

NHS Wales Shared Services Partnership Specialist Estates Services

Newsletter Issue 17

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Introduction

It's a pleasure to write the opening lines to our First Newsletter of 2024. 2023 was a year in which all sections were operating at full tilt, including the following highlights:

- ◆ Our Designed for Life Team started the procurement process for our new Building for Wales framework, whilst managing access for health organisations to the current one. The new framework is likely to go live in May 2024.
- ◆ Our Property Team, besides the usual business of acquiring and disposing of freehold and leasehold property, worked to assist health boards and Trusts to develop rationalisation plans to optimise their non-clinical estates portfolios. The Primary Care team continued to support the development of new facilities, undertake valuation work for GP rental reimbursement purposes and support health boards with general estates issues.
- ◆ As the 2017 rating revaluation draws to a close, the business rates savings achieved from the two lots (Lot 1: Acute, Secondary and Ancillary NHS estate & Lot 2: Primary Care and GP surgery estate) have exceeded £33.75M providing much-needed aid to NHS Wales organisations enabling them to direct resource to where it's really needed.
- ◆ We worked across NWSSP Divisions and with other health boards to develop the Electric Vehicle Charging Point Guidance for NHS Wales.
- ◆ Our engineers continued to work supporting scrutiny, completing compliance reports, testing specialist equipment, and working alongside the Estates Development team to advise health boards in developing design. In between the meetings, site visits and report writing they managed to play a key role in the development of publications on best practice engineering guidance.
- ◆ The Estates Development team completed numerous formal business case scrutiny exercises, but also extended their role of working alongside health organisations at the design development stage, to assist them in achieving improved compliance at the business case submission stage.
- ◆ Environmental & Estates, Fire Safety, Diagnostic / Radiotherapies equipment advice and support continued for our very grateful customers.

During this period, I was delighted to see two of our Network75 students graduate and take on full-time posts with us. It was also great to see two new starters join our Network75 programme. It is vital for the future of the NHS in Wales, that we invest in securing young people and training them to pick up the reigns in the future.

It was also great to welcome Joanne Sewell, who joined us from Cwm Taf Morgannwg University Health Board, to support Andrew Ward in providing Diagnostics and Therapies Equipment services to health boards. Joanne brings a wealth of experience from the radiology field and provides some resilience to what for many years has been a one-person show!

I can't go without mentioning our Deputy Director Simon Russell, who worked constantly to support our busy heads of service in planning and delivery of our services to customers. He quickly picked up the requirements of the new role and has been a great support across the full scope of our operations. Enjoy the read, and best wishes for a prosperous 2024!

Stuart Douglas

Director

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NWSSP-SES Engineering HTM 06-02 and HTM 06-03 Contributions

NHS England appointed Archus UK to set up this working group with the aim to update and modify both HTM06-02: Electrical safety guidance for low voltage systems and HTM06-03: Electrical safety guidance for high voltage systems. NWSSP-SES were invited to sit as members of this working group consisting of professional representatives from NHS England and the devolved nations, together with selected professionals from within the health care industry. The documents were previously published in 2006 with the updates officially published by NHS England in November 2023.

Some of the main changes within HTM06-02 have included:

- ◆ Introduction of the Skilled Person (LV) to allow works to be completed when the operative is technically skilled but has not formally been appointed as a competent person for site.
- ◆ The role of Senior Operational Manager (SOM) has been introduced as the “informed client” in this revised edition to bring the guidance in line with the recommended professional structure in HTM 00 – ‘Policies and principles of healthcare engineering’. Safety Programme, additional requirements. This has also been included in HTM 06-03.
- ◆ Subtle change to the existing LW1 form which is generally a risk assessment undertaken prior to any live working being completed.
- ◆ Introduction of the LW2 form. This is an additional requirement which is completed by Authorised Person – Low Voltage.
- ◆ Introduction of flowcharts for both live and dead working. The intent is to simplify the process of these elements of work.
- ◆ Introduction of example scenarios of when to use LW1 and LW2 risk assessment forms.



Some of the main changes within HTM06-03 have included:

- ◆ The model letters and appointments for Authorised Persons and Competent Persons have been simplified and reorganised to make the process more streamlined and less complex.
- ◆ The permit-to-work, sanction-for-test, and limitation-of access documents have been amended. All have a "Received by" signature box in Parts 1 and 2 of the forms. In Part 4 on cancellation, the word "destroyed" has now been replaced by "cancelled". The corresponding text in the main body of the HTM has also been amended to ensure alignment.
- ◆ An addition in this revision is the option to produce electronic safety documents as an alternative to paper-based systems, providing advantages in reducing paperwork. No particular electronic system is endorsed or prescribed; however, whichever electronic system is chosen, electronic safety documents should be prepared with the same diligence as paper versions and incorporate, as a minimum, the essential elements shown in the relevant templates exemplified in Appendix 2. This has been introduced as there a number of health organisations who provided electronic safety documents.
- ◆ Chapter 5 has been revised to provide more guidance on situations where healthcare organisations appoint a distribution network operator (DNO) or third-party contractor to control, operate and maintain the healthcare organisation's HV equipment under a control, operation and maintenance agreement (COMA). It gives guidance on roles, safety compliance and record-keeping.
- ◆ A new "certificate of boundary demarcation" form has been added to the safety documents.
- ◆ A new "transfer of control certificate" form has been added to the safety documents.
- ◆ In this revision, the provision of the Authorised Person's (HV) logbook has been discontinued. Instead Authorised Persons are advised to create their own individual logbooks. Entries within the logbook should show:
 - I. training courses attended including refresher training completed.
 - II. a record of the site and equipment familiarisation training prior to the Authorising Engineer's interview with the Authorised Person
 - III. a record of the Authorising Engineer's initial and subsequent interviews.
 - IV. date when Authorised Person's (HV) duties were accepted.
 - V. record of personal switching including times and dates to demonstrate the buildup of experience working with high voltage in equipment.
 - VI. a record of the Authorised Persons (HV) review signed by the Authorising Engineer (HV).

The above will provide a more meaningful record of training and experience gained which can be reviewed by the authorising engineer.

- ◆ To facilitate easier navigation between HTM 06-02 and HTM 06-03, the structure of the chapters has been closely aligned, allowing readers to easily locate corresponding chapters/ sections in both documents.
- ◆ All references have been updated.

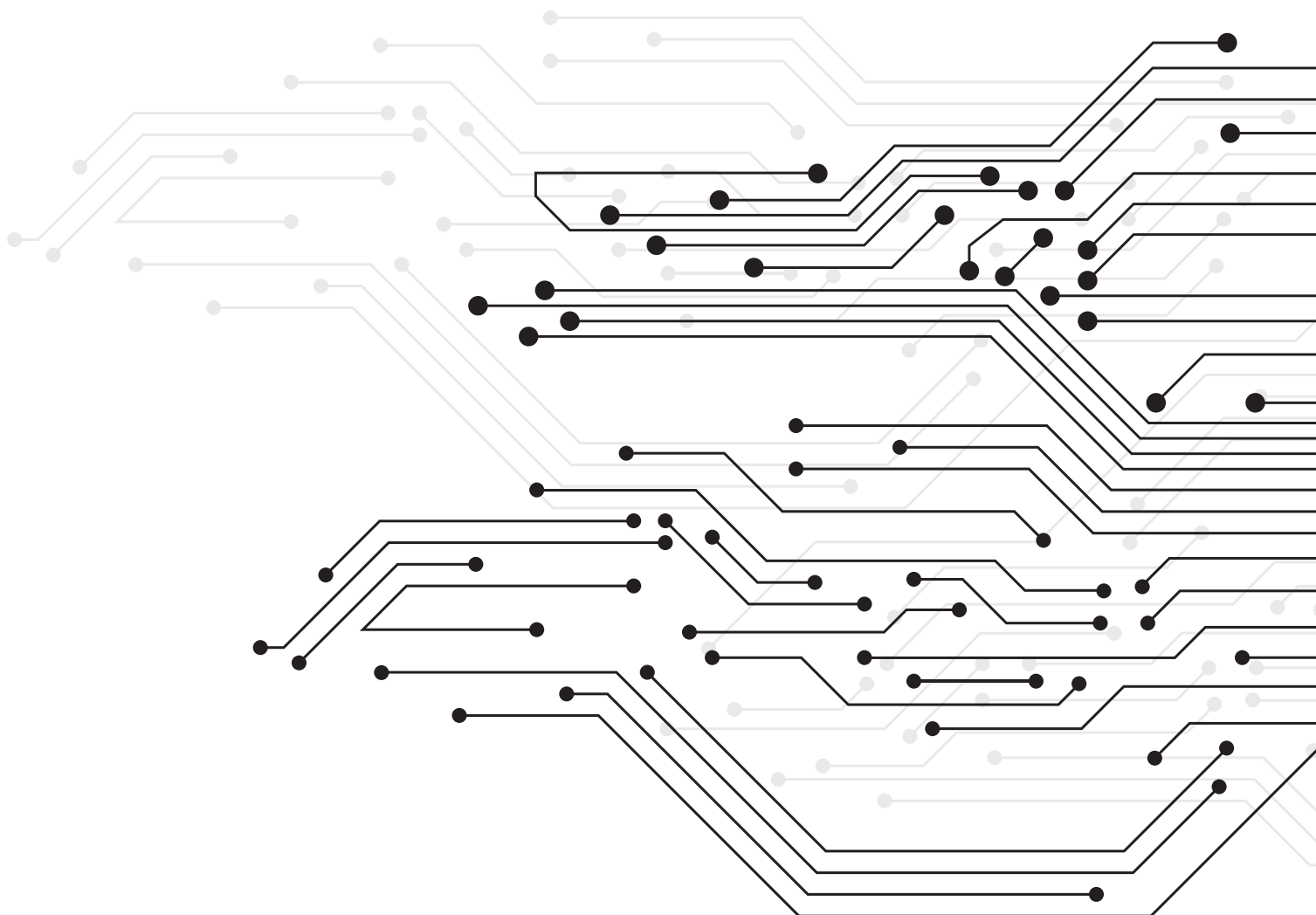
These changes will mitigate associated risks by improving procedures for works to be undertaken. It is hoped that they will also make the recommendations more understandable and user friendly. However, Health Boards and Trusts will need to acknowledge that these changes may require an increase in resource to meet the compliance recommendations in full recognising that they have been made in the interests of improved safety for occupants of healthcare facilities.

NWSSP-SES are planning to run workshops covering these changes which will be offered to each individual organisation via their respective Electrical Safety Group and/or ad-hoc provisions.

Both publications can be found on the official NHS England website and will be published on behalf of Welsh Government in the near future, please do not hesitate to contact us for any further advise, guidance or assistance relating to these publications.

For matters relating to HTM06-02 please contact Nigel Bolan (Authorising Engineer Low Voltage), nigel.bolan@wales.nhs.uk

and for HTM06-03 please contact Anthony Goddard (Authorising Engineer High Voltage), Anthony.goddard@wales.nhs.uk



Network75 testimonials

Sadie Enoch is working in the Property team, with Sian Cornwell-Shaw, Senior Property Surveyor, as her mentor. We asked Sadie why she wants a career in real estate and what she has been up to in her first few months at Specialist Estates.

My passion for Real Estate and Surveying was first piqued during a trip to Amsterdam. During a canal cruise, I began to question the shape of the buildings and even asked our tour guide, 'Why are the buildings so slim?' I conducted further research, from which I found that, interestingly, the buildings tax used to be calculated based on their width. I began to realise that I loved asking questions about the built environment around me and it was something that I loved learning about. Moreover, I studied Geography, Biology, Art and Welsh Baccalaureate at A Level, however, Geography always stood out to me; I enjoyed its fieldwork structure and how it opened discussions on large-scale projects whilst also investigating environmental, social and economic impacts. I soon came to the realisation that I had a passion for the Built Environment, and I thrived during hands-on work.

I was particularly interested in studying via the Network75 Degree Apprenticeship route as I feel it offers an invaluable opportunity to combine academic study and a vital degree-level qualification with crucial hands-on experience. The option of 'earning whilst learning' is also highly attractive to me, as I have been keen to immerse myself in the world of work at an early stage to gain the maximum level of experience.



During my first 3 months at SES, I have visited a range of different hospitals and health centres in Wales, helping me to visualise a range of different estates, benefitting me to a much quicker and better understanding of a site that may be being discussed in a team meeting. I have also helped with LAPP inspections and lease summaries and I am currently shadowing the process of a disposal. I am enjoying my first few months at SES, and I feel that Network75 has allowed me to interlink the practical and theoretical components of learning which benefits me when completing University assignments. Working at SES has also allowed me to make various connections, exposing me to a range of opportunities. I was recently asked to take part in a seminar for sixth-form students explaining my apprenticeship on behalf of RICS, to which I also got to answer a range of questions, helping other students who are in the same position that I was just a year ago!

Overall, I have had a fantastic first few months and feel very fortunate to have such great opportunities, experience, and mentors within SES. I am looking forward to what's next!

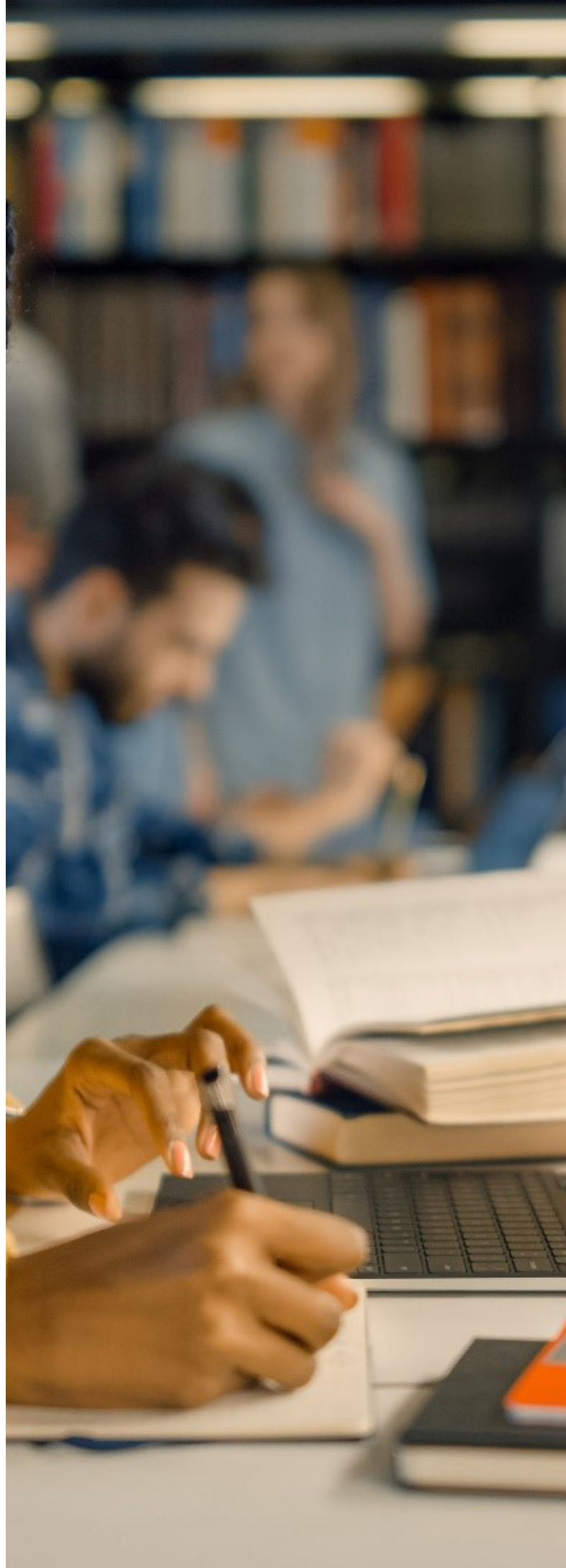
Steffan David currently works 3 days a week in the Estates Development department of SES as a quantity surveyor. We asked Steffan what he has been up to in his first few months at Specialist Estates.

I joined the NHS through the Network 75 scheme which allows me to get my degree in the University of South Wales while getting a key insight into what I would be doing within my role. I have three days working and two days at university, which I've found is a nice balance to allow me to intake information at work whilst having enough time to focus on my studies.

So far, I've gained an understanding of NWSSP as a whole and visited different departments along with other N75 students within NWSSP to get an insight into what we are aiming to achieve within NHS, and how the departments link. I have sat in on meetings to get an understanding of monthly targets as well as day-to-day activities. The range of different projects SES handles from costs to floor area. I've worked through many Excel sheets developing my understanding of where information lies and how to extract the numbers I want for certain tasks. Before I came here, I had never really used Excel but can already say I'm no longer a novice!

At A level I did business, maths, and sport as I was unsure what I wanted to do until Network 75 presented itself. I've always enjoyed maths and it's always been a strong point of mine and have had some interest in built environments. Therefore, when I heard about the job role of Quantity Surveyor and its constant challenges in an ever-changing world, I was drawn in. The NHS offer stood out to me as helping to develop and build hospitals and other services that aid the public was something that I knew I'd find rewarding.

To conclude, my first 3 months have been a pleasure, and I would like to thank my team and mentor for all the support.



Institution of Mechanical Engineers Award

Many Congratulations to our Assistant Performance Standards Engineer Rebecca Mason on receiving the Institution Project award from the Institution of Mechanical Engineers.

Rebecca was one of our Network75 students who graduated earlier this year with a first-class honours degree in mechanical engineering. The university was so impressed with her dissertation on operating theatre ventilation, that they submitted it to the Institute of Mechanical Engineers as an example of high-quality academic work.

Rebecca partook in the BEng Mechanical Engineering course with the University of South Wales and Network75. Most of Rebecca's work involved verifications on ventilation systems, and there had been a lot of discussions in the department regarding Ultra Clean Ventilation (UCV) operating theatres, so Rebecca decided to look into them for her dissertation topic. The title of Rebecca's dissertation was 'Ultra Clean Ventilation in Operating Theatres'.

During her report, Rebecca, took readings in several UCV operating theatres over Wales, and used a typical set of these readings to create a model in ANSYS. The model shows the movement of air within the operating theatre. She also conducted smoke tests with the smoke machine so that she could see the results in real time.

On learning of the award, Rebecca said "I am really thrilled and so grateful for the support of colleagues in Specialist Estates Services and local health boards".

We're delighted Rebecca is now one of our own staff and that she is now progressing with her Masters Degree in Building Services Engineering MSc from Brunel University London. All of us at SES and NWSSP are extremely proud of the work Rebecca has put in over the last 5 years during her Network75 programme and we look forward to her bright future within our engineering team!



Rebecca Mason receiving the Institution Project award from the Institution of Mechanical Engineers.

Staff changes

We have welcomed **Joanne Sewell** to the Estates Development Team as an Assistant Diagnostic Imaging Advisor. Joanne has had over 20 years of experience in the NHS, starting her career as a Radiographer in the Royal Glamorgan before progressing to being a Superintendent for fluoroscopy and as a radiation protection supervisor. We are looking forward to seeing what Joanne brings to the team!



• Joanne Sewell •

We welcomed two new Network75 students, **Sadie Enoch** who is working within the Property team and **Steffan David** who is working in the Estates Development team. Sadie was recently awarded the Rees Llewellyn Scholarship Award and a grant of £250 to help with her studies for excellence in her A-Level results. Network75 is a great opportunity to work, earn and learn and we are sure that this is just the beginning of a prosperous career with the NHS.



• Sadie Enoch •



• Steffan David •

History corner - St Woolos Hospital, Newport

The site for the hospital was donated by Sir Charles Morgan, 2nd Baronet. It was originally opened as the Newport Union Workhouse and Infirmary in 1837, a new infirmary came along in 1869 and the workhouse was rebuilt in 1903. During the First World War (1915) the building was used as a military hospital. In 1948, the hospital joined the NHS as St Woolos Hospital and was named after Saint Gwynllyw, patron saint of Newport Cathedral.



In modern times the hospital is a Community and Mental Health Hospital for the people of Newport and surrounding areas. The Casnewydd Unit consists of 8 wards:

- ◆ Penhow (Rehabilitation for Neurology and Thoracic Patients),
- ◆ Ruperra (Stroke Rehabilitation),
- ◆ Tredegar (Psychiatric unit),
- ◆ Gwanwyn (Orthopaedic rehabilitation),
- ◆ Dermatology (Day case & Outpatients),
- ◆ Holly - Hawthorn - Sycamore (Mental Health)

As well as a focus on mental health the hospital hosts the Springfield Day Hospital which is also located in the Casnewydd Unit. This helps patients improve their day to day lifestyle including home assessments to enable patients to live a normal and safe daily life.



Quiz – decarbonisation strategic plan



We all know that climate change is one of, if not the, biggest issues facing our society and here at SES we were huge contributors towards the creation of the NHS Wales Decarbonisation Strategic Plan. So, let's test your knowledge and see how much of a climate hero you are with these 8 questions...

- 1. The NHS accounts for HOW MUCH of the UK's carbon emissions?**
- 2. What is the optimal temperature that we should aim to keep global temperatures under?**
- 3. How many targets does the plan set out?**
- 4. When is the NHS Wales estate aiming for all lighting to be LED?**
- 5. The Welsh Ambulance Services are aiming for all new ambulances to be plug-in electric or low carbon fuel, when do they hope to achieve this?**
- 6. How many new laundry facilities are targeted to be built?**
- 7. What year will digital technology be developed to support a smart communication approach between our sites and the public at home?**
- 8. What year will technologies to capture expelled medical gases have been put into assessment and trial?**

Quiz – answers



1. The NHS accounts for HOW MUCH of the UK's carbon emissions?
The NHS accounts for 5% of the UK's carbon emissions
2. What is the optimal temperature that we should aim to keep global temperatures under?
The world's average temperature should not exceed that of preindustrial times by more than 1.5 degrees Celsius
3. How many targets does the plan set out?
The Delivery Plan sets out 46 initiatives for decarbonisation in NHS Wales
4. When is the NHS Wales estate aiming for all lighting to be LED?
By 2025, all lighting across the NHS Wales estate will be LED.
5. The Welsh Ambulance Services are aiming for all new ambulances to be plug-in electric or low carbon fuel, when do they hope to achieve this?
By 2030, the Welsh Ambulance Services will aim for all new ambulances to be plug-in electric or low-carbon fuel (depending on technology being able to support this)
6. How many new laundry facilities are targeted to be built?
The All-Wales laundry services programme will deliver 2 brand new laundry facilities which will be designed and built to a BREEAM Excellent Standard for sustainability and environmental performance.
7. What year will digital technology be developed to support a smart communication approach between our sites and the public at home?
Digital technology will be developed to support a smart communication approach between our sites and with the public at home.
8. What year will technologies to capture expelled medical gases have been put into assessment and trial?
By 2024, technologies to capture expelled medical gases will have been assessed and put into trial.



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