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Specialist Estates Services

# Specialist Estates Services Notification 18/01

## 2 January 2018

### 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 and 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 Fire Safety Audit System was released back online on 22nd December 2017, following a review of the system and 2017 submissions.

### Extent of audit submissions 2017/18

NHS Organisations are required to complete and submit the following by 31st May 2018.

- 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,

A handwritten signature in black ink that reads "NH Davies". The letters are cursive and somewhat stylized.

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

**Director Specialist Estates Services**

**NWSSP Specialist Estates Services, 3rd Floor, Companies House, Crown Way, Cardiff CF14 3UB**