



**PWYLLGOR IECHYD A DIOGELWCH
HEALTH & SAFETY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 March 2026
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health, Safety & Security Summary Report Template
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Executive Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Adam Springthorpe, Health & 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) to introduce the new Health, Safety and Security Summary Report template.

Cefndir / Background

As part of the ongoing enhancement of Health and Safety governance arrangements, a new standardised reporting template has been developed to present key Health, Safety and Security metrics in a consistent and formal manner. This template supports improved visibility of performance trends and enables clearer scrutiny at all levels of the organisation.

The format is based on the Baseline Assessment of Regulation (BAR). The BAR's purpose is to establish a clear baseline of compliance by mapping each relevant regulation to current policies, procedures, training, and operational controls. This process provides assurance to the Health & Safety Committee that the organisation understands its regulatory obligations, has measured itself against them, and is taking the necessary steps to maintain legal compliance and protect staff, patients, and visitors.

Asesiad / Assessment

Please see the accompanying Health, Safety and Security Summary Reporting template (Appendix 1).

The reporting template is currently utilised for submissions to both the Clinical Care Groups (CCGs) and the Integrated Quality, Finance and Performance Delivery Group (IQFPDG). At present, these reports are compiled by the Health, Safety and Security Team; however, it is anticipated that, over time, responsibility for completing and maintaining these reports will transition to the CCGs as part of embedding local ownership and accountability.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

TAKE ASSURANCE

- Take assurance that the new Health, Safety and Security Summary Reporting template has been created and introduced for reporting at the CCGs and IQFPDG.

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
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	1. Safe
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	1 Workforce Stabilisation 9 Digital plan
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 and associated Health Board policies.
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd lechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	<ul style="list-style-type: none"> • Health and Safety Compliance Group; • Clinical Care Groups (CCGs); • Integrated Quality, Finance and Performance Delivery Group (IQFPDG).

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct costs.
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:	Potential for adverse future staffing impacts if health and safety legislation is not complied with as they relate to employee safety.
Risg: Risk:	Risk to health and safety management.
Cyfreithiol: Legal:	A breach of health and safety regulations, such as the Workplace (Health, Safety and Welfare) Regulations 1992, could result in the issue of prohibition or improvement notices or criminal proceedings.
Enw Da: Reputational:	Prosecutions and claims due to breaches in legislation or personal injury claims can lead to negative publicity.
Gyfrinachedd: Privacy:	Not Applicable.
Cydraddoldeb: Equality:	No evidence gathered to indicate a negative impact on any protected group/s.

