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Shared Services
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Specialist Estates Services

Specialist Estates Services Notification 16/03

7 March 2016

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

Attached documents:

NHS Estate in Wales. Fire statistics report: Fire incidents and unwanted fire signals 2015

Dear Colleague

ESTATE IN WALES. FIRE STATISTICS REPORT: FIRE INCIDENTS AND UNWANTED FIRE SIGNALS 2015

The attached report reviews the fire incidents and unwanted fire signals (UwFS) reported by the NHS health boards and Trusts in Wales through the online Fire and UwFS Incident Reporting System, as mandated in WHC (2006) 74 and WHTM 05-03 Part H: *Reducing false alarms in healthcare premises*.

During the twelve month period between 1st January 2015 and 31st December 2015, a total of 59 fire incidents and 1553 UwFS were reported to NWSSP—Specialist Estates Services. The number of reported fire incidents decreased by 14% compared with the previous year's figures and the number of UwFS increased slightly by 0.3%.

However, as reported previously there is an element of under reporting of UwFS incidents at certain sites, which undermines the accuracy of the annual report in terms of the actual position. This under reporting has been highlighted as a result of a comparison of data submitted by health boards and the data obtained from the Fire and Rescue Services in Wales. Consequently

health boards and Trusts should give high priority to the need to review their reporting procedures as indicated below.

The report emphasises the necessity for healthcare organisations to continue with their endeavours to mitigate these adverse incidents. In particular, reiterating the actions previously identified in SESN 15/03, health boards and Trusts should address the following actions:

- Ensure all incidents throughout the estate are accurately investigated and reported in accordance with WHTM 05-03 Part H: *Reducing false alarms in healthcare premises* and, where applicable, influence future fire management procedures. This should include reviewing the reporting procedures to ensure that **all** incidents are reported through the online incident reporting system.
- Ensure that the named '*responsible person*' for the detection and alarm systems as referenced in BS 5839-1: 2013 *Fire detection and alarm systems for buildings: Code of practice for system design, installation, commissioning and maintenance*, has robust maintenance regimes in place for all detection and alarm systems, in accordance with BS 5839.
- Continue to monitor and manage the occurrence of UwFS in line with the performance scoring facility, outlined in WHTM 05-03 Part H: *Reducing false alarms in healthcare premises* and the online incident reporting system as required by WHEN 10/03.
- Continue to promote a greater awareness for staff, patients, visitors and contractors, of adverse practices that cause fires and UwFS, especially in staff areas and mental health facilities, with particular emphasis on the necessity of controlling ignition sources as detailed in SESN 15/06.
- Ensure that electrical appliances and fixed wiring and equipment are tested and maintained in accordance with the relevant standards.
- Continue to emphasise through fire training sessions the correct action to be taken in the event of a fire incident, particularly in relation to raising the alarm.

For those with access to NHS Wales intranet, the full report is available from the Publications page of the NWSSP-SES intranet site and may be viewed [HERE](#).

Any enquiries on the content of this letter, or the Fire and UwFS Incident Reporting System should be addressed to Gareth Lloyd, Fire Safety Advisor on 02920 904119 or email: gareth.lloyd6@wales.nhs.uk.



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