

## Fire Safety Annual Report

**Public Board**  
**30 January 2025**

<b>Presented for:</b>	Information
<b>Presented by:</b>	Peter Aldridge - Associate Director - Estates, Fire and Security
<b>Author</b>	Peter Aldridge - Associate Director - Estates, Fire and Security
<b>Previous Committees</b>	Risk Management Committee 9th January 2025

<b>Our Annual Commitments for 2024/25 are:</b>	
Reduce wait for patients	✓
Reduce Healthcare Acquired Infections by 15%	
Reduce our carbon footprint through greener care	✓
Use our existing digital systems to their full potential	✓
Strengthen participation and growth in research and innovation	✓
Deliver the financial plan	✓
Be in the top 25% performing Trusts for staff retention	✓

<b>Trust Risks (Type &amp; Category)</b>				
<b>Level 1 Risk</b>	<b>(✓)</b>	<b>Level 2 Risks</b>	<b>(Risk Appetite Scale)</b>	<b>Risk</b>
Workforce Risk	✓	Workforce Performance Risk - We will deliver safe and effective patient care through having the right systems and processes in place to manage performance of our workforce	Cautious	↔ (same)
Operational Risk	✓	We will protect the health and well-being of our patients and workforce by delivering services in line with or in excess of the minimum health & safety laws and guidelines	Cautious	↔ (same)
Clinical Risk	✓	We will provide high quality services to patients and manage risks that could limit the ability to achieve safe and effective care to our patients	Cautious	↔ (same)
Financial Risk	N/A	Not applicable to this paper	Minimal	↔ (same)
External Risk	✓	We will comply with or exceed all regulations, retain CQC registration and always operate within the law	Cautious	↔ (same)

<b>Key points</b>	
1. This paper is presented to the Risk Management Committee (RMC) to provide assurance that fire safety is being managed in accordance with the Trusts statutory responsibilities under the Regulatory Reform (Fire Safety) Order.	For information and assurance
2. This paper contains the Annual Certificate of Fire Safety Compliance for signature by the CEO	For decision / signature

## 1. Summary

This paper has been prepared for the RMC and is for information and assurance. It is to update the Committee on all relevant issues with regards to fire safety and provide assurance that the Trust is meeting its statutory responsibilities. Where there are deficiencies to articles in the Fire Safety Order, or requirements of Firecode, assurance is provided that action plans are in place to mitigate and reduce the risks identified. This report has also been shared with West Yorkshire Fire and Rescue Service as the statutory enforcers of the Fire Safety Order. A high level summary of assurance is: -

### Executive Summary

Fires	There have been no fires reported since the last report.
Fire Risk Assessments	The Trust have 516 fire risk assessments in date, 27 are overdue <sup>1</sup> . All areas of the Trusts have a suitable and sufficient fire risk assessment in place. It is the Fire Teams aim to review all risk assessments on a 12-month basis and compliance is reported against this target. We are currently working at merging some of the risk assessment areas in line with the revised HTM 05-03 Part K.
Risk Register	Risks on register continued to be reviewed – the risk relating to Clarendon Wing voids and the means of escape routes that are becoming difficult to negotiate because of plant installation to support schemes.
Fire Training	There are 82.39% of Trust staff that are compliant with annual fire training.

## 2. Background

The paper provides a high-level summary of fire safety activity across the organisation to provide assurance that the Trust is discharging its statutory responsibilities. Having a robust fire safety management plan supports the Trust in achieving its aims and ambitions. This report includes at Appendix A the Annual Certificate of Fire Safety Compliance for signature.

**Fire safety policy** – An approved policy is in place, this was reviewed and approved in September 23.

**Fire Safety Strategy** – A three-year fire safety strategy that supports the other strategic visions and strategies such as BtLW, the Estate Strategy and Security Strategy was approved in December 2021 and supports the overall fire safety management plan for the Trust. This is due for review in Q4 24/25.

**Fire Safety Department Operational Plan and Strategic Leadership Plan** – See detail of these at Appendix B and C. These plans are linked to the 7 Annual Commitments. Fire Team profiles are in Appendix D (competent persons).











<sup>1</sup> The 27 FRA's overdue are overdue review, there is a suitable and sufficient FRA in place, but the Trusts aims to review them all within a 12-month period.

**West Yorkshire Fire Service (WYFRS)** – The working relationship between the two organisations continues to be positive. There are no outstanding issues of discussion to report.

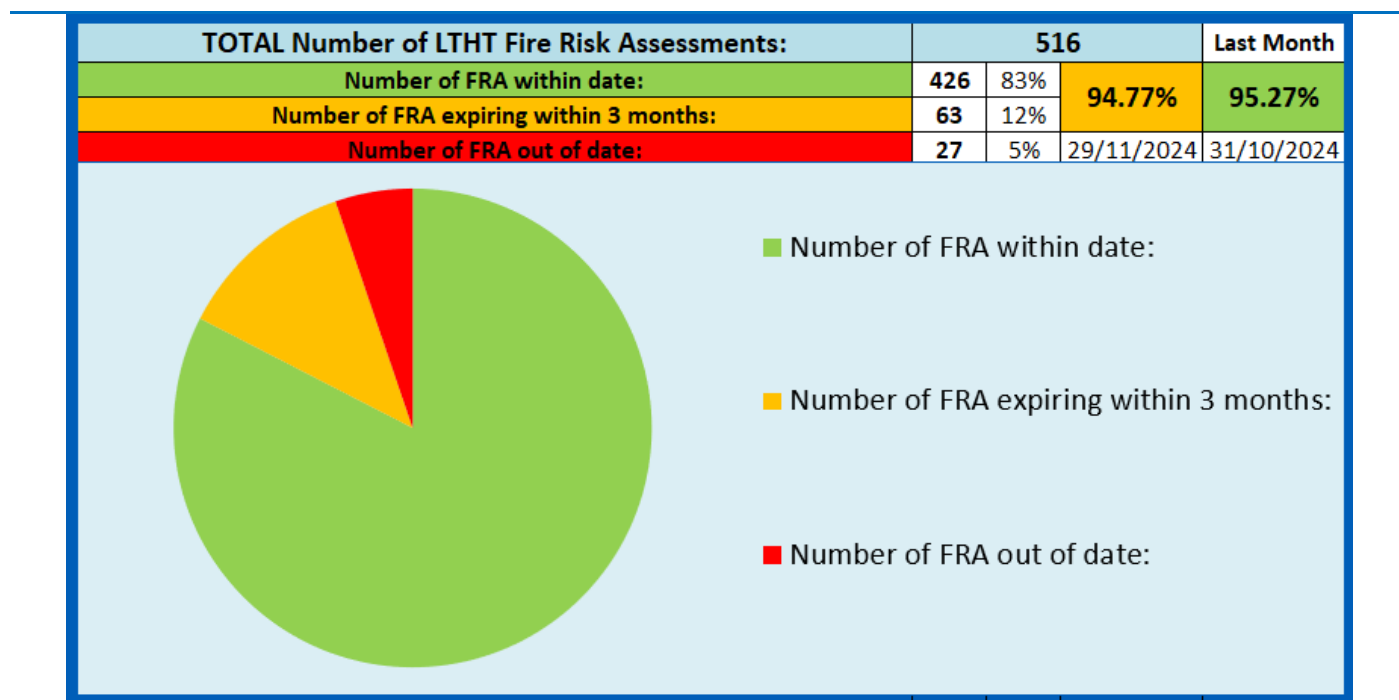
**PFI premises** – This report includes fire safety provisions in PFI buildings that form part of Trust occupied premises. Good working relations are in place between the Trust and PFI Partners.

### 3. Assurance Information

**Assurance dashboard<sup>2</sup>** – this is produced monthly as part of the overall fire safety assurance framework

Fires	Incidents	Fire Risk Assessments	
			
<i>There has been no fires reported in the last month.</i>	<i>There have been 35 incidents reported in September. This is an decrease of 10 since the last report (false alarms)</i>	<i>Overdue fire risk assessments have increased to 5% (27 overdue)</i>	
Fire Training	WYFRS Attendance	Risk Register	
			
<i>The number of staff up to date with fire training has remained stable</i>	<i>Attendance by West Yorkshire Fire &amp; Rescue Service has decreased by 4 in the last month.</i>	<i>There have been no items added to the risk register.</i>	
Key			
			
Pass/Excellent (Consistently good)	Tolerable/Acceptable. (Stable)	Attention/Action required. (Adverse movement)	Risk/Escalation.

<sup>2</sup> This dashboard is for Nov 24



**Table 1 – fire risk assessment compliance data – 10<sup>th</sup> December 24**

A point to note from the FRA inspections is the increased occurrence of items stored in means of escape routes and storage in decanted areas. This is in part because of increased use of all space across the estate and lack of storage. The Fire Team will annotate FRA's accordingly and work with partners / stakeholders on risk reduction. A Planner has been assigned to the Fire Team to address some areas of particular concern around the LGI. A separate report detailing these risks is available from the Fire Safety Manager.

Spotlight on current risks
1. There are currently issues with unwanted fire alarm signals at Brotherton Wing, with 28 activations in the last 4 months. The Fire Team are currently working with Estates and the maintenance provider to understand what is causing the activations and put measures in place to significantly reduce the number of unwanted fire signals. Additional training is being offered to services; it has been identified that some do not know how to read the information on the fire panel.
2. There is an ongoing issue with corridors & communal spaces being used inappropriately for storage. The Fire Team are working with services to reduce the storage as much as possible, however lack of suitable storage remains an ongoing issue.
3. Clarendon Wing Voids – improving means of escape / L8 improving means of escape

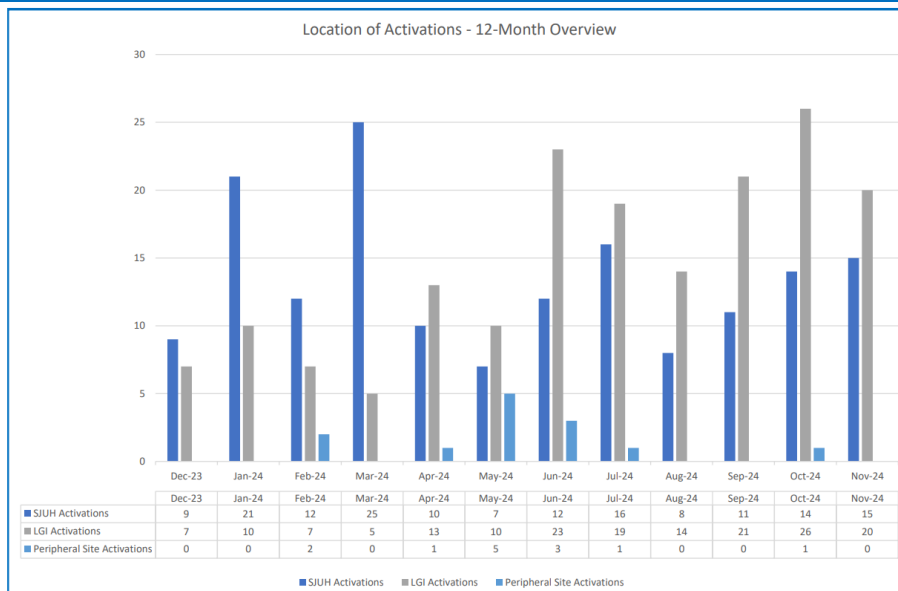
**Fire incidents** – There has been no recorded fires since the last report.

**External partnership working** The Trust is providing a full service of fire safety to our colleagues at LYPFT. This is being delivered via an SLA. This will be over a three-year period. The Trust is also providing services to Airedale; however, this is under review.

**False alarms activity** – False alarm activity is monitored by the Fire Team and up to date detail of cause, locations, trends and other data is available from the Fire Team. Meetings with the Fire

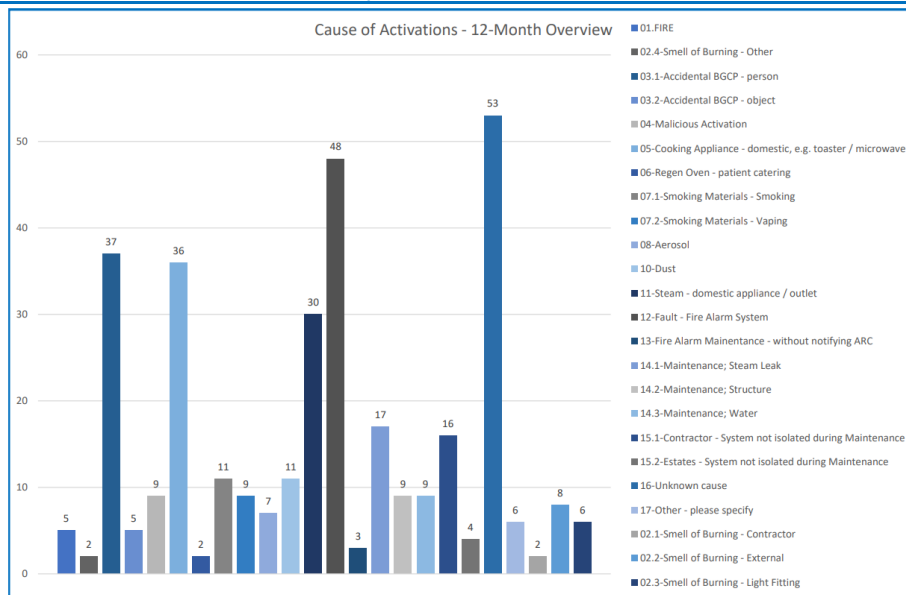
Authority to discuss false alarm activity occur as required. The weekly and monthly reporting system continues to detail trends and causes of fire alarm activations. This weekly/monthly report will be a focus at the Fire Safety Huddles so reductions will be sought. An example of the monthly reporting / data is set out below:

### Location of Activations – Trust Overview



**Table 3**




### Fire Alarm Activations – 12-month overview by cause



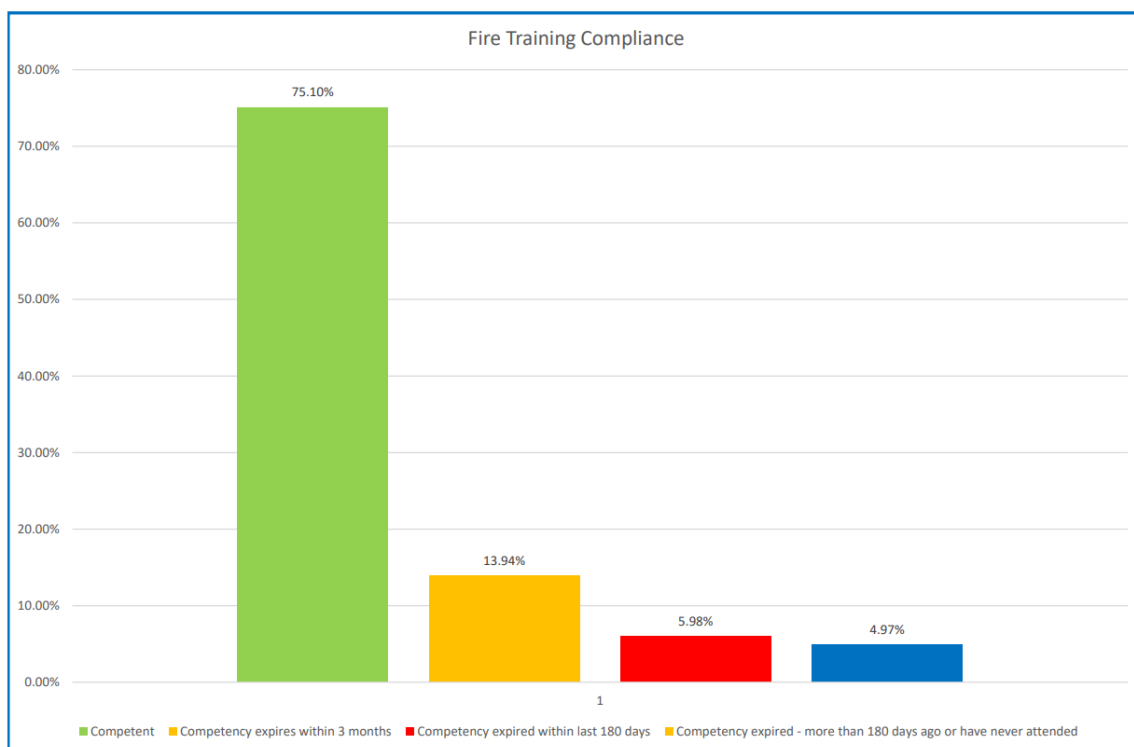
**Table 3/3a – extract from monthly fire performance report detailing fire calls across LTHT owned and occupied premises over the past 12 months. These number of calls by site and causation**

**Training** – The monthly fire report contains information on fire training compliance, examples are below.

## Fire Training – Compliance - By CSU

	<b>&lt;70%</b>	<b>71% - 78%</b>	<b>&gt;79%</b>									
				In date	Out of date	Last Month	In date	Out of date	Last Month	In date	Out of date	Last Month
AMS		<b>88%</b>	<b>186</b>	189								
Adult Critical Care		<b>88%</b>	<b>77</b>	85								
Adult Therapies		<b>93%</b>	<b>57</b>	59								
Cardio-Respiratory		<b>88%</b>	<b>112</b>	106								
Centre for Neurosciences		<b>89%</b>	<b>56</b>	54								
Chapel Allerton		<b>85%</b>	<b>76</b>	64								
Chief Nurse		<b>87%</b>	<b>31</b>	26								
Chief Operating Officer		<b>93%</b>	<b>8</b>	8								
Children's		<b>88%</b>	<b>181</b>	189								
Directorate of Research & Innovation		<b>91%</b>	<b>38</b>	33								
Estates & Facilities		<b>94%</b>	<b>138</b>	146								
Finance		<b>94%</b>	<b>25</b>	28								
Head & Neck		<b>93%</b>	<b>22</b>	25								
Human Resources		<b>93%</b>	<b>14</b>	11								
Informatics		<b>93%</b>	<b>30</b>	36								
Leeds Dental Institute		<b>90%</b>	<b>43</b>	42								
Management Executive		<b>80%</b>	<b>13</b>	12								
Medical Directorate		<b>90%</b>	<b>12</b>	12								
Medicines Management & Pharmacy Services		<b>92%</b>	<b>59</b>	67								
Oncology		<b>89%</b>	<b>156</b>	154								
Outpatients		<b>93%</b>	<b>33</b>	32								
Pathology		<b>86%</b>	<b>114</b>	111								
Radiology		<b>93%</b>	<b>65</b>	64								
SIM		<b>90%</b>	<b>92</b>	97								
Theatres & Anaesthesia		<b>92%</b>	<b>100</b>	118								
Trading Grade Doctors										<b>52%</b>	<b>541</b>	573
Trauma & Related Services		<b>89%</b>	<b>57</b>	63								
Urgent Care		<b>88%</b>	<b>90</b>	89								
Women's		<b>88%</b>	<b>96</b>	86								

## Training compliance overview

**Table 5a**

**Table 5/5a – extract from monthly fire performance report detailing fire safety training compliance across LTHT**

### Top five priorities for the fire Safety Team Q4 - derived from Fire Safety Huddles

Top five work themes for the next month	
1	Rationalise fire risk assessment programme to merge some assessments and ensure coverage in all areas. To add Primary Fire Risk Assessments to the programme to meet the requirements of the updated HTM 05-03 Part K.
2	Review updates from HTM 05-03 Operational provisions Part A: Training and implement any changes required.
3	Develop or review fire safety protocols.
4	Begin to develop fire safety induction and training booklets specific areas within the Trust.
5	Focus on Clarendon Voids / L8 to reduce identified risks

#### **4. Proposal**

The Associate Director Estates, Fire and Security will continue to provide regular reports to the Risk Management Committee, as requested. The CEO signs the Annual Certificate of Fire Safety Compliance.

#### **5. Financial Implications and Risk**

Cost improvements will continue to be delivered through best value on 2024/25 maintenance contracts, reducing risk of litigation and enforcement.

#### **6. Communication and Involvement**

Staff involvement and the communication of fire safety information is a requirement of the Fire Safety Order. Fire safety evacuation plans and fire action cards are in place across Trust premises. The fire safety training programme delivers key messages and encourages staff involvement in terms of them taking ownership of fire safety.

#### **7. Equality Analysis**

This paper has been assessed for its impact upon equality. The Leeds Teaching Hospitals NHS Trust is committed to ensuring that the way that we provide services and the way we recruit and treat staff reflects individual needs, promotes equality and does not discriminate unfairly against any individual or group.

#### **8. Publication under Freedom of Information Act**

This paper is exempt from publication under Section 22 of the Freedom of Information Act 2000, as it contains information which is in draft format and may not reflect the organisation's final decision.

#### **9. Recommendation**

This paper has been presented for information, assurance and signature of the Annual Certificate and it is requested the RMC note and accept its content and the CEO signs.

#### **10. Supporting Information**

See Appendices at end of this report. Any further clarification or evidence is available from the Associate Director Estates, Fire and Security.

## Appendix A

### Annual Statement of Fire Safety 2024

NHS Organisation Code: RR8	NHS Organisation Name: The Leeds Teaching Hospitals NHS Trust	
I confirm that for the period 1 <sup>st</sup> January 2024 to 31 <sup>st</sup> December 2024, all premises which the organisation owns, occupies or manages, have fire risk assessments that comply with the Regulatory Reform (Fire Safety) Order 2005, and ( <i>please tick the appropriate boxes</i> ):		
1	There are no significant risks arising from the fire risk assessments.	
<b>OR</b> 2	The organisation has developed a programme of work to eliminate or reduce as low as reasonably practicable the significant fire risks identified by the fire risk assessment.	✓
<b>OR</b> 3	The organisation has identified significant fire risks but does <b>NOT</b> have a programme of work to mitigate those significant fire risks. *	
*Where a programme to mitigate significant risks <b>HAS NOT</b> been developed, please insert the date by which such a programme will be available, taking account of the degree of risk. Date:		
4	During the period covered by this statement, has the organisation been subject to any enforcement action by the Fire & Rescue Authority? If Yes - Please outline details of the enforcement action in Annex B – <b>Part 1</b> .	No
5	Does the organisation have any unresolved enforcement action pre-dating this Statement? If yes please outline details of unresolved enforcement action in Annex B – <b>Part 2</b> .	No
<b>AND</b> 6	The organisation achieves compliance with the Department of Health Fire Safety Policy, contained within HTM 05-01, by the application of Firecode or some other suitable method.	Yes
Fire Safety Manager	Name: Peter Aldridge - Associate Director - Estates, Fire and Security E-mail: paldridge@nhs.net	
Contact details:	Telephone: 0113 2065102 Mobile: 07900 223417	
Chief Executive Name:	Prof Phil Wood	
Signature of Chief Executive:		
Date: 9/01/25		

Part 1 – Outline details of any enforcement action during the past 12 months and the action taken or intended by the organisation. Include, where possible, an indication of the cost to comply.
No enforcement action in place.
Part 2 – Outline details of any enforcement action unresolved from previous years, including the original date, and the action the organisation has taken so far. Include any outstanding proposed action needed. Include an indication of the cost incurred so far and, where possible, an indication of costs to fully comply.
No unresolved enforcement action in place.

NHS Organisation Code: RR8

NHS Organisation Name: The Leeds Teaching Hospitals NHS Trust

Date: January 2025

## Appendix B - Fire Safety Operational Plan 2024/25 (Financial Year)

This plan is linked to the Trusts values and the vision by protecting all those who resort to our premises and our assets.

Fire Operational Plan 2024 – 2025				
TAC <sup>3</sup>	Objective:	Detail:	Milestones:	Expected Completion:
12 MONTH PLAN				
Fire Safety				
<b>Deliver the financial plan</b>	Peripheral fire procedures being reviewed and changes implemented as required - Seacroft / Chapel Allerton - Review Site Water Supplies at Seacroft	Documented procedures in place	Review underway with stakeholders	On-going
<b>Deliver the financial plan</b>	Continue to interpret the changes coming out of the National fire Safety review after Grenfell and the new Fire Safety Bill to assess changes to the NHS / Trust. SBAR to be produced to implications of Building Safety Act -	Updates prepared and task and finish groups formed as appropriate. AA Projects preparing a gap analysis	Interim reports produced	On-going
<b>Deliver the financial plan</b>	Continued use data sets - such as weekly/monthly fire alarm activity reports to drive sustainable improvements - set a % reduction and action plan to achieve	Continued analysis of DATA and thematic reviews	Monitoring in place – Leader Standard Work	On-going

<sup>3</sup> Trust Annual Commitments

## Appendix C - Strategic Leadership Plan - 2024/25

Estates, Fire, Security and Car Parking Operational Plan 2024 – 2025							
CQC / Trust <sup>4</sup>	Objective	Detail	Milestones	Expected completion	SRO	Comments	Completed
<b>Deliver the financial plan (Financial sustainability)</b>	Complete WRP as predicted and provide regular updates on progress as required	Provide monthly updates as part of performance report to PA	WRP on target month by month	Mar-25	Heads of Services - Estates, Fire, Security	WRP progressing and under review	Completed
<b>Staff retention (Staff engagement / sustainability)</b>	Complete Fire Safety Management Plan / Strategy	Complete the strategy and any consultation and Exec sign off	DRAFT Sign off Launch Implementation	Sept-24	GM, Mark Cox	In place	Completed
<b>Staff retention (Staff engagement)</b>	GAP analysis on fire safety training and reflect best learning suggestions from staff	Conduct survey of “what makes staff learn and remember” - best methods	DRAFT Sign off Launch Implementation	Mar-25	Mark Cox	Work on-going and various comms and ideas being drafted	On-going
<b>Staff retention (People priorities)</b>	Meaningful and measurable staff engagement	Have the most engaged staff in E&F	Staff feel engaged Decisions we make are explained	April 24 and on-going	Heads of Services - Estates, Fire, Security	Staff engagement forum established and supported with an action plan	On-going
<b>Deliver the financial plan (Financial sustainability)</b>	Know our business	DRAFT Performance DATA Submission dates Launch Implementation	First performance DATA completed by 30/04/21	April 24 and on-going	Heads of Services - Estates, Fire, Security	Performance report in place, supported by weekly fire safety huddle and report out monthly	Completed but on-going
<b>Use our existing digital systems to their full potential (Accountable)</b>	Implement and maintain performance standards across all services	Provide monthly performance report to PA	DRAFT Performance DATA Submission dates Launch Implementation	April 24 and on-going	Heads of Services - Estates, Fire, Security	As above - the two objectives are linked	Completed but on-going

<sup>4</sup> These are linked to the CQC 5 key themes and wider Trust objectives and / or Leeds Way Values

## Appendix D – Relevant experience of the Fire Team

- **Peter Aldridge MSc CMgr MCMI**

Peter started his professional career in the Royal Air Force Fire and Rescue Service (RAF FRS). Peter served in several theatres of operation including the Falkland Islands, Ascension Islands, HQ Allied Forces Central Europe in the Netherlands and various UK postings. Whilst in the RAF FRS, Peter operated in the role as a Watch Commander in charge of operational fire crews. After 15 years' service Peter joined LTH as Fire Training Officer, then Fire Safety Manager, Head of Facilities, General Manager and an Associate Director. Peter is a Chartered Manager and holds an MSc in Healthcare Governance.

- **Mark Cox MSc**

Mark studied Fire Safety and Management (BSc) and then Fire and Explosion Engineering (MSc) at Leeds University. He then went to work as a fire engineer for JGA Fire where he progressed to become a Senior Engineer. During which time he specialised in fire safe design of large shopping centres, high-rise residential, schools and the computational fluid dynamics modelling of smoke movement. Mark then joined LTHT as a Fire Engineer where he has spent the last 15 years. For the last 5 years he has supported other NHS organisations as part of his role including LYPFT, the Harrogate Nightingale and more recently Airedale General Hospital and Harrogate District Hospitals.

- **Karen Byard MSc, MIFireE, DipFD**

Karen has worked as both a Fire Safety Manager, Fire Officer and Maintenance Manager in the NHS for over 15 years and as a Technical and Validation Manager and SHEQ Manager specialising in Fire Safety. This provides Karen with extensive, informed knowledge, practical application and the ability to interpret fire related HTMs and Approved Document B. Karen has a master's degree in healthcare Fire Safety, Karen's dissertation was a study into fire door maintenance and is an experienced fire door assessor. Karen is a Member of the Institute of Fire Engineers, an active member of the National Association of Healthcare Fire Officers and hold a fire door diploma and NEBOSH Fire Safety & Risk Management and NEBOSH Certificate in Occupational Health & Safety.

- **Gary Kendrew MIFE**

Gary is a former operational fire officer having served with West Yorkshire Fire & Rescue Service (WYFRS) for over 30 years undertaking various roles up to and including the rank of Station Commander. Gary was the manager for the fire services Fire Engineering team enforcing fire safety legislation in complex buildings including hospitals and healthcare. Other roles included, Operational, risk manager, assurance manager, learning manager, recruit training manager, Specialist Fire investigation officer, Fire safety enforcement officer & Senior accident investigator. Gary has managed complex operational incidents and provided fire expert witness at enquiries and given evidence in crown, magistrates and coroners courts. Gary Joined LTHT in 2018 as the Fire Safety Advisor to the Trust.

- **Ian Firth**

Ian originally trained as an electrical engineer within the Electricity Supply Industry and joined the NHS as a Fire Safety Advisor with the Leeds Teaching Hospitals Trust in 2020. This followed a career with West Yorkshire Fire and Rescue Service, during this time attending many large and serious incidents throughout West Yorkshire. Ian is a qualified ISO Auditor and Accident Investigator. The last 5 years within the Fire Service was as a specialist Level 3 Fire Investigator

which involved collaborating with the police and providing expert evidence in both Criminal and Coroners Courts. Ian holds the Level 7 Legal Skills in Investigation qualification.

- **Ian Thompson**

After leaving school, Ian Thompson joined the Junior Leaders Royal Armoured Corps in preparation for enlisting in the 4th/7th Royal Dragoon Guards, the regional Cavalry Regiment. He qualified as a Chieftain/Challenger crew member and later a Gunnery and Ski instructor for the regiment. After seven years of serving in the UK, Germany, Cyprus and Northern Ireland he left to start a career in West Yorkshire Fire and Rescue Service. He served at HQ in the Training Department where he instructed in all key Firefighter roles for three years, moved onto a role in the Policy Department and eventually reached the rank of Station Commander which he held for ten years. During this time, he was responsible for several Fire Stations and specialised as a Technical Rescue Officer. Qualifications include NEBOSH, Certificate in Management, Incident Management and specialisms in Water/Rope & Technical incidents. Other qualifications included Instructional techniques, IQA, Incident Command. He regularly attended Inter Agency meetings as a member of the Leeds Emergency Planning Group.

- **Graham Heath**

Graham started out in life as a vehicle technician and after passing his apprenticeship, went on to further studies and qualified as a Member of the Institute of Motor Industry (MIMI) before joining the Fire Service in 1988. After 10 years of learning his trade at the sharp end as a Firefighter across many of the busy Leeds fire stations, he rose through the ranks before his promotion to the role of Station Commander which he held for ten years until his retirement in 2018. As well as the operational ranks, he enjoyed other challenges in the Brigade ranging from Command Training to working within the Project Team for the building of five new fire stations across the County. Graham joined the Trust in 2018 as fire safety advisor and usually works out of the LGI where he enjoys the interaction with his Estates colleagues but is especially keen to help those on the front line where he feels greatest challenges can be found