



PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	12 September 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Extension to the review dates of Estates policies
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Executive Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Robert O Connell - Statutory Compliance Manager

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 and Safety Committee is asked to approve extensions to the review dates of the following policies:

403 – Water Safety Policy - 05 March 2022

020 – Asbestos Policy - 28 May 2022

393 – Confined Space Policy - 17 July 2022

442 – Severe Weather Gritting Policy - 17 July 2022

144 - Operational Maintenance Policy - 14 September 2022

Cefndir / Background

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

Asesiad / Assessment

Justifications for the extensions to the review dates of the policies are detailed below. The extension dates have been determined by the lead officers and assurance has been provided by the lead authors that the documents remain fit for purpose during the extension period.

Due to staff capacity issues within the operational compliance team, a selection of operational policies were unable to be reviewed within the agreed timelines, as a consequence of this, an extension of time is being sought.

To offer the necessary assurances, a fully resourced facilities operational compliance team has recently been embedded within the organisation. This additional resource is now able to support the department by ensuring that a policy review programme is in place and adhered to. This will provide the necessary assurances that all policy reviews are conducted within the stipulated timelines and concluded in a timely manner.

Argymhelliad / Recommendation

For the Health and Safety Committee to approve the extension to the review dates of the following policies for a period of 6 months from the date of the Health and Safety Committee on 12th September 2022

403 – Water Safety Policy - 12/03/2022

020 – Asbestos Policy - 12/03/2022

393 – Confined Space Policy - 12/03/2022

442 – Severe Weather Gritting Policy - 12/03/2022

144 – Operational Maintenance Policy - 12/03/2022

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

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:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	1. Staying Healthy 1.1 Health Promotion, Protection and Improvement 2.1 Managing Risk and Promoting Health and Safety 7. Staff and Resources
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 2. Working together to be the best we can be Choose an item.
Amcanion Cynllunio Planning Objectives	
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	

Gwybodaeth Ychwanegol:

Further Information:	
Ar sail tystiolaeth: Evidence Base:	The content of policies are developed utilising expert advice, with reference to legislation and guidance documentation.
Rhestr Termau: Glossary of Terms:	Detailed within each policy document
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Estates Department and lead author have confirmed that the policy documents remain fit for purpose for the extension to the review date of each document

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	N/A
Ansawdd / Gofal Claf: Quality / Patient Care:	N/A
Gweithlu: Workforce:	There are direct legal responsibilities for staff (workforce) associated with this policy.
Risg: Risk:	The HDdUHB must have up to date and accurate policies and procedures to avoid risk.
Cyfreithiol: Legal:	The HDdUHB must have up to date and accurate policies and procedures to avoid risk as a breach of health and safety regulations can 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:	N/A
Cydraddoldeb: Equality:	Each policy document has had an equality impact assessment undertaken at the time of submission. This will be revised as part of the review process