

Health, Safety & Security Summary Report

XXX CCG QHS Month Year

Prepared by XX

Links: [Health and Safety dashboard - Power BI](#) [Our Performance Dashboard - Power BI](#)

Assure

To note

There is confidence that actions are robust and will be sufficient to address the issue or generally operating effectively. Routine monitoring.

Advise

To monitor

There are areas of concern where assurance has been taken on actions in place but requires close monitoring. An early warning of an emerging and potentially serious concern.

Alert

May require discussion

There is a lack of confidence that any action in place is sufficient to address the issue satisfactorily and/or within the scope of the operational team or executive to resolve. Engagement, action or intervention required.

Regulations / Topic Area	Measures / Metrics	CCG Comments	AAA Rating
Management of Health and Safety at Work Regulations 1999 (MHSWR)	<p>L1 Health, Safety & Welfare Training Compliance: Overall XX%</p> <p>Add Data Extract – Dashboard, Open H&S E-learning tab, Select CCG (Function L4), Select Month, Select 'Health, Safety & Welfare' from the Health & Safety Module box.</p> <ul style="list-style-type: none"> - Adjust graph to L5 / L6 etc for more detailed information. <p>Manager's Health & Safety Induction</p> <p>Training figures not available via CCG at present.</p> <p>Overall training figures available via H&S Manager. (733 as of February 2026)</p>		Add AAA Rating & Colour Code
Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)	<p>Risk Stratification for CIM CCG:</p> <p>Add current CCG excerpt of risk stratification database – Via H&S Team</p> <p>H&S Site Inspections</p> <p>Add AMaT H&S Audit Data</p> <p>LOOK INTO EXTRACTING DATA FROM AMaT</p>		Add AAA Rating & Colour Code
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	<p>CCG RIDDORs Date Period: XX</p> <p>No. submitted within mandatory timescales: XX</p> <p>CCG Compliance: XX%</p> <p>Open dashboard, RIDDOR tab, Select CCG (Function L4), Select Month</p> <ul style="list-style-type: none"> - 1st table/graph shows RIDDORs for that month - 2nd table/graph shows late RIDDORs for that month - Calculate compliance % from the 2 figures - 3rd table/graph shows RIDDORs by type, both in month and year to date. - Add tables/graphs to report if desired - More in depth data via H&S Team if needed. 	-	Add AAA Rating & Colour Code

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<p>Manual Handling Operations Regulations 1992</p>	<p>L1 Manual Handling Training Compliance: Add Data Extract – Dashboard, Open Manual Handling Training tab, Select CCG (Function L4), Select Month, Select ‘Level 1 Moving & Handling’ from the Competence Level box. - Adjust graph to L5 / L6 etc for more detailed information.</p> <p>L2 Manual Handling Training Compliance: Add Data Extract – Dashboard, Open Manual Handling Training tab, Select CCG (Function L4), Select Month, Select ‘Level 2 Moving & Handling’ from the Competence Level box. - Adjust graph to L5 / L6 etc for more detailed information.</p> <p>Number of CCG Manual Handling staff/contractor incidents reported via Datix: Add Data Extract – Dashboard, Open Reported Incidents tab, Select CCG (Function L4), Select Month, Under the ‘Incident Category’ box select the 3 Manual handling options i.e. - Manual Handling - Equipment - Manual Handling - Non-patient/service user handling - Manual Handling - Patient/Service user handling Adjust graph to L5 / L6 etc for more detailed information.</p>		<p>Add AAA Rating & Colour Code</p>
<p>Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) (DSE)</p>	<p>DSE E-learning Training - Overall Compliance: XX% Add Data Extract – Dashboard, Open H&S E-learning tab, Select CCG (Function L4), Select Month, Select ‘Display Screen Equipment’ from the Health & Safety Module box. - Adjust graph to L5 / L6 etc for more detailed information.</p>		<p>Add AAA Rating & Colour Code</p>
<p>Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)</p>	<p>Confirm that COSHH Assessments are in place for all chemicals used.</p> <p>Confirm fit-testers are in place for winter preparedness. Add Face-Fit Train-the-Tester (for RPE) Training. (You may hold this locally, if not contact the H&S Team). Confirm staff are fit-tested as required. Add data – not held centrally.</p>		<p>Add AAA Rating & Colour Code</p>

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<p>Personal Protective Equipment at Work Regulations 1992 (PPE)</p>	<p>Infection Prevention & Control Level 1 training compliance: Add Data Extract – Open Our Performance Dashboard, Select ‘PADRs & Core Skills’, Select CCG (Function L4). Compliance is in the final column. For Qualitative Face-Fit Train-the-Tester (for RPE) Training, please see COSHH.</p>		<p>Add AAA Rating & Colour Code</p>
<p>Health and Safety (Sharp Instruments in Healthcare) Regulations 2013</p>	<p>Number of Needlestick staff/contractor incidents reported via Datix: Add Data Extract – Dashboard, Open Reported Incidents tab, Select CCG (Function L4), Select Month, Under the ‘Incident Category’ box select the ‘Contact with Needles or Medical Sharps’. - Adjust graph to L5 / L6 etc for more detailed information. Confirm that risk assessments are in place for the use of all sharps without safety devices.</p>		<p>Add AAA Rating & Colour Code</p>
<p>Violence & Aggression (Inc: Emergency Workers Act 2017)</p>	<p>Confirm that Violence & Aggression / Security Risk Assessments are in place for all areas. Number of CCG Behaviour (inc. Violence & Aggression) staff/contractor incidents reported via Datix: Add Data Extract – Dashboard, Open Reported Incidents tab, Select CCG (Function L4), Select Month, Under the ‘Incident Classification’ box select the ‘Behaviour (including violence and aggression). - Adjust graphs to L5 / L6 etc for more detailed information. Number of Behaviour (inc. Violence & Aggression) staff/contractor incidents in XX Month reported via Datix (only inc. those with 2+ incidents reported): Add data extract - just adjust above graphs to L8 E-Learning Violence & Aggression Module A training compliance:</p>		<p>Add AAA Rating & Colour Code</p>

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	<p>Add Data Extract – Dashboard, Open H&S E-learning tab, Select CCG (Function L4), Select Month, Select 'Violence and Aggression – Module A' from the Health & Safety Module box.</p> <ul style="list-style-type: none"> - Adjust graph to L5 / L6 etc for more detailed information. <p>Reducing Restrictive Practice Team training compliance: Contact the Reducing Restrictive Practice Team</p>		
Security	<p>Linked to V&A above Absconding patients:</p> <p>Add Data Extract – Dashboard, Open Reported Incidents tab, Select CCG (Function L4), Select Month, Under the 'Incident Category' box select the 'Absconding patient/service user'.</p> <ul style="list-style-type: none"> - Adjust graph to L5 / L6 etc for more detailed information. <p>Note: Datix reporting for absconding patients is poor. More reliable figures can be obtained via the Security Manager.</p>		Add AAA Rating & Colour Code
Health and Safety (First Aid) Regulations 1981	<p>Confirm that first aid arrangements are in place for all locations, in line with the First Aid at Work Procedure.</p>		Add AAA Rating & Colour Code
Provision and Use of Work Equipment Regulations 1998 (PUWER)	<p>Contact the Clinical Engineering Team for medical device compliance.</p> <p>Other PUWER elements are likely only relevant to the Estates & Facilities CCG.</p>		Add AAA Rating & Colour Code
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	<p>Contact the Clinical Engineering Team for medical device compliance.</p> <p>Other PUWER elements are likely only relevant to the Estates & Facilities CCG.</p>		Add AAA Rating & Colour Code

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Work at Height Regulations 2005	<p>Work at Height (WaH) equipment inspections completed: Data can be obtained via the H&S Team. Suggest only reporting periodically.</p> <p>Confirm that any ladders in use by CCG staff are tagged.</p> <p><u>All</u> low-risk short-duration users of work at height equipment must also undertake the Health Board's Team Brief – Use of Stepladders.</p> <p>A new template Work at Height Risk Assessment (partially completed) has been created for managers to utilise where they have staff that undertake low-risk short-duration work at height in the workplace. This can include short duration work on kick stools, portable steps, step ladders, safety steps and extension ladders.</p>		Add AAA Rating & Colour Code
Health and Safety (Safety Signs and Signals) Regulations 1996	Monitored via H&S Site Inspections. No concerns.		Add AAA Rating & Colour Code
Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultations with Employees) Regulations 1996	Confirm that the CCG is represented by a number of health and safety trained trade union representatives. (Ensure TU H&S Reps are granted sufficient time to perform their duties).		Add AAA Rating & Colour Code
REACH (Amendment) Regulations 2023	Only currently relevant to the Plaster Room (CIM CCG) and Estates & Facilities CCG (i.e. users of isocyanates).		Add AAA Rating & Colour Code
Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)	Likely only relevant to the Estates & Facilities CCG.		Add AAA Rating & Colour Code

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Control of Vibration at Work Regulations 2005	Mainly relevant to the Estates & Facilities CCG. Considerations for Mortuary & Plaster Rooms.		Add AAA Rating & Colour Code
Control of Noise at Work Regulations 2005	Mainly relevant to the Estates & Facilities CCG. Considerations for other high-noise environments.		Add AAA Rating & Colour Code
Confined Spaces Regulations 1997	Likely only relevant to the Estates & Facilities CCG.		Add AAA Rating & Colour Code
Control of Asbestos Regulations 2012	Likely only relevant to the Estates & Facilities CCG.		Add AAA Rating & Colour Code
Construction (Design and Management) Regulations 2015 (CDM)	Mainly relevant to the Estates & Facilities CCG & Planning Directorate.		Add AAA Rating & Colour Code
Control of Artificial Optical Radiation at Work Regulations 2010	Mainly relevant to the Planned Care & Specialist Services CCG (i.e. Laser users). Refer to LPA Reports. Compliance info and training figures via the LPS.		Add AAA Rating & Colour Code
Ionising Radiation (Medical Exposure) Regulations 2017 (IR(ME)R)	Mainly relevant to the AHP&HS CCG (i.e. Radiology). Add relevant data.		Add AAA Rating & Colour Code
Ionising Radiation Regulations 2017 (IRR17)	Mainly relevant to the AHP&HS CCG (i.e. Radiology). Add relevant data.		Add AAA Rating & Colour Code

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Electromagnetic Fields at Work Regulations 2016	The HS&S Team acknowledge that work is needed on these regulations, however, there currently are no concerns with compliance.		N/A
Regulatory Reform (Fire Safety) Order 2005 (RRO)	<p>Contact the Fire Team for the following metrics:</p> <ul style="list-style-type: none"> Target of >90% Fire training compliance for Levels 1, 2 & 3 only, achieved by completing various courses and/or face to face sessions. Target of >90% of Fire Risk Assessments completed within the specific timeframe allocated. Findings / Actions arising from Fire Risk Assessments to be completed within the agreed timelines specified. Letters of Fire Safety Matters (LoFSMs). Fire Enforcement Notices (ENs) 		Add AAA Rating & Colour Code
Electricity at Work Regulations 1989	<p>Number of CCG electric shock incidents reported via Datix: Add Data Extract – Dashboard, Open Reported Incidents tab, Select CCG (Function L4), Select Month, Under the ‘Incident Category’ box select the ‘Contact or exposure to electricity (electric shock)’.</p> <p>- Adjust graph to L5 / L6 etc for more detailed information.</p> <p>Ensure all electrical equipment is either PAT tested or EST Tested and in safe working order.</p>		Add AAA Rating & Colour Code
Medical Gas	Contact the Medical Gas Safety Group / Estates Maintenance / Estates Operational Compliance for relevant information.		Add AAA Rating & Colour Code
Ventilation Covered by COSHH	Contact the Ventilation Group / Estates Maintenance / Estates Operational Compliance for relevant information.		Add AAA Rating & Colour Code
Water Supply (Water Fittings) Regulations 1999 - Water safety is	Contact the Water Safety Group / Estates Maintenance / Estates Operational Compliance for relevant information.		Add AAA Rating &

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also covered by COSHH & MHSWR			Colour Code
Decontamination Covered by COSHH	Contact the Decontamination Group / Estates Maintenance / Estates Operational Compliance for relevant information.		Add AAA Rating & Colour Code
Lifts	Likely only relevant to the Estates & Facilities CCG.		Add AAA Rating & Colour Code