

PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 May 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Estates Low Voltage (LV) Electricity Compliance
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Executive Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Simon Chiffi, Head of Operations

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This follow up report is being brought to the Health and Safety Committee (HSC) to provide assurance against a key area of the Health and Safety regulations.

The Electricity at Work Regulations 1989.

The intention is to demonstrate the progress made as noted in the recent low voltage (LV) annual report submitted by NWSSP-SES February 2024.

The Health Board (HB) has a diverse property portfolio with a wide range of electrical installations, and electrical components in use in order to conduct its core business. The HB has introduced a range of policies and procedures to minimise the risks associated with the use of electrical equipment.

This report sets out the following:

1. What legislation and guidance the HB is expected to comply with.
2. Provide information on what actions have been introduced by the HB to minimise risk.
3. Update on progress of the recommendations from the Authorising Engineers (AE) audits.

Cefndir / Background

1. The Health and Safety at Work etc. Act (HASAWA) 1974 is the primary piece of legislation covering health and safety in Great Britain. It has over 100 delegated regulations under it, many of which are applicable to the healthcare working environment.

The legislative requirements for Electrical compliance are set out by the Electricity at Work Regulations 1989, which are very broad, ranging from Regulation 1 through to Regulation 33. (These are identified in appendix A for further information).

In healthcare estates and engineering we follow our principal guidance documentation called Welsh Health Technical Memorandums or WHTM's. These are set out for each operational discipline (for example - WHTM 06-02 for LV) as well as relevant British Standards, which set out clear definitive guidelines to ensure ongoing compliance is maintained.

We are measured in terms of compliance by our appointed Authorising Engineer's at NWSSP - Specialist Estates Services (NWSSP-SES) following their site audits and reports issued to the HB's Designated Person (DP).

2. The HB has introduced a range of measures to help support our compliance with the regulations and guidance and these are set out below:
 - Officially appointed an Authorising Engineer (AE) from NWSSP-SES to provide expert advice and offer full independent audit & assurance for LV compliance.
 - Trained and officially appointed in writing authorised persons (AP's) for LV at each acute site to be the professional and technical lead (x2 members of staff per acute site, AE expectation is x3 members of staff per acute site).
 - At each acute site, we have competent persons (CP's as electrical engineers) for LV to ensure safety and resilience of electricity hospital infrastructure.
 - Developed and implemented a HB wide LV electrical safety policy.
 - Established a multi-disciplined Electrical Safety Group or (ESG) for the HB to discuss and manage electrical safety compliance for both LV.
 - Pre-Planned Maintenance system in place to undertake specific checks of electrical infrastructure.
 - External contract to undertake both Portable Appliance Testing and Fixed Board testing across the HB with an increased budget availability for 24-25.
 - From a resilience perspective our acute sites are equipped with IPS/UPS electricity backup systems that will ensure continued power to equipment in the event of power failure.
3. The HB's appointed AE has undertaken an annual HB wide audit for LV to measure our compliance against the WHTM 06-02. The HB wide audit report was completed and received February 2024 to the Designated Person and disseminated to senior estates staff for action.

Asesiad / Assessment

The following section aims to provide an update on the status of our recommendations and items to address as part of our AE audits, and the significant progress we have achieved in recent months.

While we fully acknowledge there are still recommendations awaiting implementation, we are encouraged by the positive momentum demonstrated by the completion of many key recommendations since the last update.

Each recommendation received has been assigned to a specific lead and a timeline for its completion agreed. All recommendations are being carefully tracked by the Estates Compliance team, using a RAG rated tracker system.

Please find below the Table 1.0 a and b illustrating the completed recommendation.

Table 1.0 a) -L.V As at August 2023

Site	No of Recs	H	M	L	Recs Completed to date				Assurance Rating sent by NWSSP-SES (RA = Reasonable Assurance LA = Limited Assurance)
					H	M	L	Total	
BGH	9	1	7	1	1	4	0	5	R.A & L.A
WBH	21	7	12	2	5	11	1	16	L.A
PPH	27	4	7	16	0	0	1	1	L.A
GGH	25	2	8	15	0	1	4	5	L.A
HB Wide	8	0	6	2	0	1	0	1	L.A
	Total recs=90				Total.Completed.rec=28				

**Table 1.0 b) -L.V
As at April 2024**

Site	No of Recs	H	M	L	Recs Completed to date				Assurance Rating sent by NWSSP-SES (RA = Reasonable Assurance LA = Limited Assurance)
					H	M	L	Total	
BGH	9	1	7	1	1	4	0	5	R.A & L.A
WBH	21	7	12	2	6	11	1	18	L.A
PPH	27	4	7	16	2	4	12	18	L.A
GGH	25	2	8	15	1	2	5	8	L.A
HB Wide	8	0	6	2	0	1	0	1	L.A
					71%	55%	50%	55%	
	Total recs=90				Total.Completed.rec=50				

Several recommendations outlined in the previous audit have been addressed. The remaining recommendations have been risk-scored and are being managed through our compliance action tracker system. This approach ensures that all outstanding issues are being monitored and resolved in a timely manner.

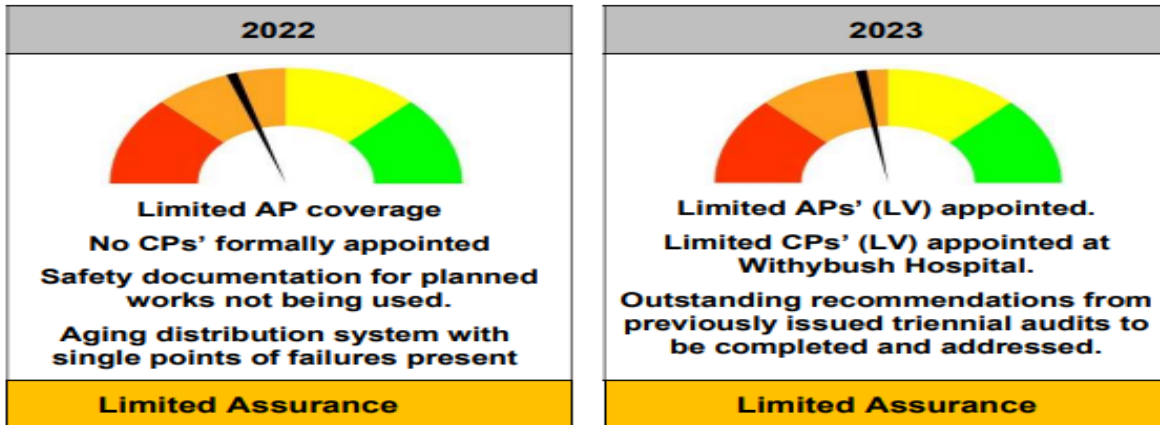
The latest audit results indicate a small but positive shift in the dial from 2022 - 2023, reflecting the commendable efforts from the Operational Estates and Compliance team. Specifically focusing on High-Risk recommendations as a priority with now over 70% completed.

For the remaining 45% of actions, we forecast 30% will be complete within the next 3-6 months, and within a 12-month period we will have addressed 40% of actions.

The remaining 5% of recommendations are more complex in nature and of a higher capital value (ageing electrical infrastructure) and will inevitably take longer than 12 months to achieve. These have now been escalated within the Electrical Safety Group and have been added to DATIX for further monitoring and tracking of their status and will form part of future major infrastructure programme.

With the implementation of our current measures and the actions we have since completed, we anticipate a continued improvement in the dial during the next audit assessment in 2024/25.

Figure 1: Overall Compliance Rating



Appendix A – List of Regulation Titles within the EAWR 1989.

HSR25 – helps duty holder to meet the requirements of the Electricity at Work Act 1989.

Regulation 1 to 33

- Reg 1: Citation and commencement
- Reg 2: Interpretation
- Reg 3: Persons on whom the duties are imposed by these regulations
- Reg 4: Systems, work activities and protective equipment
- Reg 5: Strength and capability of electrical equipment
- Reg 6: Adverse or hazardous environments
- Reg 7: Insulation protection and placing of conductors
- Reg 8: Earthing and other suitable precautions
- Reg 9: Integrity of referenced conductors.
- Reg 10: Connections
- Reg 11: Means for protecting from excess of current
- Reg 12: Means for cutting off the supply and for isolation
- Reg 13: Precautions for work on equipment made dead
- Reg 14: Work on or near live conductors
- Reg 15: Working space access and lighting
- Reg 16: Persons to be competent to prevent danger and injury
- Reg 17-28: Revoked by the mines regulations 2014
- Reg 29: Defence
- Reg 30: Exemption Certificates.
- Reg 31: Extension outside the GB
- Reg 32: Disapplication of duties
- Reg 33: Revocations and modifications.

WHTM 06-01 Electricity services supply and distribution systems 2018
WHTM 06-02 Electricity safety guidance for low voltage systems 2006 is our principal guidance to assist duty holders to meet the requirements of the Electricity at Work Act. 1989.
And subsequent relevant British Standards such as BS 7671:2018 18th edition

Argymhelliad / Recommendation

The Health and Safety Committee is asked to:

- **TAKE ASSURANCE** that since the previous submission of this report many recommendations, particularly those high risk in nature have been completed. This progress is clearly evidenced in the recent submission of the AE audit by NWSSP-SES.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.1 Provide assurance around the UHB arrangements for ensuring the health, safety, welfare and security of all employees and of those who may be affected by work-related activities, such as patients, members of the public, volunteers contractors etc.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	1105, 502
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	2.1 Managing Risk and Promoting Health and Safety
Amcanion Strategol y BIP: UHB Strategic Objectives:	3. Striving to deliver and develop excellent services
Amcanion Cynllunio Planning Objectives	2a Staff health and wellbeing
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Contained within the body of the report. Estates Audit and Inspection Tracker_
Rhestr Termau: Glossary of Terms:	AE Authorising Engineers AP Authorised Persons CP Competent Persons DP Designated Persons

	<p>HB Health Board HDUHB Hywel Dda University Health Board HSE Health and Safety Executive HSG Health and Safety Guidance HTM Health Technical Memorandum LV Low Voltage WHTM Welsh Health Technical Memorandum</p> <p>Contained within the body of the report.</p>
<p>Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:</p>	<p>Actions form part of the ESG or HB's Electricity Safety Group.</p>

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	There may be financial implications if the issues identified require monetary rectification.
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff safety, health and wellbeing through compliance.
Gweithlu: Workforce:	Potential for adverse future staffing impacts if this legislation is not complied with as it relates to employee safety
Risg: Risk:	Risk to health and safety management
Cyfreithiol: Legal:	Potential for enforcement action including Improvement Notices/prosecutions and claims due to breaches in legislation.
Enw Da: Reputational:	Potential for enforcement action including Improvement Notices/prosecutions and claims due to breaches in legislation.
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Has EqIA screening been undertaken? Yes as part of HB Electricity Policy.