

## PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	13 November 2023
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Health and Safety Regulations – The Work at Height Regulations 2005
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Mandy Rayani, Director of Nursing, Quality and Patient Experience
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	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 is presented to the Health and Safety Committee (HSC) under the standing agenda item to provide assurance against a number of key Health and Safety regulations. The report relates to compliance with the Work at Height Regulations 2005 within Hywel Dda University Health Board (HDdUHB).

##### Cefndir / Background

Falls from height are one of the biggest causes of workplace fatalities and major injuries in the UK. The 'Work at Height Regulations 2005' provide a legal framework to protect people who work at height and aim to prevent death and injury resulting from a fall from height.

'Work at height' is defined as work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

The regulations require HDdUHB to protect employees who work at height, those that could be affected by work being undertaken at height and others who may be contracted to work at height on Health Board premises. As outlined to the Health and Safety Committee in the 'Health and Safety Update' report in September 2023, falls from height are rare within the Health Board, however a recent RIDDOR reportable 'over-7-day injury' highlighted improvements that could be made to existing work at height arrangements.

Under the Regulations, the Health Board should avoid work at height where it is reasonably practicable to do so. Where work at height cannot be avoided, all activities must be properly planned and organised, forming part of a risk assessment and safe system of work process. All work must also be suitably supervised and carried out by competent people, with the skills, knowledge and experience to do the job.

As outlined in the Health Board's new 1198 - Safe Working at Height Policy (tabled for approval at the Committee), when selecting controls to manage the risks associated with work at height, HDdUHB must apply the hierarchy of controls as set out in the Management of Health & Safety at Work Regulations 1999 and the Work at Height Regulations 2005. These are shown in the following table.

<b>Reg 6 (2)</b>	<b>Avoid work at height</b>
<b>Reg 6 (4(b))</b>	<b>Prevent falls from height by using an existing workplace</b>
<b>Reg 6 (4(b))</b>	<b>Prevent falls from height using collective equipment</b>
<b>Reg 7 (a)</b>	<b>Prevent falls from height using Personal Protective Equipment (PPE)</b>
<b>Reg 6 (5)(a)(i)</b>	<b>Minimise distance of a fall from height using collective equipment</b>
<b>Reg 7 (a)</b>	<b>Minimise distance of a fall from height using PPE</b>
<b>Reg 6 (5)(a)(ii)</b>	<b>Minimise consequences of a fall from height using collective equipment</b>
<b>Reg 6 (5)(b)</b>	<b>Minimise consequences of a fall through training and instruction</b>

A visual representation of the hierarchy of controls for work at height and the relevant regulation.

Based on the above, under the regulations HDdUHB should:

- **Avoid** work at height where it's reasonably practicable to do so.
- **Prevent** falls using either an existing place of work that is already safe or the right type of equipment where work at height cannot be easily avoided.
- **Minimise** the distance and consequences of a fall by using the right type of equipment where the risk cannot be eliminated.

Additionally, HDdUHB should:

- Ensure that all activities are properly planned and organised, forming part of a risk assessment and safe system of work process.
- Provide employees with suitable information, instruction and training.
- Ensure that equipment is suitable, stable and strong enough for the job, suitably maintained and checked regularly, including periodic inspections by a competent person.

It is important to consider the level of risk when considering work at height and then ensuring that precautions are taken to a proportionate level. High-risk and/or long-duration work at height may require significant planning, training and equipment, whereas low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where no precautions are necessary.

## Asesiad / Assessment

### Initial Assurance

Despite there not being a formal policy in place for work at height, there are still plenty of examples of good work at height practices within the Health Board.

- All Estates staff that undertake high-risk / long-duration work at height have received suitable and sufficient training in work at height.
- A generic risk assessment is in place covering all work at height, particularly work on fragile surfaces.
- The Health and Safety Team have provided advice and guidance to departments that regularly undertake low-risk / short duration work at height, such as Pharmacy.

- Work at Height and Persons / Objects Falling is a section of questions on the Workplace Inspection Checklist Form which all managers are recommended to undertake for the work areas that they manage every six months.

## **Current Work**

### Work at Height Working Group

The Operations Compliance Team in Estates were originally leading on enhancing work at heights management arrangements and were bringing updates to the Health and Safety Advisory Group. Following a fall from a ladder by a contractor working on the Withybush site in May 2023 a 'Work at Height Working Group' was established and has been meeting regularly to plan the approach to be taken. At this point the Health and Safety Team took over the development of a Work at Height Policy (which was originally planned to be Estates-led).

### Policy Development

The new 1198 - Safe Working at Height Policy has been developed by the Health and Safety Team along with key stakeholders including the Operations Compliance and Estates Maintenance teams and is tabled for approval at the Committee. The Policy formalises the Health Board's arrangements for the management of work at height.

As part of the development of the Policy a 'Team Brief' has been created which can be found in the Appendix of the Policy. The Team Brief is designed to be delivered via local management and the purpose is to ensure that all employees undertaking low-risk, short duration work at height receive suitable and sufficient information, instruction and training on the management of work at height.

### Ladder Inspector Training

The Estates Operation Compliance Team are currently arranging training courses for certain staff to be trained as ladder inspectors across Estates Site Operations, the Health and Safety Team and their own Team. The first of these courses occurred on 5 October 2023.

The training will allow the Health Board to ensure that all work at height equipment is suitable, stable and strong enough for the job, suitably maintained and periodically inspected by a competent person.

### Incident Investigation

A full incident investigation has been undertaken by the Health and Safety Team into the Estates fall from height incident that occurred in July 2023. This is now complete and has been issued to the department. The report made several recommendations which the Estates Department are currently working towards, via the action plan.

### Local Safety Notice

Shortly after the above fall incident, the Health and Safety Team developed and distributed an Estates-specific Local Safety Notice in which it highlighted the risk of working near fragile surfaces. This was distributed to the Estates Teams, Health Board wide.

## **Plan Going Forwards**

### Team Brief

Promotion of the Team Brief following the approval of the Safe Working at Height Policy by the Committee. Ensuring that all staff who undertake low-risk / short-duration work at height receive the briefing via their local management (this may be via cascade training).

### Ladder Inspection

The newly trained competent Ladder Inspectors will identify and inspect all work at height equipment. This will include the tagging of all equipment with unique identifiers and the development of a full database of work at height equipment across the Health Board.

### Risk Assessment and Safe Systems of Work

The Estates Site Operations Team and the Operational Compliance Team will work together to progress from the generic work at height risk assessment to new safe systems of work / procedures for work on all roofs that need to be accessed. These will be communicated to all staff that access roofs.

The safe systems of work should lead to the development of a database (or similar) of all roofs that staff may reasonably be expected to access, including links to the risk assessment and safe system of work for each roof. The database should specifically identify roofs that are deemed to be fragile, and, log all locations where there are skylights.

### Job Cards and Permits to Work

The Estates Site Operations Team will ensure that job cards are raised for all high-risk / long-duration work at height by both the Estates Department and contractors, and that the correct Work at Height Permits are completed for every job, regardless of duration.

### Argymhelliad / Recommendation

The Health and Safety Committee is asked to:

- **TAKE ASSURANCE** from the progress made to date and the plans in place to reach compliance against the Work at Height Regulations 2005.

### **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 and so forth.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	N/A
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	6. All Apply
Parthau Ansawdd: Domains of Quality <a href="#">Quality and Engagement Act (sharepoint.com)</a>	2.1 Managing Risk and Promoting Health and Safety 7.1 Workforce

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
Amcanion Cynllunio Planning Objectives	2a Staff health and wellbeing 5a Estates Strategies
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	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:	<ul style="list-style-type: none"> <li>• INDG401 'Working at height: A brief guide'. Health and Safety Executive (HSE).</li> <li>• LA455 'Safe Use of Ladders and Stepladders – a brief guide'. Ladder Association and HSE.</li> <li>• HSG33 'Health and safety in roof work'. HSE.</li> <li>• GEIS5 Fragile roofs. Safe working practices. HSE</li> <li>• BS EN 131 Ladders. Terms, types, functional sizes. British Standards Institution.</li> <li>• Work at Height Policy and Procedure, NHS Lothian.</li> <li>• Work at Height Policy, Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.</li> <li>• Health and Safety Executive (HSE) Work at height website.</li> </ul>
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Key Stakeholder Consultation Work at Height Working Group Health & Safety Advisory Group

### Effaith: (rhaid cwblhau) Impact: (must be completed)

<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	There will be costs to procure further equipment / safe access systems to facilitate safe high-risk / long-duration work at height by Estates Department staff. Where work cannot be safely undertaken by Estates Department staff, there will be costs in using specialist contractors to the complete work. There will also be ongoing training costs.
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<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	There is a positive impact on staff and patient safety, health and wellbeing through compliance with health and safety regulations.
<b>Gweithlu: Workforce:</b>	Not directly.
<b>Risg: Risk:</b>	Risk to health and safety management.
<b>Cyfreithiol: Legal:</b>	A breach of health and safety regulations can result in the issue of prohibition or improvement notices or criminal proceedings.
<b>Enw Da: Reputational:</b>	Prosecutions and claims due to breaches in legislation or personal injury claims can lead to negative publicity.
<b>Gyfrinachedd: Privacy:</b>	Not Applicable
<b>Cydraddoldeb: Equality:</b>	No evidence gathered to indicate a negative impact on any protected group/s.