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Shared Services
Partnership
Specialist Estates Services

Specialist Estates Services Notification 23/01

3 January 2023

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

As detailed in WHTM05/01 Managing Healthcare Fire Safety, NHS Organisations are required to conduct an annual fire audit utilising the online Fire Safety Audit System. This system was released back online on 31st December 2022, following a review of the latest submissions.

Extent of audit submissions 2022/23

NHS Organisations are required to complete and submit the following by 26th May 2023.

- 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 10-20% of other premises within their estate e.g. clinics, health centres or group homes.

NHS Organisations are also reminded that following submission of the audits, a report will be 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 02920 904120 or e-mail 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

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