



GIG
CYMRU
NHS
WALES

Partneriaeth
Cydwasaethau
Gwasanaethau Ystadau Arbenigol
Shared Services
Partnership
Specialist Estates Services

Specialist Estates Services Notification 19/04

3 April 2019

For action by:

Chief Executives, NHS health boards and Trusts

For information only:

Designated Person (Ventilation), NHS Wales health boards and Trusts Estates and Facilities Directors and Managers, NHS Wales health boards and Trusts.

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

Associated documents:

Model letter

Dear Colleague

AUTHORISING ENGINEER (VENTILATION)

Background

Shared Services Partnership – Specialist Estates Services (NWSSP-SES) has fulfilled the role of Authorising Engineer (Ventilation) for a number of years. This role was one of the duties undertaken by Kevin Ridge, Head of Engineering, who is due to retire shortly.

We now require your assistance to put in place the necessary documentation to appoint Dylan Evans as the new Authorising Engineer (Ventilation).

Action for Local Health Boards/Trusts

The contents of this SESN should be brought to the attention of the designated person (Ventilation) and the Estates/Facilities Manager.

Health boards and Trusts will need to confirm in writing the appointment of Dylan Evans in line with the guidance set out in HTM 03-01: *Specialist ventilation for healthcare premises*.

To assist you in your response a model letter (Annex A) may be downloaded from the link below for your completion.

Link to model letter Annex A

If you require further information please contact:

Dylan Evans, Senior Performance Standards Engineer (Ventilation)

NWSSP – Specialist Estates Services

Tel: 029 2090 4090 4084 or 029 2090 4086

Email: Dylan.Evans3@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

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