

## HEALTH & SAFETY COMMITTEE PWYLLGOR IECHYD A DIOGELWCH

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	10 January 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Approval to the Extension of Health and Safety Policies
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Andrew Carruthers, Director of Operations
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Tim Harrison, Head of Health, Safety and Security Adam Springthorpe, Head of Health and Safety

**Pwrpas yr Adroddiad (dewiswch fel yn addas)  
Purpose of the Report (select as appropriate)**

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

The Health & Safety Committee (HSC) is requested to approve 6 month extensions to the review dates of the following policies:

- Policy 749 – Lockdown Policy.
- Policy 431 - Latex Policy.

**Cefndir / Background**

It is imperative that Hywel Dda University Health Board (HDdUHB) has up to date and accurate written control documentation in order to comply with relevant legislation/regulations and minimise any associated risk.

**Asesiad / Assessment**

Justifications for extensions to the review dates of the written control documentation are detailed below. The extension dates have been determined by the lead officer in each case and assurance has been provided by the lead author that the document remains fit for purpose during the extension period.

**Policy 749 – Lockdown Policy (lead author: Tim Harrison)**

An extension is sought as security arrangements are currently being reviewed and in order to carry out an effective/efficient lockdown of premises, the HDdUHB security measures require improvement. The revised Policy will be required to reflect these improved security measures.

**Policy 431 – Latex Policy (lead author: Adam Springthorpe)**

As part of the review process, it has been identified that a task and finish group is required to be established to consider the nature of the issues raised and for a full review to be undertaken.

**Argymhelliad / Recommendation**

The Health & Safety Committee is requested to approve extensions to the review dates of the following policies for a period of 6 months:

- Policy 749 - Lockdown Policy.
- Policy 431 - Latex Policy.

<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.16 Approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice (policies within the scope of the Committee).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	This discipline covers a variety of operational risks that have been scored and identified on the Datix system.
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	2.1 Managing Risk and Promoting Health and Safety
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	Protect Patients From Avoidable Harm From care
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report	10. Not Applicable

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	The content of this policy is developed utilising expert advice, with reference to legislation and guidance documentation.
Rhestr Termau: Glossary of Terms:	Contained within the body of the report.
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Not applicable.

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	Not applicable.
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	Not applicable.
<b>Gweithlu:</b> <b>Workforce:</b>	There are direct legal responsibilities for staff (workforce) associated with these policies.

<b>Risg: Risk:</b>	HDdUHB must have up to date and accurate policies and procedures to avoid risk.
<b>Cyfreithiol: Legal:</b>	HDdUHB must have up to date and accurate policies and procedures to avoid risk
<b>Enw Da: Reputational:</b>	Not applicable.
<b>Gyfrinachedd: Privacy:</b>	Not Applicable.
<b>Cydraddoldeb: Equality:</b>	Equality Impact assessments will be updated during the review process.