

Date: 27/02/2024

Version: V1.0

Category	Ref	Category 1 - 5	NHS Assure KSAR Observation	NHS Assure KSAR Recommendation	Board Response	Board Action	Owner	Target Closeout Date	Actual Closeout Date	Evidence of Closeout	Status (RAG rating)
Fire	F1	3	<p>F7.3 - Fire warning system</p> <p>NHS A&A has provided a design, commissioning and installation certificate, however, the design certificate is partially completed and is therefore missing some information. The fire alarm acceptance document was provided; however, it is incomplete and does not display the required information. A fire alarm cause and effect has been provided; however, this is a draft document and does not display a sign-off or any evidence to demonstrate that NHS A&A has accepted it.</p>	<p>NHS A&A should provide evidence to demonstrate that the fire warning system has been tested individually and collectively. This could be provided in the form of a Completed design, installation, and commissioning certification and a cause and effect document.</p>							
Fire	F2	3	<p>F7.3 - Fire and smoke dampers</p> <p>NHS A&A has provided a commissioning certificate for the fire and smoke dampers and evidence of witness testing, however, the witness testing details several deficiencies and does not detail if remedial action has been undertaken.</p>	<p>NHS A&A should confirm that any deficiencies identified during commissioning have been rectified.</p>							
Fire	F3	2	<p>F7.3 - Commissioning Documentation</p> <p>NHS A&A has not provided any evidence to demonstrate that the following systems have been commissioned:-</p> <ul style="list-style-type: none"> • Smoke ventilating system • Emergency lighting system • Fire hydrants (including water flow and pressure test) • Portable firefighting equipment. 	<p>NHS A&A should provide evidence to demonstrate that the the following systems have been commissioned:-</p> <ul style="list-style-type: none"> • Smoke ventilating system • Emergency lighting system • Fire hydrants (including water flow and pressure test) • Portable firefighting equipment. 							
Fire	F4	2	<p>F7.4 - Fire Safety Training</p> <p>NHS A&A has not provided evidence that fire safety procedures and training have been relayed to all NHS Staff and others who work within the premises before the building is fully occupied.</p>	<p>NHS A&A should provide a copy of the Emergency Fire Action Plan and evidence to demonstrate that fire safety procedures have been relayed to staff.</p>							
Fire	F5	2	<p>F7.5 - Pre-occupation Fire Risk Assessment</p> <p>NHS A&A has not provided any evidence to demonstrate that a pre-occupation fire risk assessment has been completed.</p>	<p>NHS A&A Should provide evidence that a pre-occupation fire risk assessment has been completed in accordance with SHTM 96 Fire Risk Assessment.</p>							
Fire	F6	5	<p>F7.7 - Ongoing management of snagging / defects</p> <p>How does the Board ensure that ongoing snagging works do not impact on occupant safety? NHS A&A have not provided any evidence to allow this section to be answered.</p>	<p>NHS A&A should make sure that there are procedures in place to ensure that ongoing snagging works does not impact on occupant safety.</p>							
Fire	F7	3	<p>F3.7.2.1 - Audibility of Fire Alarm</p> <p>The Audibility of the fire alarm in some of the patient care areas exceeds the sound pressure recommendations provided in SHTM 82, and therefore, during an alarm activation, the sound level could cause undue disturbance to patients.</p>	<p>NHS A&A to ensure that the fire alarm sound pressure levels are in accordance with SHTM 82 - alarm and detection systems</p>							

A	B	C	D	E	F	G	H	I	J	K	L
12	Fire	F8	4	<p>F3.7.2.2 - Evacuation Strategy</p> <p>It is noted in the fire system design certificate that it shall be a 'Single Phase Evacuation Type'. This type of evacuation strategy does not follow the guidance contained in SHTM 81 Part 1: Fire safety in the design of healthcare premises' which recommends 'Every storey containing bed-patient areas within hospitals should be designed to provide for progressive horizontal evacuation.'</p> <p>It is also noted that the fire strategy, <i>NHS A&A Fire & Emergency Evacuation Procedure: NSAIS Foxgrove</i>, details that a phased evacuation strategy is to be used.</p>	NHS A&A to confirm that the fire alarm zoning is compatible with the building evacuation procedure.						
13	Fire	F9	4	<p>F3.7.2.3 - Location of Fire Alarm Detector Heads</p> <p>NHS Assure noted that during a site visit on 08/02/2024, several detector heads appeared to be positioned less than 500 mm from any walls or partitions.</p>	NHS A&A to ensure that detector heads are positioned in accordance with SHTM 82 alarm and detection. NHS Assure should be provided with written confirmation of NHS A&A findings.						
14	Fire	F10	5	<p>F3.7.2.4 - Manual Call Point Locations</p> <p>NHS Assure noted that during a site visit on 08/02/2024, there are some areas where there are compartments that do not have manual call points (fire). On discovering a fire, staff would require unlocking a door and travel into the adjacent compartment to activate a manual call point, this would create additional time to reach the nearest call point, and the staff member may be required to return to the scene to assist in the evacuation of patients or the extinguishment of the fire.</p>	NHS A&A to confirm that there are adequate fire alarm manual call points.						
15	Fire	F11	3	<p>F3.7.2.5 - Labelling of Fire Stopping</p> <p>NHS Assure noted that during the site visit on 08/02/2024, several areas of fire-stopping works were visible, and although this work was not completed, the areas of work witnessed appeared to be of good quality, there are however, no labels attached to demonstrate that it had been installed by an accredited person.</p>	NHS A&A to provide assurance that where services penetrate a compartment, sub-compartment, cavity barrier or fire-resisting construction protecting escape routes (including corridors serving sleeping accommodation) they are fire and smoke stopped to ensure that they maintain at least the same level of fire resistance of the surrounding structure.						
16	Fire	F12	5	<p>F3.7.2.6</p> <p>NHS Assure noted at the site visit on 08/02/2024, the bed bases were constructed of composite material and during the site visit there was no information available to evidence that they were non-combustible. NHS A&A has subsequently provided data sheets to provide assurance that the fire resistance testing carried out and to demonstrate that they are in accordance with the guidance contained in SHTM 87 Textiles and furniture.</p>	No Action required.						
17	Fire	F13	4	<p>F3.7.2.7 - External Sports Ground - Emergency Lighting</p> <p>NHS Assure noted that during the site visit on 08/02/2024, the external sports ground, which is intended to be used as a temporary fire assembly point, was not provided with any emergency lighting.</p>	NHS A&A to ensure that emergency escape lighting is installed in accordance with the guidance contained in SHTM 81 Part 1: Fire safety in the design of healthcare premises						
18	Fire	F14	5	<p>F3.7.2.8 - Emergency Fire Action Plan</p> <p>NHS Assure noted that during the site visit on 08/02/2024, there were no fire safety action notices displayed beside the fire call points and general wayfinding signage appeared to be minimal. It is acceptable in staff-controlled areas to omit signage provided it forms part of the emergency fire action plan and there are adequately trained numbers of staff to allow the fire procedure and evacuation to be carried out.</p>	NHS A&A to ensure this item is addressed in the emergency fire action plan.						
19	Instructions: Please insert additional rows above as required.										
20											
21	1. Action Plan Inception										
22											
23	Signed off by (name & position) from Health										

	A	B	C	D	E	F	G	H	I	J	K	L
24												
25	Date:											
26												
27	Signature											
28												
29	2. Action Plan Review											
30												
31	Signed off by (name & position) from Health Board:											
32												