

For the Attention of:-

Directors of Estates and Facilities:

NHS Trusts, NHS Foundation Trusts, PCT's, SHA's and Special Health Authorities

Dear Colleague,

ANNUAL STATEMENT of FIRE SAFETY MANAGEMENT – 2011

Gateway ID 17066

ROCR ID ROCR/OR/0139/002

This is to notify you that the above Statement, covering the period **1 January 2011 to 31 December 2011**, is now due for completion and requires the signature of Chief Executives for NHS Trusts, NHS Foundation Trusts, PCT's, SHA's and Special Health Authorities. The fire safety documentation is contained in the email by which you received with this letter.

Completed certificates are required to be returned, marked for the attention of Robert Grogan, to the Information Centre for Health and Social Care, 2 East, 1 Trevelyan Square, Boar Lane, Leeds, LS1 6AE, or on Fax number 0113 254 2517, or by email to efm_information@ic.nhs.uk **by the 24th February 2012.**

We should be grateful if you would please assist your Chief Executive, as necessary, to progress completion of the certificate by the required return date. Should another person within your Trust have the responsibility for this action, then please pass on this letter to the person concerned.

This is likely to be the last time that the Annual Statement of Fire Safety Management will be collected centrally by the Department, but we would recommend that in future years a similar statement is completed and kept by each Trust as a recorded assurance document, with information being included in the Trusts' annual report.

For contacts that are responsible for more than one organisation please ensure a copy is returned for each separate organisation.

Thank you for your co-operation and assistance.

Yours faithfully,

Robert Grogan
Senior Information Analyst