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Shared Services
Partnership
Specialist Estates Services

Specialist Estates Services Notification 17/01

11 January 2017

For action by:

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

For information only:

Chief Executives, Local Health Boards and NHS Trusts
Estates/Facilities Directors & Managers, Local Health Boards and NHS Trusts
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 revised Fire Safety Audit System was released online on 31 December 2016, following a review of the system and the 2016 submissions.

Extent of audit submissions 2016/17

NHS organisations are required to complete and submit the following by 26 May 2017:

- Level 1 audit for the whole organisation.
- Level 2 audits for **all** hospital sites containing inpatient facilities.
- Level 2 audits for a selection of approximately 20-25% of other premises within their estate, eg 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 regarding 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 email: anthony.pitcher@wales.nhs.uk

Yours sincerely

A handwritten signature in black ink that reads "NH Davies". The signature is written in a cursive, slightly slanted style.

NH Davies BSc (Hons), Dip Proj Man (RICS), MBA, MCIQB, FIHEEM

Director Specialist Estates Services

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