

# Specialist Estates Services Notification 24/12

27 June 2024

**For action by:**

Chief Executives, NHS Health Boards and Trusts  
Dr Sue Barnes, Chief Executive, Wales Air Ambulance Charity  
Estates/Facilities Directors and Managers, NHS Health Boards and Trusts

**For information only:**

Deputy Director, Capital Estates and Facilities, Department of Health & Social Care, Welsh Government.  
Professor David Lockey, National Director EMRTS Cymru

Dear Colleague,

## MANAGEMENT OF HOSPITAL LANDING SITES (HHLS) TASK & FINSH GROUP

This Notice is further to SESN 23/12 and the recommendations of the Air Accident Investigation Branch (AAIB) following a fatal accident at Derriford Hospital in March 2022 ([SESN 23-12 Management of Hospital Landing Sites](#)).

The Welsh Government has asked NWSSP to establish a Task & Finish Group drawn from those organisations who either operate landing sites or who operate services which interface with them. At this point they are considered to comprise Aneurin Bevan, Betsi Cadwaladr, Cardiff and Vale and Swansea Bay University Health Boards and EMRTS Cymru.

The purpose of the group will be to assess and make recommendations on the management of Hospital Helicopter Landing sites (HHLS) across NHS Wales. Draft Terms of Reference for the Task & Finish Group have been included in [Annex A](#) for further information. The group will sit between September – December 2024.

We would be grateful for the following assistance:

- a) If your organisation is listed above, or you consider your organisation should be involved, please nominate no more than 2 persons using the Nomination Form in [Annex B](#).

- b) For those Health Boards and Trusts that maintain HHLs, please provide baseline information to support the work of the Task & Finish Group as detailed in [Annex C](#). The baseline information should be provided **by 31<sup>st</sup> July 2024**.

Any enquiries on the content of this letter should be addressed to Ray Selby, Head of Estate Development via email [ray.selby@wales.nhs.uk](mailto:ray.selby@wales.nhs.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Douglas', with a stylized flourish at the end.

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

**Director Specialist Estates Services**

**NWSSP Specialist Estates Services, 4<sup>th</sup> Floor, Companies House, Crown Way, Cardiff CF14 3UB**