

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING
HELD ON 14th November 2022**

| MINUTE REF | ACTION | LEAD | TIME SCALE | PROGRESS |
|------------|--|-----------|--|--|
| HSC(22) 62 | WORKPLACE (HEALTH AND SAFETY REGULATIONS) <ul style="list-style-type: none"> To pursue the use of Wellbeing Funds to support staff in utilising the available space in accommodation. | JH/DR | 5 th September 2022 9 th January 2023 | Complete Mrs Judith Hardisty and Mrs Delyth Raynsford have discussed the position informally and this is part of the overall approach needed to encourage more staff/departments to apply for charitable funds. It will need to be monitored via the expenditure reports. |
| HSC(22) 75 | HEALTH AND SAFETY UPDATE: <ul style="list-style-type: none"> To provide feedback on the meeting being arranged with Dyfed Powys Police (DPP) to challenge the response received by a member of staff who was assaulted by a mental health patient. | TH | 1 st November 2022 9 th January 2023 | Complete No change to DPP policy at present however this remains under discussion. A meeting with Health Board and DPP representatives occurred to discuss how more offences could be brought to justice. Since the previous meeting, there have been at least three arrests and interviews, with one remanded in custody. |
| HSC(22) 75 | HEALTH AND SAFETY UPDATE: <ul style="list-style-type: none"> To liaise with the Health and Safety Manager to ascertain whether a new risk needs to be articulated for future Health and Safety reporting. | CB/ TH | 1 st November 2022 9 th January 2023 | Complete Two new risks have been added to the Datix risk module in relation to manual handling training and violence and aggression training at service level, and are included within the themed risk register reported within the Operational |

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| | | | | Risk Report presented on agenda (item 2.3). |
| HSC(22) 80 | OPERATIONAL RISKS ASSIGNED TO QSEC: <ul style="list-style-type: none"> To clarify with the Committee whether the description and use of 'plus-size patients' is a national descriptor and update the Risk if appropriate. | MR | 1 st November 2022 9 th January 2023 | Complete Different terminology is used across organisations. The national back exchange manual handling document utilises the phrase plus size. The Health Board's Manual Handling Co-Ordinator has sought clarity from the All Wales Manual Handling Team and will provide feedback prior to the Health and Safety Committee. Terminology HDdUHB is using is Plus sized Patients - latest documents on website relating to 'Bariatric' have been changed to reflect this. |
| HSC (22)89 | MINUTES AND MATTERS ARISING FROM THE MEETING HELD ON 12TH SEPTEMBER 2022 <ul style="list-style-type: none"> To amend the referencing in the Minutes and Table of Actions and recirculate in order to remove the duplication. | HM | 14 th November 2022 | Complete Minutes and Table of Actions amended and shared for approval. |
| HSC (22)89 | MINUTES AND MATTERS ARISING FROM THE MEETING HELD ON 12TH SEPTEMBER 2022 <ul style="list-style-type: none"> Mrs Hardisty requested that the regular meetings with Dyfed Powys Police (DPP) representatives are included in the regular Violence and Aggression Update. | TH | 9 th January 2023 | Complete Feedback from the regular meetings with DPP will now be included within violence and aggression update report (agenda item 2.4). |

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|------------|---|------------|--------------------------------|---|
| HSC(22)92 | HEALTH AND SAFETY UPDATE <ul style="list-style-type: none"> To present a detailed review (including data) of the rising number of violent/aggressive assaults on healthcare staff at the 9th January 2023 HSC meeting. | TH | 9 th January 2023 | Complete On agenda (item 2.1). |
| HSC (22)93 | HEALTH AND SAFETY REGULATIONS: CONTROL OF ASBESTOS UPDATE <ul style="list-style-type: none"> To draft a brief report to be appended to the Table of Actions, referencing the different types of asbestos, how they are managed, what applies to each and outlining how training is prioritised. | SC/AS / TH | 9 th January 2023 | Complete See Appendix 1 - <i>Control of Asbestos Regulations 2012 – The Different Grades of Asbestos Containing Materials (ACM's)</i> attached. |
| HSC (22)95 | FIRE SAFETY UPDATE <ul style="list-style-type: none"> To produce a report for a future Committee, outlining risk should fire safety funding become scarce. | RE/AC /LD | 6 th March 2023 | Forward planned for March 2023 Committee. |
| HSC (22)99 | MATTERS FOR ESCALATION TO BOARD <ul style="list-style-type: none"> To inform the Board of the increasing number of aggressive/violent assaults on members of healthcare staff. | JH/ MR | 22 nd November 2022 | Complete Included in the Health and Safety Committee Update to Board on 29 th January 2023. |

Completed Actions

| MINUTE REF | ACTION | LEAD | TIME SCALE | PROGRESS |
|-------------|---|-------------------|-------------------------------------|--|
| HSC (22) 74 | SELF ASSESSMENT QUESTIONNAIRE: <ul style="list-style-type: none"> To clarify with the Board Secretary whether the format of the questionnaire has been revised and if not, request an update on whether this is being progressed | CSO/ JW | 1 st November 2022 | The Self Assessment Questionnaire will be revised in readiness for next years process. |
| HSC(22) 78 | HEALTH AND SAFETY REGULATIONS - ESTATES LOW VOLTAGE (LV) and HIGH VOLTAGE (HV) ELECTRICITY COMPLIANCE - AUDIT TRACKER <ul style="list-style-type: none"> To schedule an update on the Health Board's LV and HV electricity Compliance in six months time and update Datix Risk Register | CSO/ CB/ AS | 1 st November 2022 | An update has been scheduled as part of the Committee's forward work programme. |
| HSC(22) 80 | Operational Risks Assigned to QSEC: <ul style="list-style-type: none"> To provide clarity to the Committee on whether Risk 222: Exposure to asbestos through contact with asbestos containing materials includes General Managed Practice sites. | GR | 1 st November 2022 | An update will be included within the Health And Safety Regulations: Control of Asbestos Report, scheduled for the 14 th November 2022. |
| HSC(22) 85 | PROCEDURE 463: DISPLAY SCREEN EQUIPMENT (DSE) AND WORKSTATION ASSESSMENT: <ul style="list-style-type: none"> To clarify whether the name of the supplier for staff eye test vouchers should be stipulated within the Procedure. | AS/ CSO | 1 st November 2022 | Complete: The procedure has now been approved. |

MR – Mandy Rayani

GR: Gareth Rees

TH: Tim Harrison

CSO – Committee Services Officer

CB: Claire Bird

JH: Judith Hardisty

JW: Jo Wilson

AS: Adam Springthorpe

DR: Delyth Raynsford



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

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| DYDDIAD Y CYFARFOD: DATE OF MEETING: | 09 January 2023 |
| TEITL YR ADRODDIAD: TITLE OF REPORT: | Health and Safety Regulations: Control of Asbestos Regulations 2012 – The Different Grades of Asbestos Containing Materials (ACM's). |
| CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR: | Andrew Carruthers, Executive Director of Operations |
| SWYDDOG ADRODD: REPORTING OFFICER: | Simon Chiffi, Head of Operations |

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 being brought to the Health and Safety Assurance Committee (HSC) under the standing agenda item to provide assurance against a number of key Health and Safety regulations. This report concerns the Control of Asbestos Regulations 2012, and the approved code of practice L143 (second edition) Managing and Working with Asbestos, and addresses queries raised following the previous SBAR report.

Cefndir / Background and Asesiad / Assessment

The different grades of ACMs

The risk level of an ACM is dependent upon the following factors:

- **The material type:**
The greater the friability of a material, the greater the risk due to its ability to release asbestos fibres. Materials to which asbestos was added during manufacture for the purpose of insulation or fire-proofing are generally more friable than those to which it was added just for strengthening purposes, for example, contains greater concentrations of asbestos fibres in comparison to vinyl and thermoplastic floor tiles. Most ACMs containing lower concentrations of asbestos fibres are regarded as being “bonded” materials i.e. the fibres are bonded within the matrix of the material and are not readily released.
- **Condition and surface treatment:**
The risk of asbestos fibres being released and becoming airborne will increase as the condition of the material deteriorates, for example, friable materials which are damaged present a higher risk to those in good condition. The application of surface treatments to friable materials, such as enclosing the material or sealing it with an encapsulant paint will assist in lowering the risk in most cases.

- **Asbestos fibre type:**
There are six asbestos fibre types regulated in the UK, including crocidolite, grunerite (known by its trade name Amosite), and chrysotile; commonly referred to as blue, brown, and white asbestos respectively. Chrysotile (white) asbestos is regarded as a serpentine class mineral, whilst the other five are regarded as amphibole class. Whilst all six types are regarded as toxic to humans, the amphibole class fibres, in particular Crocidolite (blue) asbestos, are regarded as having a significantly greater toxicity.

The majority of ACMs within the Health Board's properties are low or very low risk materials such as vinyl floor tiles, gaskets, bitumen products, cement products, textured decorative coatings (i.e. Artex), and encapsulated asbestos insulating board (AIB). The higher risk ACMs are generally instances of asbestos lagging or AIB debris, or contaminated dust (predominantly located in engineering areas and accessed by Estates staff only), which are managed through appropriate control actions, but where full removal or encapsulation cannot yet be conducted due to physical or operational constraints.

The number of higher risk ACMs

The number of identified higher risk ACMs within the Health Board's properties continues to decrease over time due to ongoing investment in remediation schemes and control actions. There are currently 61 ACM's at 12 locations detailed within the asbestos register database affected by high material risk ACMs. To put this into context there are currently 2751 ACMs in total recorded in our database, therefore only 2.2% of all ACMs are in the higher risk ACM category. These areas are within Bronlais General Hospital, Gorwelion Day Hospital, Hafan Derwen, Llanion House, Glangwili General Hospital, and Withybush General Hospital. In all cases, control actions have been implemented to manage the risks, including physical segregation, access prohibitions or restrictions, or encapsulation. In some cases remedial work is being considered for 2023, but in others, it cannot yet be conducted due to physical or operational constraints. In these cases, the control actions will continue until opportunities for removal or full encapsulation arise.

There are several additional inclusions within the asbestos register database indicating areas or items *presumed* to contain high material risk ACMs as a precautionary measure due to being inaccessible during surveying; for example, the interiors of sealed boxing and voids above fixed ceilings. These inclusions shall remain within the asbestos register until opportunities arise for intrusive investigations to confirm or refute the presence of asbestos, such as during pre-refurbishment asbestos surveying.

How higher risk ACMs are identified and managed

The Health Board's properties have been subject to an initial programme of asbestos management surveying (previously referred to as Type 2 surveying) to identify ACMs which may be encountered during normal occupation and maintenance activities. This information is supplemented by pre-refurbishment / demolition asbestos surveying to support refurbishment schemes, as well as additional sampling and analysis where required, to identify ACMs hidden within the fabric of the building. All such information is added to the Health Board's asbestos register database where each ACM is awarded a numeric *material risk* score as prescribed by the Material Assessment Algorithm within HSE published guidance *HSG264*, based upon the material type, its condition, any surface treatment, and the type of asbestos fibres it contains. The resulting score determines each ACM's *material risk* level i.e. very low, low, moderate, or high. An additional numeric score is also determined for each ACM using the *priority*

assessment algorithm recommended with HSE guidance, based upon its location and in consideration to its normal occupant activity, the likelihood of disturbance, the human exposure potential, and typical maintenance activity. When combined with the material risk score, the priority assessment score provides a human-environment weighting, to determine a *Total Risk* score. The Total Risk score is used to determine the Total Risk level (i.e. very low, low, moderate, or high), to assist in the consideration of action priorities.

Different approaches depending upon the grade of ACM

Appropriate control actions are considered and implemented by the Estates Compliance Team for each ACM upon its initial discovery and scoring of its material risk level and total risk level.

Very low risk and low risk ACMs are not normally considered for immediate removal unless likely to be disturbed by forthcoming work, and so can be labelled with an Estates warning label (if appropriate) and the materials' condition monitored within the asbestos re-inspection programme. The re-inspection programme involves a periodic visual inspection of each ACM and subsequent re-scoring of the risk and a review of the control actions if its condition or human environment has changed.

For moderate risk level ACMs, encapsulation, enclosing, or removal within suitable timescales may be required. In the interim, affected areas are labelled as being asbestos "Hot Spots" and subject to local access-prohibition as required to prevent further disturbance and exposure.

For high risk ACMs, the affected area may require immediate segregation and access prohibition or restrictions until the ACM can be repaired / encapsulated or removed, and the affected area decontaminated. Air testing to determine the spread of contamination and the ambient airborne fibre levels may also be commissioned. In some circumstances, such as the Glangwili Hospital Block 14 boiler house, it may not be feasible to encapsulate / remove the ACM entirely due to the nature of the building and its plant, and without causing significant disruption to the hospital's operations. In such cases, the risk levels will require a more comprehensive review supported by additional and on-going periodic re-inspection / sampling and air testing, and the implementation of local work and access restrictions and prohibitions to prevent disturbance to, and exposure from the ACM, until an opportunity arises to fully remediate the situation.

Argymhelliad / Recommendation

The committee is therefore asked to consider the content of the report, which provides the necessary assurances that suitable and effective arrangements are in place to manage the presence of ACM's within Hywel Dda University Health Board.

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.

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| Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score: | |
| 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 2.4 Infection Prevention and Control (IPC) and Decontamination |
| Nodau Gwella Ansawdd: Quality Improvement Goal(s): | All Quality Improvement Goals Apply Protect Patients From Avoidable Harm From Care Reduce Duplication and Eliminate Waste Choose an item. |
| Amcanion Strategol y BIP: UHB Strategic Objectives: | 2. Living and working well. |
| Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019 | 2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS |

| Gwybodaeth Ychwanegol: Further Information: | |
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| Ar sail tystiolaeth: Evidence Base: | Contained within the body of the report. |
| Rhestr Termiau: Glossary of Terms: | Contained within the body of the report. |
| Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Assurance Committee: | No consultation to date but will be shared with Quality and Safety/Governance meetings as well as County Partnership Forums. |

| Effaith: (rhaid cwblhau) Impact: (must be completed) | |
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| Ariannol / Gwerth am Arian: Financial / Service: | There may be financial implications if the issues identified require monetary rectification. |
| Ansawdd / Gofal Claf: Quality / Patient Care: | There is a positive impact on staff safety, health and wellbeing through compliance with the Workplace (Health, Safety and Welfare) Regulations 1992. |
| Gweithlu: Workforce: | Potential for adverse future staffing impacts if this legislation is not complied with as it relates to employee safety. |
| Risg: Risk: | Risk to health and safety management. |

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| Cyfreithiol: Legal: | Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation. |
| Enw Da: Reputational: | Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation. |
| Gyfrinachedd: Privacy: | Not Applicable |
| Cydraddoldeb: Equality: | <p>No evidence gathered to indicate a negative impact on any protected group/s.</p> <p>Evidence gathered indicates a positive impact on the protected characteristics of human rights and pregnancy / maternity by providing a safer workplace.</p> |