

# ***Specialist Estates Services Notification*** **SESN 15/01**

5 January 2015

**For action by:**

Board Level Directors (Fire), NHS Health Boards and Trusts

**For information only:**

Chief Executives }  
Estates/Facilities Directors and Managers }  
Fire Safety Managers }  
Fire Advisors }

Copy to: Head of Capital Estates and Facilities,  
Department of Health and Social Care, Welsh Government

Dear Colleague

**FIRE SAFETY AUDIT SYSTEM**

Further to WHC(04)10 and WHC(05)69, the Fire Safety Audit System was released back online on 30<sup>th</sup> December 2014, following a review of the system and the 2014 submissions.

**Extent of audit submissions 2014/15**

NHS Organisations are required to complete and submit the following by 29<sup>th</sup> May 2015.

- Level 1 audit for the whole Organisation.
- Level 2 audits for **all** hospital sites containing in-patient facilities.
- Level 2 audits for a selection of approximately 20-25% of other premises within their estate e.g. clinics, health centres or group homes.

As previously referenced in WHC(05)69, the annual submission of information through the Fire Safety Audit System replaced the Annual Certificate of Firecode Compliance. NHS Organisations are also reminded that following submission of the audits, a report is prepared for the Welsh Government; therefore it is essential that audits are submitted by the prescribed date.

Any enquiries on the content of this letter or the Fire Safety Audit System should be addressed to Anthony Pitcher, Senior Fire Safety Advisor on 029 2090 4120 or e-mail [anthony.pitcher@wales.nhs.uk](mailto:anthony.pitcher@wales.nhs.uk)

Yours sincerely



N H DAVIES  
DIRECTOR, SPECIALIST ESTATES SERVICES