GIG CYMRU NHS WALES | Partneriaeth Cydwasanaethau Gwasanaethau Ystadau Arbenigol | Shared Services Partnership Specialist Estates Services

Hysbysiad Gwasanaethau Ystadau Arbenigol 20/03

24 Chwefror 2020

I'w weithredu gan:
Cyfarwyddwyr ar lefel Bwrdd (Tân), Byrddau Iechyd ac Ymddiriedolaethau'r GIG

Er gwybodaeth yn unig:
Prif Weithredwyr
Cyfarwyddwyr a Rheolwyr Ystadau/Cyfleusterau, Rheolwyr Diogelwch Tân, Ymgynghorwyr Diogelwch Tân

Copi i: Pennaeth Cyfalaf, Ystadau a Chyfleusterau, Adran Iechyd a Gofal Cymdeithasol Llywodraeth Cymru

Dogfennau atodedig:
Ystadau GIG Cymru – Adroddiad Ystadegau Tân: Digwyddiadau tân ac arwyddion tân diangen 2019

Annwyl gydweithiwr,

YSTADAU GIG CYMRU – ADRODDIAD YSTADEGAU TÂN

DIGWYDDIADAU TÂN AC ARWYDDION TÂN DIANGEN 2019

Mae'r adroddiad ynghlwm yn adolygu'r digwyddiadau tân a'r arwyddion tân diangen a adroddwyd gan Fyrddau Iechyd ac Ymddiriedolaethau GIG Cymru drwy'r System Adrodd am Ddigwyddiadau Tân ac Arwyddion Tân Diangen, fel y mynnwyd yng Nghylchlythyr Iechyd Cymru (2006) 74 a Memorandwm Technegol Iechyd Cymru 05-03 Rhan H: *Reducing false alarms in healthcare premises*.

Yn ystod y cyfnod deuddeg mis rhwng 1 Ionawr 2019 a 31 Rhagfyr 2019, adroddwyd am gyfanswm o 55 o ddigwyddiadau tân a 1652 o arwyddion tân diangen i Wasanaethau Ystadau Arbenigol Partneriaeth Cydwasanaethau GIG Cymru. Gostyngodd nifer yr adroddiadau am ddigwyddiadau tân o 8% a nifer yr adroddiadau am arwyddion tân diangen o ganran fach ond nodedig o 3%, o'u cymharu â ffigurau y llynedd.

Mewn perthynas â digwyddiadau tân, mae'r achosion mwyaf amlwg i'w priodoli i ryw fath o fethiant trydanol a gweithredoedd bwriadol, yn dilyn achosion eraill fel ysmygu, dyfeisiau coginio a methiant offer mecanyddol. O'r 55 o ddigwyddiadau tân yr adroddwyd amdanynt, roedd 4 yn sylweddol oherwydd mai gweithredoedd bwriadol a achosodd y rhain, ac roedd angen amser, ymdrech ac arian sylweddol i fynd i'r afael â hwy.

O ran arwyddion tân diangen, mae achosion amlwg yn cynnwys effeithiau amgylcheddol eraill, methiant mewn systemau/dyluniadau a choginio. Mae'r adroddiad hefyd yn tynnu sylw at ysgogi pwyntiau galw â llaw, digwyddiadau oherwydd na chydymffurfiwyd â gweithdrefnau systemau a nifer o ddigwyddiadau a gafodd eu cofnodi yn 'anhysbys'.

Gan hynny, mae'r adroddiad yn pwysleisio bod angen i sefydliadau gofal iechyd barhau â'u hymdrechion i liniaru'r digwyddiadau andwyol hyn, gan gynnwys dilyn y camau canlynol:

- Sicrhau bod offer trydanol a gosodiadau gwifrau sefydlog yn cael eu profi a'u cynnal a'u cadw yn unol â'r safonau perthnasol.
- Adolygu'r trefniadau rheoli diogelwch tân mewn cyfleusterau iechyd meddwl, gyda phwyslais arbennig ar reoli ffynonellau cynnau tân.
- Adolygu'r ddarpariaeth o orchuddion amddiffynnol ar gyfer Pwyntiau Galw â Llaw, yn enwedig mewn safleoedd newydd neu safleoedd sydd wedi'u hadnewyddu. Yn ogystal, dylid ystyried gorchuddion sy'n cael eu hôl-ffitio ar gyfer Pwyntiau Galw â Llaw sy'n tueddu i gael eu camddefnyddio.
- Sicrhau nad yw gweithgareddau coginio yn cael eu gadael heb oruchwyliaeth ac nad ydynt ond yn digwydd mewn ardaloedd coginio, a sicrhau bod drysau ceginau ar gau er mwyn atal mwg rhag lledu i goridorau yn ystod y broses goginio, ac atal dyfeisiau rhag cychwyn yn ddiangen o'r herwydd.
- Sicrhau bod dulliau digonol ar waith i ynysu a rheoli systemau larwm tân. Mae hyn yn peri pryder penodol lle y bo contractwyr ar waith, oherwydd bydd gweithgareddau'r contractwyr yn atal y broses o gychwyn y system larwm tân.
- Sicrhau bod gan y *'person cyfrifol'* enwebedig sengl, sy'n gyfrifol am y system canfod tân a'r system larwm tân, fel y cyfeirir ato yn BS 5839-1[1], weithdrefnau cynnal a chadw cadarn ar waith ar eu cyfer, yn unol â'r argymhellion a nodir yn y Safon Brydeinig.
- Sicrhau yr ymchwilir i bob digwyddiad ac yr adroddir amdano yn gywir yn unol â Memorandwm Technegol Iechyd Cymru 05-03[2] Rhan H a, lle y bo hynny'n berthnasol, sicrhau ei fod yn dylanwadu ar weithdrefnau rheoli tân y dyfodol. Bellach, mae ffocws ychwanegol wedi'i roi ar gofnodi 'Achos Penodol' dros bob digwyddiad, gan roi darlun mwy cywir o bob digwyddiad a gofnodir.
- Parhau i fonitro a rheoli arwyddion tân diangen yn unol â'r cyfleuster sgorio perfformiad, fel yr amlinellir ym Memorandwm Technegol Iechyd Cymru 05-03 Rhan H ac yn y system adrodd am ddigwyddiadau, fel sy'n ofynnol gan WHEN 10/03.
- Egluro'r trefniadau symud a fabwysiadwyd gan bob gwasanaeth tân ac achub priodol a sicrhau bod gweithdrefnau ymateb i dân y safle yn adlewyrchu'r rhain.

Ar gyfer y rheiny sydd â mynediad at fewnrwyd GIG Cymru, mae'r adroddiad llawn ar gael ar dudalen Cyhoeddiadau mewnrwyd Gwasanaethau Ystadau Arbenigol Partneriaeth Cydwasanaethau GIG Cymru a gellir ei weld **YMA**.

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[1] BS 5839-1:2017 Fire detection and alarm systems for buildings Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises
[2] WHTM 05/03 Rhan H: *Reducing false alarms in healthcare premises*.

Dylid cyfeirio unrhyw ymholiadau ynghylch cynnwys y llythyr hwn neu'r System Adrodd am Ddigwyddiadau Tân ac Arwyddion Tân Diangen at Stuart Hanger, Ymgynghorydd Diogelwch Tân, drwy ffonio 02920 904120 neu drwy e-bostio Stuart.Hanger@wales.nhs.uk.

Yr eiddoch yn gywir,

NH Davies BSc (Anrh), Dip Proj Man (RICS), MBA, MCIOB, FIHEEM

Cyfarwyddwr Gwasanaethau Ystadau Arbenigol

Gwasanaethau Ystadau Arbenigol PCGC, Trydydd Llawr, Tŷ'r Cwmnïau, Crown Way, Caerdydd, CF14 3UB

Partneriaeth Cydwasanaethau
Gwasanaethau Ystadau Arbenigol
Shared Services Partnership
Specialist Estates Services

Specialist Estates Services Notification 20/03

24 February 2020

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 Safety 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 2019

Dear Colleague

NHS ESTATE IN WALES - FIRE STATISTICS REPORT

FIRE INCIDENTS AND UNWANTED FIRE SIGNALS 2019

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 2019 and 31st December 2019, a total of 55 fire incidents and 1652 UwFS were reported to NWSSP – Specialist Estates Services. The number of reported fire incidents decreased by 8%, likewise the number of UwFS also decreased by a small but notable 3% compared with the previous year's figures.

With regard to the fire incidents, the most prominent causes are attributed to some form of electrical failure and deliberate actions, followed by other causes such as smoking, cooking appliances and mechanical equipment failure. Of the 55 reported fire incidents, 4 were significant in that they were all caused as a result of deliberate activity and required considerable time, effort and cost to rectify.

In terms of UwFS, prominent causes include; other environmental effects, system fault/design and cooking. The report also draws attention to manual call point activations, incidents due to system procedures not complied with and a number of incidents recorded as unknown.

Accordingly, the report emphasises the necessity for Healthcare organisations to continue with their endeavours to mitigate these adverse incidents including the following actions:

- Ensure that electrical appliances and fixed wiring installations are tested and maintained in accordance with the relevant standards.
- Review the fire safety management arrangements for Mental Health facilities, with particular emphasis on control of ignition sources.
- Review the provision of protective covers to Manual Call Points (MCP), particularly where new or refurbished premises are involved. In addition, retro fitting of covers should be considered to MCP's that are prone to abuse.
- Ensure cooking related activities are not left unattended and only occur in designated cooking areas, with doors to kitchens closed in order to prevent the spread of smoke/fumes into corridors during the cooking process and the subsequent unnecessary actuation of devices.
- Ensure that there are efficient methods in place for the isolation and control of fire alarm systems. This is of particular concern where contractors are at work, thereby preventing actuation of the alarm system through the activities of contractors.
- Ensure that the single named '*responsible person*' for the detection and alarm systems, as referenced in BS 5839-1[1], has robust maintenance regimes in place for all detection and alarm systems, in accordance with recommendations detailed within the British Standard.
- Ensure all incidents are accurately investigated and reported in accordance with 'WHTM 05/03[2] Part H and, where applicable, influence future fire management procedures. An additional focus is now placed upon the recording of a 'Specific Cause' for each incident, providing for a more accurate picture for each reported incident.
- Continue to monitor and manage the occurrence of UwFS in line with the performance scoring facility, outlined in 'WHTM 05/03 Part H and the online incident reporting system as required by WHEN 10/03.
- Clarify mobilisation arrangements adopted by each respective fire and rescue service and ensure the site fire response procedures reflect these accordingly.

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

[1] BS 5839-1:2017 Fire detection and alarm systems for buildings Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises
[2] WHTM 05/03 Part H: Reducing false alarms in healthcare premises

Any enquiries on the content of this letter or the Fire and UwFS Incident Reporting System should be addressed to Stuart Hanger, Fire Safety Advisor on 02920 904119 or e-mail Stuart.Hanger@wales.nhs.uk.

Yours sincerely,

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

Director Specialist Estates Services

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