Internal – External)	
	<p>MP Firstly, my apologies for not including the Morriston action plan, I will send an update out with the minutes. The HB wide audit carried out as part of the NWSSP audit team action plan was discussed with an update on each action provided, moving a number of action to green, this was agreed by the group. Both action plans will be brought to the next group meeting.</p> <p>MP any questions?</p> <p>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>	<p>MP - All external audit action plans to be updated and presented to the group at the meeting on 20/09/21</p> <p>MP to produce action list from self-audit</p>
31/21	Capital Projects	
	<p>MP I would like to thank MG for producing the capital project plan identifying the various projects either underway or planned.</p> <p>MG It is a good starter and we need to develop it further, putting in more detail. It will also be better by sequencing to each SG to make it easier to follow and will do this by the next meeting. This will make it easier to follow as we go through by SG rather than project.</p> <p>MP That will be good as each SG can take their respective sections to their local H&S/Fire groups.</p> <p>MG We will see how much detail we can put in there without making it confusing.</p> <p>MP There have been positive steps since our last meeting, moving from a verbal update to a list of projects, so thank you MG.</p> <p>AP Thank you for then information, very useful. Sometimes see some disconnect during the processes with the local fire safety team not sighted on the various projects and I will endure to pass on any comments on the various projects. CTMUHB have a comprehensive scrutiny fore (pre assessment check list). This may be worth SB looking at and introducing. MG Yes, good idea and who signs that off? AP Need a system to provide an early warning and not necessary sign off.</p>	<p>Produce a capital project spreadsheet outlining all projects to monitor progress -MG</p>

	<p>MP Thank you, are we able to tap in to other HB's to understand what systems they have in place? AP Yes. HG Schemes – some we have been involved in and sometimes far too much technical information or what we required, so the list MG has supplied is very helpful. MG We will try to input additional information covering fire specifically. Is it possible to have a discussion around fire doors and fitting? MP We can do this after this meeting.</p>	
32/21	AOB	
	<p>MP Asked the group individually if they had AOB.</p> <p>LP We are arranging accreditation training for fire doors on 10/11th August and will share details with MP.</p> <p>No AOB for anyone else.</p>	
33/21	Meeting Dates	
	<ul style="list-style-type: none"> • 20th September 2021 • 22nd November 2021 • 10th January 2022 • 7th March 2022 • 2nd May 2022 	<p>Teams</p> <p>Teams</p> <p>Teams</p> <p>Teams</p> <p>Teams</p>