

HEALTH & SAFETY COMMITTEE PWYLLGOR IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	14 March 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Tim Harrison, Head of Health, Safety and Security

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 provide an update on the activities of the Health and Safety Team over the period December 2021 – March 2022. The work undertaken encompasses a variety of health and safety topics, which will be detailed in turn.

Cefndir / Background

The report focuses on the following topics: COVID-19, Manual Handling, Security Management, Agile Working/Home Working, Reporting of Injuries Diseases, Dangerous Occurrences (RIDDOR) and Policy updates.

Asesiad / Assessment

COVID-19 Recent Changes to Welsh Government (WG) Guidance

From 18th February 2022, domestic COVID-19 passes will no longer be a legal requirement for entry to events and venues, and from 28th February 2022, face coverings are legally required only in retail, public transport and health and care settings. The Health Board COVID-19/Social Distance risk assessment has been updated by reducing the current 2 metre distance to 1 metre in office areas. Further relaxation measures are likely to be introduced in the forthcoming weeks.

Manual Handling Update

The Manual Handling Team continue to work under considerable pressure to balance both the training needs, as well as assisting staff with patient care. As a result, there is little space for any increased training, in particular given the clinical nature of the work where referrals are unpredictable and urgent clinical need cannot wait.

To try and alleviate pressures on the Team and to improve commencement dates for new starters, a 4 tier training model, using the principle below is being considered:

COURSE TYPE	TARGET AUDIENCE	DURATION	All Wales Manual Handling	STAFF GROUP
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			Passport (AWMHP)	
LEVEL 1 Low risk inanimate handlers	Lowest risk roles not routinely involved in manual handling or performing only minimal handling beneath Health & Safety Executive (HSE) filter guidance	Online 1-2 hour (theory only, no practical assessment)	A (part B)	Office based staff, ward clerks, reception staff
LEVEL 2 Inanimate handlers	Staff roles where handling of objects is an integral part of their role and/or may be involved in more challenging handling	Half day practical	AB	Hotel facilities, catering staff, medical records, estates, laundry
LEVEL 3 Minimal and emergency patient handling	Staff involved in basic handling of patients with simple sit to stand assistance and who may need to assist in emergencies	1 day practical	ABCE	Doctors, Clinical Nurse specialist/ clinic nurses, Family Liaison Officer, Vaccination centre staff
LEVEL 4 All Wales Foundation in People Handling	Staff providing care on wards or any departments where a range of MH equipment is in use or the type of work needed is unpredictable and can change	2 days practical	ABCDEF	Ward staff Community staff midwives

AWMHP Modules:

A Theory and principles of Manual Handling, **B** Inanimate load handling, **C** Sitting, standing, walking
D Bed mobility, slide sheets, lateral transfers, **E** Emergency handling, the falling & fallen, **F** Hoisting

Manual Handling Risk Assessment for New Starters

Manual handling training forms part of corporate induction and this training should take place before the person commences any practical manual handling work. In instances where training prior to the start date is not possible, managers can use a newly revised risk assessment form to assess the safety of the individual working in their environment prior to receiving training.

Whilst practical training is awaited, the risk assessment will determine what the individual can safely undertake and make clear what cannot be undertaken. This is a short-term arrangement, which will require regular review and does not replace training.

The risk assessment includes:

- Allowance for any previously trained and experienced staff to commence work while awaiting their pre-booked HDdUHB training and reserve 2-day places for those who require it most, e.g. inexperienced handlers.

This will be a significant piece of work to make the necessary alterations on the Electronic Staff Record (ESR), however it will lead to a better, more efficient way of providing appropriate and proportionate training to staff.

Agile Working/Home Working

Since the outbreak of COVID-19, an increased number of staff are working in an agile manner across the Health Board at various sites and from private/home premises. The HSE removed the temporary working status of those working from home due to COVID-19. The Health and Safety Team have contributed to a National guidance document developed to ensure those who are adopting agile working or who are working from private/home premises have adequate facilities.

Definitions

- Agile Worker – Any member of staff who has the ability to work from multiple locations, including private and Health Board premises. This may include some aspects of working from home, however this is not a formal arrangement.

- Home Worker – Any member of staff who has a formal (permanent) arrangement to work from home.

The guidance provides details of the responsibilities for both the Health Board and employees in terms of setting up a workstation correctly under these circumstances and includes work equipment that should be considered as standard issue.

Security Management

A planning objective has been developed relating to the Health Board's current Security Management arrangements. Progress is being made in terms of the development of a draft Health Board Security Management Policy Framework which aims to make improvements in the following areas:

- Improving physical security, including installation of automated locks and improving access control to external doors.
- Improvements in the management of Closed Circuit Television (CCTV) systems and to improve image quality on the majority of installations.
- Benchmarking against other organisations to review the Security Guard Force arrangements in place and to ascertain how this could fit within a Hywel Dda University Health Board (HDdUHB) model.

Prevention, Assessment & Management of Violence & Aggression (PAMOVA)/Reducing Restrictive Practice

As part of the work to comply with the HSE Improvement Notices, a training plan has been produced in order to deliver training to staff across the whole Health Board and not only focusing on the Mental Health and Learning Disability (MHL) Directorate. Due to the COVID-19 pandemic, this training model was not required as fewer training sessions were provided during this period. Therefore, the appointment of additional staff to deliver the plan was not considered a priority. Training has since been re-established and the training model plan is once again being considered as the Team could now benefit from additional staff to assist with training sessions

Training compliance amongst acute/community staff remains low and the number of violence and aggression incidents affecting this group of staff remains consistently high.

The Team continue to provide an excellent amount of support to MHL, however are also having significantly more input into clinical support to the General Hospital Acute sites which appears to be ever increasing. This is in keeping with the new NHS Wales Reducing Restrictive Practice framework.

Reporting of Injuries Diseases, Dangerous Occurrences Regulations (RIDDOR)

The Health & Safety Team has reported 12 incidents under RIDDOR since the January 2022 HSC meeting. RIDDOR places duties on employers and people in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences.

Five of the reported staff injuries relate to interactions with one particularly challenging patient. The patient has Attention Deficit Hyperactivity Disorder (ADHD) and has a known pattern of aggressive behaviour. At the time of the incidents, the patient had already been moved from a residential learning disabilities facility to a more secure mental health inpatient facility. Since then, and in response to a number of incidents, the patient has now been moved to the Psychiatric Intensive Care Unit (PICU) which is an environment more suited to their particular needs. Unfortunately, all five incidents were reported outside of the Regulation's reporting timeframe, which has affected our self-imposed target set for reporting to the HSE on time.

Of the remaining seven incidents, two were slip/trip/fall incidents, two manual handling incidents, two struck by object incidents and one burn incident.

An end-of-year report on all 2021/22 RIDDOR incidents will be presented to the Health and Safety Committee in May 2022, including analysis of incidents and proposals for improving our reporting compliance.

Policy Update

The Latex Policy (Policy 431) has been revised and updated and is presented to the HSC for approval under a separate agenda item.

The Fit-Testing for Respiratory Protective Equipment (RPE) Procedure (Procedure 814) is currently under review with a view to being presented to the HSC for approval in May 2022.

The First Aid at Work Procedure, Version 2 (Procedure 696), which was approved by the HSC in January 2022, is being reviewed following the proposal to introduce first aid training delivery internally instead of using external providers. The process for manager's to identify their first aid needs is also being reviewed and improved to coincide with the introduction of the training. It is anticipated that HSC approval for the Procedure will be sought in May 2022.

Argymhelliad / Recommendation

For the Health & Safety Committee to gain assurance that work has progressed, and improvements have been made in relation to the health and safety themes as detailed within the report.

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:	718 Health and Safety Management
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	1. Staying Healthy 2. Safe Care 2.1 Managing Risk and Promoting Health and Safety
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	No Avoidable Deaths Protect Patients From Avoidable Harm From Care Focus on What Matters to Patients, Service Users, Their Families and Carers, and Our Staff
Amcanion Strategol y BIP: UHB Strategic Objectives	2. Living and working well.
Amcanion Llesiant BIP: UHB Well-being Objectives:	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Not applicable.
Rhestr Termiau: 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:	Partnership Forum meetings.

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable.
Ansawdd / Gofal Claf: Quality / Patient Care:	Potential for quality of patient care to be compromised if large numbers of staff are affected by COVID-19 themselves.
Gweithlu: Workforce:	There is an impact on staff health and wellbeing as well as safety for non-compliance with COVID-19 management arrangements.
Risg: Risk:	Directorate Risk Registers have highlighted a number of the topics covered within this report.
Cyfreithiol: Legal:	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:	Not applicable.
Cydraddoldeb: Equality:	Has EqIA screening been undertaken? No