

Hysbysiad Gwasanaethau Ystadau Arbenigol 20/06

3 Ebrill 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, Cynghorwyr Diogelwch Tân

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

Annwyl Gydweithiwr

ASESIAD RISG TÂN – COVID-19

Yng ngoleuni sefyllfa bresennol Covid-19, mae paratoadau'n mynd rhagddynt ar draws y GIG i wneud lle i'r mewnlifiad arfaethedig o gleifion. Mae hyn yn ei gwneud yn ofynnol i addasu cyfleusterau presennol yn ogystal â chaffael a defnyddio cyfleusterau dros dro megis cartrefi gofal a chanolfannau chwaraeon/hamdden.

Er mai'r prif amcan yw sicrhau cyfleusterau o'r fath sy'n ddiogel i drin cleifion Covid, rhaid i'r GIG ystyried y goblygiadau diogelwch tân deddfwriaethol o hyd, sy'n ofynnol o dan y Gorchymyn Diwygio Rheoleiddio (Diogelwch Tân). I'r perwyl hwn, dylid cofnodi asesiadau risg tân, gan roi sylw i ddiogelwch tân y trefniadau dros dro hyn.

Mae Gwasanaethau Ystadau Arbenigol yn argymhell defnyddio'r modiwl ar-lein presennol ar gyfer asesu risg tân er mwyn cwblhau'r asesiadau risg tân hyn. Lle caiff cyfleusterau newydd neu dros dro eu caffael, dylai'r GIG hysbysu Gwasanaethau Ystadau Arbenigol i alluogi'r safleoedd hyn i gael eu cofrestru ar y gronfa ddata asesiadau risg tân.

Wrth gynnal asesiadau risg tân yn y cyfleusterau dros dro hyn, gellid dod ar draws y ffactorau risg canlynol:

1. Rhagor o welyau ar gael a chleifion â graddau amrywiol o aciwtedd/dibyniaeth.
2. Ardaloedd nad ydynt wedi'u cynllunio'n benodol ar gyfer cleifion ac nad ydynt, o bosibl, yn bodloni'r canllawiau ar adrannu tân a symud unigolion o'r argyfwng tân i fan diogel ar yr un llawr.
3. Niferoedd mawr o gleifion yn derbyn ocsigen (fel arfer hyd at 10 litr y funud), gan arwain at bosibilrwydd o gyfoethogi ocsigen gyda chrynodeadau uwch na'r rhai a geir yn yr atmosffer fel arfer.
4. Defnydd cynyddol o hylif diheintio dwylo fflamadwy/alcohol.

5. Ffynonellau tanio electronig, gan gynnwys rhyddhau electrostatig mewn ardaloedd â chrynodiad uchel o ocsigen.
6. Staff na fyddai fel arfer yn cydweithio neu'n gyfarwydd â'u gweithle.
7. Staff nad ydynt wedi'u hyfforddi mewn diogelwch tân, symud unigolion o'r argyfwng tân i fan diogel ar yr un llawr neu ynysu ocsigen mewn ardal benodol.

Yn unol â hyn, yn ogystal â'r canllawiau a nodir yn SESN 20/04, gweithdrefn weithredu safonol Coronafeirws Newydd (COVID-19). Nodyn Dylunio Ward COVID ar gyfer cleifion sydd wedi'u mewndiwbio (*intubated*), dylid ystyried y materion hyn wrth gwblhau asesiadau risg tân.

Rhagwelir y bydd yr ymateb i Covid yn ddeinamig iawn, felly mae'n bosibl y bydd angen mabwysiadu dull mwy adweithiol ar gyfer diweddarau asesiadau risg yn hytrach na mabwysiadu amleddau adolygu penodol. Yn ogystal, bydd rhaid sicrhau bod gweithdrefnau ymateb i dân yn cael eu hadolygu'n gyson.

O ran y gweithdrefnau ymateb i dân a rhannu gwybodaeth â staff, gall fod yn synhwyrol datblygu 'taflenni gwybodaeth am dân i staff'. Mae Atodiad 1 yn rhoi enghraifft o daflen o'r fath.

Wrth symud ymlaen, bydd Gwasanaethau Ystadau Arbenigol Partneriaeth Cydwasanaethau GIG Cymru yn parhau i fonitro'r sefyllfa a chynghori yn ôl yr angen.

Dylid anfon unrhyw ymholiadau ynghylch cynnwys y llythyr hwn neu'r System Archwilio Diogelwch Tân at Anthony Pitcher, Uwch Ymgynghorydd Diogelwch Tân, drwy ffonio 029 2090 4120 neu drwy e-bostio Anthony.Pitcher@wales.nhs.uk.

Yr eiddoch yn gywir,



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

Cyfarwyddwr Gwasanaethau Ystadau Arbenigol

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

Atodiad 1

Gwybodaeth am Ddiogelwch Tân Canllawiau i staff mewn wardiau dros dro a ddarperir ar gyfer triniaeth neu ofal Covid-19

Byddwch yn gweithio mewn ardal nad yw, o bosibl, wedi'i dylunio'n benodol ar gyfer gofalu am gleifion dibyniaeth uchel iawn ac sydd ar beiriannau anadlu â mwy o ocsigen. Mewn amgylchedd sydd â chrynodiad uchel o ocsigen (amgylchedd yr ystyrir bod ganddo fwy o ocsigen yn yr aer, sef mwy na 2%), gall tanau ddechrau yn hawdd iawn a llosgi yn ffyrnig.

- Osgowch ddod â ffynonellau tanio fel ffonau symudol, cyfrifiaduron a galwyr yn agos at gleifion ar ocsigen.
- Peidiwch â defnyddio elïau lliniarol neu hylifau diheintio dwylo ag alcohol ar gleifion sydd ar ocsigen nac arnoch chi eich hun os ydych yn agos atynt. Gadewch i'r alcohol anweddu o bellter diogel yn gyntaf.
- Cadwch ardaloedd yn glir rhag eitemau llosgadwy cronnus fel gwelyau, papur neu wastraff rheoli.
- Dylech wybod eich gweithdrefnau tân:
 - Sut i seinio'r larwm, gan gynnwys gweiddi, "**TÂN, TÂN, TÂN**"
 - Sut i sicrhau bod cleifion yn gadael yr adeilad a gwybod ble i fynd â hwy
 - Pwy fydd yn ffonio'r frigâd dân?
- Ble mae eich diffoddwyr tân?
 - Darllenwch y cyfarwyddiadau arnynt a chodwch hwy fel eich bod yn gwybod sut maent yn teimlo a sut i'w defnyddio.
- Sicrhewch fod lefel dda o awyru mecanyddol neu naturiol a pheidiwch â gadael i'r lefelau ocsigen gronni.
- Ble mae eich pwyntiau ynysu ocsigen?
 - Sut mae'r rhain yn gweithio?
 - Pwy fydd yn eu defnyddio?
 - Pa gyflenwadau ocsigen maent yn eu hynysu ac i bwy?
- Unwaith y bydd ocsigen wedi'i ynysu, sut y bydd cleifion yn derbyn ocsigen?
 - Oes digon o silindrau O2?
- Mae silindrau ocsigen yn chwythu mewn tanau.
 - Oes gweithdrefnau effeithiol ar waith ar gyfer eu storio a'u hadleoli?
 - A yw staff wedi'u hyfforddi i'w defnyddio?

Specialist Estates Services Notification 20/06

3rd April 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

Dear Colleague

FIRE RISK ASSESSMENT – COVID-19

In light of the current Covid-19 situation, preparation across the NHS is underway to accommodate the projected influx of patient admissions. This is necessitating the conversion of existing facilities as well as the acquisition and use of temporary facilities such as care homes and sport/leisure centres.

Whilst the primary objective is focussed on securing such facilities that are safe for the treatment of Covid patients, the NHS must remain mindful of the legislative fire safety implications imposed under the Regulatory Reform (Fire Safety) Order. To this end, fire risk assessments should be recorded addressing the fire safety of these temporary arrangements.

SES recommend that the existing online fire risk assessment module is utilised for conducting these fire risk assessments. Where new or temporary facilities are acquired, the NHS should notify SES to enable these sites to be registered on the fire risk assessment database.

When conducting fire risk assessments in these temporary facilities the following risk factors may be encountered: -

1. Increased bed capacity and patients with varying degrees of acuity/dependency.
2. Areas not specifically designed for patients, which may not meet guidance on fire compartmentation and progressive horizontal evacuation.
3. Large numbers of patients supplied with oxygen (typically up to 10 litres per minute), leading to the possibility of oxygen enrichment with concentrations exceeding those generally found in the atmosphere.
4. Increased use of flammable/alcohol based hand sanitisers.
5. Electrical ignition sources including static electrical discharge in oxygen

- rich areas.
6. Staff who may not normally work together or be familiar with their workplace.
 7. Staff not trained in fire safety, progressive horizontal evacuation or oxygen isolation for the specific area.

Accordingly, in addition to the guidance detailed in SESN 20/04, Novel coronavirus (COVID-19) standard operating procedure. Design Note COVID ward for intubated patients, these issues should be considered when conducting the fire risk assessments.

It is anticipated that the Covid response will be extremely dynamic, therefore it may be necessary to implement a more reactive approach for updating risk assessments as opposed to adopting set review frequencies. Likewise, it will also be necessary to ensure the fire response procedures are constantly reviewed.

With regards to the response procedures, and dissemination of information to staff, it may be prudent to develop 'staff fire information sheets'. Annex 1 provides an example of such a sheet.

Going forward, NWSSP – SES will continue to monitor the situation and advise as necessary.

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.

Yours sincerely,



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

Annex 1

Fire Safety Information: Guidance to staff in temporary wards provided for Covid-19 treatment or care

You will be working in an area which may not be specifically designed for the care of very high dependency patients and who are on oxygen enhanced ventilators. In an oxygen rich environment (one considered to have an increase of oxygen in air, of more than 2%), fires start very easily and burn fiercely.

- **Avoid bringing ignition sources such as mobile phones, computers and pagers close to patients on oxygen.**
- **Do not use oil-based emollients or alcohol-based sanitiser on patients using oxygen, or on yourself if you are close to them. Allow alcohol to evaporate a safe distance away first.**
- **Keep areas clear of accumulated combustible items such as bedding or paper, control waste.**
- **Know your fire procedures:**
 - **How to raise the alarm, including shouting *"FIRE, FIRE, FIRE"***
 - **How to evacuate patients and where to take them.**
 - **Who will call the fire brigade?**
- **Where are your fire extinguishers?**
 - **Read the instructions on them and pick them up so you know what they feel like and how to use them.**
- **Ensure that there is a good level of ventilation, mechanical or natural and don't let oxygen levels build up.**
- **Where are your oxygen isolation points?**
 - **How do you operate them?**
 - **Who will operate them?**
 - **What oxygen supplies do they isolate and to whom?**
- **Once oxygen is isolated, how are patients provided with oxygen?**
 - **Are there sufficient O2 cylinders?**
- **Oxygen cylinders explode in fires.**
 - **Are there effective procedures in place for their storage and deployment?**
 - **Are staff trained in their safe use?**