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Shared Services
Partnership
Specialist Estates Services

Specialist Estates Services Notification 25/01

06 January 2025

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 31st December 2024, following a review of the latest submissions.

Extent of audit submissions 2024/25

NHS Organisations are required to complete and submit the following by 30th May 2025.

- 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 02921 501642 or e-mail Anthony.Pitcher@wales.nhs.uk.

Yours sincerely

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

Director Specialist Estates Services

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