



PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 May 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Regulations - Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) – Year End 2023-24
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Sharon Daniel, Interim Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Tim Harrison, Head of Health, Safety and Security Adam Springthorpe, Health and Safety Manager

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 report to the Health and Safety Committee provides an update regarding Hywel Dda University Health Board's (HDdUHB) compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) and presents the year-end RIDDOR reporting figures for the 2023-24 financial year.

Cefndir / Background

RIDDOR places a duty on employers and people in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences to the Health and Safety Executive (HSE).

Regulations 1-3 cover citation, interpretation, and the role of the Responsible Person.

Regulations 4-6 require deaths and injuries to be reported only when:

- there has been an **accident** which caused the injury; and
- the accident was **work-related**; and
- the injury is of a type which is **reportable**.

What is an 'accident'?

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. Injuries themselves, for example, 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, for example, a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (for example, repetitive lifting), are not classed as 'accidents' under RIDDOR.

What is meant by 'work-related'?

RIDDOR only requires accidents to be reported if they arise 'out of or in connection with work'. The fact that there is an accident on work premises does not, in itself, mean that the accident is work-related, the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out

- any machinery, plant, substances, or equipment used for the work
- the condition of the site or premises where the accident happened.

What are 'reportable' injuries?

The following injuries are reportable when they result from a work-related accident:

- The death of any person (Reg. 6).
- Specified injuries to workers (Reg. 4).
- Injuries to workers that result in their incapacitation for more than seven days (Reg. 4).
- Injuries to non-workers that result in them being taken directly to hospital for treatment, or specified injuries to non-workers that occur on hospital premises. (Reg. 5).

Regulation 7 covers dangerous occurrences, which are certain, specified near-miss events with a high potential to cause death or serious injury. They are listed in Schedule 2 of RIDDOR and include events related to lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, collapse of scaffolding etc.

Regulation 8 requires employers to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards for instance where these are likely to have been caused or made worse by their work. A reportable disease must be diagnosed by a doctor. Diagnosis includes identifying any new symptoms, or any significant worsening of existing symptoms. For employees, they need to provide the diagnosis in writing to their employer. Reportable occupational diseases include, carpal tunnel syndrome, cramp of the hand or forearm, occupational dermatitis, hand arm vibration syndrome, occupational asthma and tendonitis or tenosynovitis.

Regulation 9 covers reporting incidents where, in relation to a person at work, the responsible person receives a diagnosis of:

- any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
- any disease attributed to an occupational exposure to a biological agent.

RIDDOR also sets timeframes within which the HSE should be notified of certain work-related incidents. For most types of incidents including accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences, the responsible person must notify the HSE without delay, and a report submitted within 10 days of the incident. For accidents resulting in the over-seven-day incapacitation of a worker, the HSE must be notified within 15 days of the incident.

Asesiad / Assessment

Number of Incidents Reported

In HDdUHB, all RIDDOR notifications are submitted to the Health and Safety Executive (HSE) by members of the Health, Safety and Security (HS&S) team to ensure consistency and quality of reports and to allow the centralised recording of information.

As a result of awareness raising activities by the HS&S Team over the last seven years, the number of reported incidents has grown significantly compared to the figures from 2016, as can be seen by the table at the top of the next page.

Year	Reported Incidents
2016*	17

2023-24 saw a slight decline in RIDDORs reported compared to the previous year, however this was still the second greatest number reported in a single year to date.

2017-18	43
2018-19	55
2019-20	42
2020-21	42
2021-22	58
2022-23	67
2023-24	59

As has been shown by the All-Wales Benchmarking exercises previously presented to this committee, most recently in November 2023, HDdUHB can take assurance that it is not under reporting RIDDOR incidents when compared to similar organisations across Wales.

(*12-month benchmarking period, not financial year.)

Distribution of RIDDOR Incidents

The distribution of RIDDORs reported across the four localities can be seen in the table below. The year-end spread of incidents is roughly representative of the relative acute hospital sizes for the Glangwili, Prince Philip and Withybush localities (using bed numbers as the comparative measure).

The Bronglais exception

Locality	RIDDOR No.	Hospital size	RIDDORs per Bed
GGH Locality	25	403 beds	0.062
PPH Locality	16	218 beds	0.073
WGH Locality	13	213 beds	0.061
BGH Locality	5	155 beds	0.032

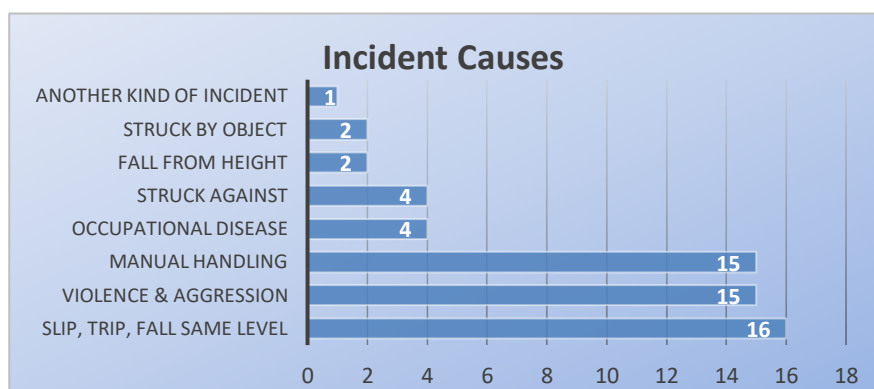
locality is the with a

proportionately lower number of RIDDORs reported than the other localities. This will be raised at the Bronglais Quality Forum and other meetings attended by the HS&S Team in the locality, including the Ceredigion Partnership Forum.

Breakdown by cause

The table and chart below show a breakdown of the RIDDORs reported in the 2023-24 financial year by the main cause of the incident:

Breakdown by Cause	No.
Slip, trip, fall same level	16
Violence & Aggression	15
Manual Handling	15
Occupational Disease	4
Struck against	4
Fall from height	2
Struck by object	2
Another kind of incident	1



From the table and chart above it can clearly be seen that there is a three-way split between the top three incident causes i.e. slips, trips and falls (STF), violence and aggression (V&A) and manual handling, with STF as the overall greatest cause. This is of no surprise as slips, trips and falls have been the leading cause of RIDDOR reportable incidents in HDdUHB for the last 6 years.

The HS&S Team continue to raise awareness with managers through a dedicated section on the Manager's Health and Safety Induction on the management of workplace slips, trips and falls, linked to the Health Board's approved Policy. An STF deep dive was presented to the HSC in July 2022 which found no clearly distinguishable single cause of STF incidents in HDdUHB. This exercise will be repeated and reported to the Committee in July 2024.

As reported in the mid-year update, Occupational Diseases are higher than in previous years, however they are for a variety of reasons i.e. two hand dermatitis cases, one nerve damage and one cryptosporidiosis.

Timeliness of Reporting

In 2023-24 the HS&S Team have continued to promote the RIDDOR reporting requirements and timeframes through discussions at the Quality and Safety / Governance groups across the Health Board and by delivering targeted training sessions.

Year	% Reported in Time
2018-19	54.5%
2019-20	66.6%
2020-21	61.9%
2021-22	56.9%
2022-23	62.7%
2023-24	64.4%

As a result, our timeframe compliance has increased slightly over the 2022-23 financial year, rising from 62.7% to 64.4%, as can be seen in the adjacent table. This continues to be above the Team's self-set target of 60%. The team will continue to promote the timeliness of reporting through the Quality and Safety / Governance groups across the Health Board in the 2024-25 financial year.

Timeliness by Directorate

Please see below the RIDDOR reportable incidents for the 2023-24 financial year split by Directorate. For comparison, the figures for 2022-23 have been included adjacent to the table.

	2023-24			2022-23
	Total	On Time	% On Time	% On Time
Unscheduled Care	23	16	70%	60%
Operations	1	1	100%	75%
Community	8	4	50%	60%
Mental Health	8	4	50%	50%
Womens / Childrens	2	2	100%	100%
Scheduled Care	6	2	33%	71%
Estates / Facilities	10	9	90%	62%
Workforce & OD	1	0	0%	100%
Therapies	0	0	N/A	50%

These figures will be fed-back to the Quality and Safety / Governance groups that the team attend. They allow the HS&S Team to identify Directorates that can be worked with directly to improve compliance, including Workforce and Organisational Development, Scheduled Care, Community and Mental Health.

Improvements have been made by certain directorates following proactive work in 2023/24, for example the Estates and Facilities Directorate which went from 62% compliance in 2022/23 to 90% compliance in 2023/24.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to

- **TAKE ASSURANCE** from this report that the Health Board is operating in compliance with the RIDDOR regulations.

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:	N/A
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
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:	1. Putting people at the heart of everything we do 4. The best health and wellbeing for our individuals, families and communities 5. Safe sustainable, accessible and kind care 6. Sustainable use of resources
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 10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	<ul style="list-style-type: none"> • The Health and Safety at Work etc. Act 1974; • All subordinate Health and Safety legislation; • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); • HSE Approved Codes of Practice; • HSE Guidance; EU Directives.
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch:	Health and Safety Advisory Group Governance / Quality & Safety Groups Trade Union Health & Safety Group

Parties / Committees consulted prior to Health and Safety Committee:	
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable.
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff and patient safety, health and wellbeing through compliance with health and safety regulations.
Gweithlu: Workforce:	Not directly.
Risg: Risk:	Risk to health and safety management
Cyfreithiol: Legal:	It should be noted that a failure to report within the timescales set by RIDDOR is technically a contravention of the regulations and that it is therefore an offence under Section 33(1)(C) of the Health and Safety at Work etc. Act 1974. The Health and Safety Executive who receive these reports will on occasion be critical of the delays in reporting and could seek assurance from the Health Board that improvements will be made.
Enw Da: Reputational:	Potential for political or media interest if compliance or enforcement action is served.
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	No evidence gathered to indicate a negative impact on any protected group/s.