

Swansea Bay University Health Board
Unconfirmed Minutes of the Health and Safety Fire Group
Meeting held on 11 July 2022 – Team's

Present:

Mark Parsons	Assistant Director of Health and Safety - Chair
Laurie Higgs	Head of Health & Safety
Steve Davies	Health & Safety – Fire
Anthony Pitcher	Senior Fire Safety Advisor, Shared Services
Stuart Hanger	Fire Safety Advisor - SES
Des Keighan	Assistant Director of Operations (Estates)
Craig Davies	Engineering Project Manager, Capital Planning
Huw George	Fire Safety Advisor
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)
Gwyn Lewis	Fire Safety Advisor
Steve Davies	Fire Safety Advisor
Emily Warren	
Vicky Thomas	

Apologies:

Liza Powell	Estates Manager - Morriston
Mark Gapper	Head of Engineering, Capital Planning
Paul Coode	Business support Manager (Operations) MH&LD
Ricky Morgan	Assistant Head of Operations MH &LD
Gary Jones	Operations Maintenance Manager - Singleton
Anthony Wiltshire	Estates Manager - Singleton
Owain Davies	Fire Safety Advisor
Alison Gallagher	Head of Nursing – Patient Flow Morriston

Minute	Item	Action
51/21	Welcome & Introductions	
	Mark Parsons welcomed everyone to the meeting.	
52/21	Apologise for Absence	
	Apologies for absence were received from Liza Powell; Mark Gapper; Paul Coode; Rick Morgan; Gary Jones; Anthony Wiltshire; Owain Davies; Susan Jones & Alison Gallagher.	
53/21	Declarations of Interest	
	None declared.	
54/21	Minutes from Meeting Held 3rd May 2022	
	Minutes were agreed	
55/21	Matters Arising	

	These were picked up in the agenda – action log																																																	
56/21	Action Log																																																	
	<p>MP went through the open actions:</p> <ul style="list-style-type: none">• Action no 6 – external action plans to be uploaded to teams• Action 10 – Recording of false alarms in MH&LD, system in place (action closed)• Action 11 – SG risk register review• Action 16 – Estates fire risks to be sent to SG – DK chasing (MP suggested sharing the excel spreadsheet)	<p>To update every meeting: the group – MP</p> <p>DK to send.</p>																																																
57/21	Fire Risk Assessment Compliance																																																	
	<p>MP just under 100% compliance for completion of FRA. FRA Position 8th July</p> <table><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><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></table> <p>One outstanding, this is being picked up tomorrow.</p>	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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58/21	Fire Risk Assessment Actions																																																	
	<p>MP Meeting between the fire team and LP/AW about sharing individual FRA actions rather than a full action list to agree a suitable format to be followed for a consistent approach. DK I know they are looking at standard answers that can be used when completing the FRA. HG provided a couple of examples. The FSA are working through these with LP/AW to ensure consistency throughout the HB.</p> <p>MP will work with DK to agree a format for the fire door reports to ensure appropriate information is provided and is clear. HG no sure if we need a full list of smoke seals/intumescent strips for each door. MP think we still need to identify particularly referencing the fire door number as we now have a list that we are all working to, what do you think AP? AP we need to be sure we capture the risk and the level of the risk as these are not always proportionate to the actual significance of the risk, also need to ensure the action has been completed. AP asked HG if they are cross referencing against the</p>																																																	

	<p>PPM's. HG said this is happening in certain areas, not all and are looking to roll this out to ensure consistency. Our FRA are far more detailed now and we continue to improve the recording and terminology. MP asked DK if the fire team can have access to the planet FM system DK agreed to set this up.</p> <p>SD work is ongoing at Singleton with the estates team on fire doors and compiling a list of the fire doors and what is required for them. DK we are further along with the fire compartmentation reviews, so we will know what actual fire doors are. Fire doors will be allocated a number and listed on the PPM schedule.</p> <p>HG EW has said she has to leave, so I just want to check on identified individuals for the various site, this gives us a challenge, so it would be good to have this information to put in the FRA. MP I can come in there as we have sent a spreadsheet out for completion that will identify site contact and site responsible person. This was outlined in the PC&TSG H&S group meeting in May 2022.</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 it is capital or revenue, if we put into categories i.e., fire doors compartmentation etc.</p> <p>HG Thank you</p> <p>AP The only word of caution I would not take the PPM as factual, this needs to be tested, particularly the actions identified – access to planet FM system is a good tool to cross reference.</p> <p>DK all maintenance staff sign off the actions as being done. We are also looking at resources to see how we can pull everything together and will identify in future reports and identify actions completed and outstanding.</p> <p>MP I would like this group to do a deep dive on this similar to what we do in the H&S Ops group. This will provide us with assurance that things are in place and/or identify gaps and we can pull appropriate action plans together.</p>	DK to confirm
59/21	Fire Safety Incidents	
	<p>MP Fire incidents and fire evacuations, LH do you have an update for the group, if we could cover incidents first.</p> <p>LH not sure when this was last updated on the system, sure HG and the team can update.</p> <p>MP Have we got the total number of unwanted fire signals and lessons learned LH. LH no, will run a report now, not sure if HG has anything he can add while I am looking.</p>	

	<p>SH The unwanted fire signals, on the our system it is showing 39, 1 fire the rest are unwanted fire signals, so not sure if LH has anything different, this is from Jan 22.</p> <p>VT just to let you know, we have not had anything here, we used to have a lot within MH but they have updated the system to tamper proof and not had any since, which is good news. We did have one by the MRI scanner, but this is being resolved. MP thank you.</p> <p>AP just reading LH message and there's a disconnect between Datix and our system, so some work required between the data bases based on risk.</p> <p>HG we do put the information on the system, this is done in bulk and perhaps we should put it on more regular.</p> <p>AP no problem with false alarms, with actual fires we need these on close to the actual fire incident as we have to report to WG. HG confirmed that they do. Looking at the appliance response, this should be risk based. If you look at Singleton, there are various sections, tower block etc, so you could influence the number of appliances required</p> <p>GL I support AP on that one and will work with MWWFS going forward.</p> <p>MP Do you have the numbers? LH have looked at the same data as SH and have looked at Datix as we need to look at what CTMUHB have reported for our sites in their area.</p> <p>AP I notice we have skipped item 9 but ties in with what we have just discussed around fire wardens. We have just called up the fire incidents on our system and particularly false alarms. Most of the false alarms are listed as cooking 34 at Singleton are half put down as cooking, so be mindful of this. SH it is worth noting that out of the 38, 34 required a fire appliance attendance.</p> <p>SD a lot are down to the residential areas, they have been told to close the doors as the alarm going off is in the corridors. MP mentioned the recent publication covering high rise residential premises and with us having a residential area on the top floor and we need to be looking at this to ensure we have covered things in the report.</p> <p>DK we have in the past written out to the residents that a charge may be levied. EL A letter has been sent out to residents outlining the importance of this and the consequences from these false alarms.</p> <p>LH lessons learned from AL Glanrhyd outlined that cigarettes in drains, this combines with leaves etc. and fire risk.</p> <p>MP have we highlighted any lessons learned in addition to what EL and DK have highlighted?</p>	
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	<p>MP lets link the resources used by fire & rescue service to what that would equate to in health care staff to reinforce the message.</p> <p>GL fire & rescue attendance following Grenfell that a number of appliance were automatically sent out to high rise. In recent discussions with MWWFRS they are now taking a more measured approach to responding to a fire activation with confirmation of a fire, so more in line to what was in place pre Grenfell.</p>	
60/21	Fire Safety Training	
	<p>MP With reference to the training, some good progress and heading in the right direction. HG just to say we have not gone back fully to F2F training, majority is virtual.</p> <p>MP given current COVID rates it is best to remain providing training via teams and we will review on a regular basis.</p> <p>VT training we have organised with GL will be F2F and will ensure appropriate measures are in place and happy to mix with virtual.</p> <p>MP highlighted the training KPI is 85%, so good to know how all the SG are placed. This is the same KPI as WG have in place.</p> <p>EL said they were 83% and looking to increase this going forward.</p> <p>SD we have done a training at Gorseinon and GL is also completed a couple of session in his areas. MP can I ask the SG's where they are with FW training and evacuation training? VT we have sent a list around all departments to understand fully our position, listing current and new FW, working with GL to provide training with the first session in August 22, so will be in a better position in the next couple of months. EL we are not as far forward as NPTH, again updating our lists and will schedule in training with the fire team, also looking at vertical evacuation, with the aim of completing this by our next H&S meeting. MP it is important that we have the training and the vertical evacuation with the current position with cladding and fire compartmentation surveys. MP asked AP if he and SH would like to observe the evacuation as it would be good to have their feedback. AP that would be good, just let us know.</p> <p>Fire Evacuation</p> <p>MP having just looked at MH&LD report it looks like they have the majority of their wards/departments evacuation plans in place an up to date. MP SH will come to you next, then VT.</p>	

	VT is this evacuation in line with EL at Singleton to report back to the H&S meeting	
61/21	Fire Safety Risk Register	
	<p>MP Fire risk register LH happy to give a verbal update, one to fire resources – Singleton cladding/fire alarms/Fire Warden (numbers); Morriston storage dampers ALAC NPTH compartmentation BFH alarm system, we need to review these in the SG H&S meetings.</p> <p>MP recommended that the FST be included to assist in the review of the risks.</p> <p>MP is there anything in addition that you would like to cover:</p>	
62/21	Service Group Updates	
	<p>MP informed the group that only MH&LD had submitted a report and asked the SG's to provide written updates for future meeting. Could we have a verbal update from NPTSSG please?</p> <p>EL With the continued replacement cladding programme, works are now commencing with scaffolding ready for the next phase and have looked at crush hall access/egress point. A full walk around conducted with systems being put in place and communicated. AP Fire and rescue attend crush hall entrance, have they been informed? GL I have been in touch and they have been fully informed</p>	
63/21	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>There was no report submitted for estates, so MP asked DK do you have an update on the compartmentation surveys? DK I have been off, so not seen anything as yet, will chase. We have the 6 FACET and have given access to you (MP); MG; CD and LH, so if there are others in Capital, please let me know. We have had a couple of issues with Static and we need to look at this and decide the direction we need to go. DK there appears to be a different approach since the latest take over. MP we need to get a meeting with them to understand the challenges going forward. Other HB's are looking at putting in other systems and once installed,</p>	DK/MP to discuss/agree report requirements

	<p>remove the old Static system. Will update you as information comes available.</p> <p>DK fire surveys have been completed on Morriston & Singleton Hospitals, with our PFI partners competing on NPTH. Whereas the PFI are further ahead in this area, we will now assess the findings of the surveys and develop appropriate action plans.</p> <p>DK LP is looking at other companies that could facilitate a new system and worth a conversation</p> <p>MP I say we take that forward and look at the risk of the whole system and what is required and phase it in.</p>	
64/21	Audits (Internal – External)	
	<p>MP Can I have a catch up with AP/SH outside the meeting to go through the fire audit please. AP that would be good.</p> <p>MP even though there is no EFAB this year and would say that we need to have business cases ready in case EFAB is available next year.</p>	
65/21	Capital Projects	
	<p>MP CD has to go, so is there anything we need to be aware of relating to fire on any capital schemes. CD there are a couple of things that have been identified during the works covering fracture clinic, working with building control and AP to come up with solutions rather than doing a full redesign. Meeting tomorrow, so not sure if you (AP) are available in the morning. AP sorry, not available.</p> <p>AP had some information through from Chloe, is there additional works going on? CD we are looking at the MRI as a 2nd scanner is going in, so not definite and be good to have your input. AP happy to be involved.</p> <p>MP VT do you have anything to add? VT only to update you on fire compartmentation is that this will be resolved once work has been completed on ward F. We are working closely with our PFI partners to address issues going forward. Putting all actions into a tracker showing these are picked up from ours and the PFI our perspectives. Also being mindful of the PFI exit in a couple of years. MP I have asked audit to look at this next year.</p> <p>VT yes as part of the exit process we need to have a survey, will keep you posted. MP thank you.</p>	
66/21	AOB	

	<p>AOB – Scoping review of the HTM's and would encourage colleagues to go through it and if there are comments to submit them.</p> <p>Is there anything from anyone else AP nothing from me, VT nothing major, are the dates listed correct MP Yes.</p> <p>HG just like to thank the team for all their hard work as if we had this meeting a year ago the position would have been very different, excellent progress.</p> <p>MP could I ask where we are with our colleagues in CTMUHB where our staff as MH&LD have identified 11 FRA as being overdue, so HG could you follow this up for me please. HG will do as we need to ensure information is shared and updated.</p> <p>MP Given the prevalence of COVID, I suggest we keep these meeting through teams as it works and we can review. Also like to thank everyone for their input today</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>	
67/21	Meeting Dates	
	<ul style="list-style-type: none"> • 22nd November 2021 • 10th January 2022 • 7th March 2022 • 2nd May 2022 	<p>Teams</p> <p>Teams</p> <p>Teams</p> <p>Teams</p>