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Shared Services  
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Specialist Estates Services

# Specialist Estates Services Notification 24/01

2 January 2024

**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 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 31<sup>st</sup> December 2023, following a review of the latest submissions.

## Extent of audit submissions 2023/24

NHS Organisations are required to complete and submit the following by 31<sup>st</sup> May 2024.

- 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.

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

Stuart Douglas BSc (Hons), PGDip, MRICS, MAPM

Director Specialist Estates Services

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