



PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	09 January 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Committee (HSC) Self-Assessment Outcome Report 2021-22
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Judith Hardisty, Health and Safety Committee Chair Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Joanne Wilson, Board Secretary Karen Richardson, Corporate & Partnership Governance Officer

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to present to the Health and Safety Committee (HSC) the outcome of the HSC Self-Assessment 2021/22 process, and to consider whether this meets the expectations of the Committee.

Cefndir / Background

From 2020/21, a new approach to self-assessment was introduced to elicit greater feedback in order to shape and influence the agenda of HSC going forward.

Members of HSC completed a questionnaire to consider the Committee's effectiveness during the previous 12 months and, in addition to specific domain questions, comments were invited on any improvements for consideration to assist the Committee in drawing up its own plan for improvement. The recognition of what has worked well has been a helpful platform to move forward, and the greater focus on organisational risks to inform the agenda and work of the Committee will enable a further move towards providing a strategic outlook.

Asesiad / Assessment

Each question started with a statement, which set out 'what good looks like'. In response, Members described at least one example from the previous 12 months in which the Committee had been effective in this domain and shared at least one idea for improving the Committee's effectiveness in this domain over the coming year. The responses included a number of useful suggestions regarding ways in which the governance and operation of HSC might be improved.

Following meetings with the HSC Chair, the Board Secretary and the Director of Nursing, Quality and Patient Experience, responses to any suggested improvements were agreed, with progress on any identified actions provided below.

Question 1

The Committee seeks assurances in regard to:

- The Health Board's 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.
- The effectiveness of arrangements to ensure organisation-wide compliance with the Health Board's Health and Safety Policy, monitoring delivery against the Health and Safety Committee's work programme and ensuring compliance with the relevant Standards for Health Services in Wales, advising the Board where appropriate regarding how its health and safety management may be strengthened and developed further.
- Processes for the review of accidents, incidents and notifiable disease statistics in order to keep an organisational focus on trends, to ensure that corrective action and prioritisation of high risk issues are brought to the attention of the appropriate groups, and to share learning across the organisation.
- Processes for the review of Health and Safety compliance across the whole of the Health Board's business undertakings, including a programme of Health and Safety audits and review of findings of safety management system audits, seeking assurance that corrective actions are put in place and ensuring that reports and factual information from external regulatory agencies are acted upon within achievable timescales.
- The effective management of risks relating to health, safety, security, fire and service/ business interruption/ disruption across all the Health Board's activities (including for hosted services and through partnerships and Joint Committees as appropriate), providing assurance that effective risk assessments are undertaken and addressed.

The Committee constantly seeks to strengthen the ways in which it achieves this, challenging itself to avoid tokenism, welcoming contributions, engaging with criticism and accounting for and learning from failings.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

Responses:

- **The development of the seven-minute brief which is put out on global email has raised the profile of health and safety.**
- **The detailed examination of the Lifting Operations and Lifting Equipment Regulations (LOLER), understanding the issues and seeking assurance.**
- **The way in which the agenda is now structured enables there to be oversight and scrutiny of compliance against a range of statutory regulations. Fire compliance has been a good example of the detail provided demonstrating improvement throughout the year.**
- **Escalation to Board through routine reporting has also ensured that the Board is aware of risks and issues as they emerge.**
- **All of the areas for assurance identified above have formed the basis for the work plan and agenda for each meeting of the Committee.**

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
The trade unions have a health and safety meeting it may be worth having an update on what issues they have covered in the meeting sent to the Committee.	The Committee ToRs could be updated to include regular updates from the Trade Unions H&S meeting.	
No suggestions, other than allowing the approach established to embed further.	No response required	No update required.
Use of photographs, video and site visits to see areas which are of concern or areas where investment has been made to resolve issues.	This could be relayed to the report writer when issuing the call for papers.	As required, the HSC CSO will contact the relevant report writer.

Question 2

The Committee works **strategically**. This means it aligns its work with the Health Board's overarching strategic priorities and delivery plans. It commissions work in support of those priorities, providing the Board with the assurance necessary to have confidence in its ability to deliver.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

Responses:

- **When the Committee are aware of breaches in health and safety not just within our Health Board but others it is discussed at this level which gives us a base to look at what we need; for example an issue arose within a Health Board around mental health and access and patients leaving premises - it is discussed in our meeting, which provided a foundation for what we needed to look at.**
- **The monitoring of progress against the Health and Safety Executive (HSE) enforcement notices over the year and being able to report progress to the Board.**
- **A planning objective associated with security arrangements has been agreed in the last 12 months and updates received at both main and in-committee meetings. The risks associated with this objective have also been discussed.**
- **The work plan is aligned to the Board Assurance Framework (BAF) with the Committee receiving updates about progress against planning objectives.**

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
It may be worth considering as having a link with HSE once a year to look at all Wales issues that we could work effectively with them.	This is already in place and links to the information presented to HSC in September 2022 relating to the Cwm Taf Morgannwg University	No update required.

	Health Board HSE Prosecution.	
There could be greater opportunity for members to visit areas to speak to staff. This could be incorporated into the agenda for each meeting.	<p>The option of rotating Committee meetings on different sites has been considered previously, however this has not been viable due the availability of meeting rooms.</p> <p>These can be undertaken through both the engagement meetings and more formal patient safety visits.</p>	In recognition of the importance of listening to staff and understand the current challenges and successes, formal patient safety visits re-started across Hywel Dda in May 2022.

Question 3

The Committee works **systemically**. This means it works effectively with the Board, other Board Committees, Committee sub-groups and other relevant parts of the organisation's governance and assurance system, in order to ensure that connections and themes which have an impact upon the organisation's health, safety and security objectives are identified. It guards against 'silo' working and gives balanced and meaningful 'air time' to the full range of the Health Board's health and safety portfolio.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

Responses:

- **The examination of the security issues in the Health Board which have implications for quality and safety of services and also for the roles of Porters.**
- **Health & Safety has been identified as a core heading within the directorate level Quality & Safety meetings thereby ensuring that H&S issues and risks are considered at service, directorate and corporate levels. H&S risks are monitored through directorate level risk register meetings enabling greater visibility from floor to Board. H&S matters such as violence and aggression, fire training etc are considered through the HSAC consistently on a whole organisational basis.**
- **At the end of each meeting there is a discussion about whether there are any issues to be escalated to the Board. A summary of the meeting and key issues report is also presented to each Board meeting.**

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
Reports tend to be generic in nature. This can make it difficult to identify what is not there. Is there scope to develop a checklist of items under each category which falls within the Committee's Terms of Reference to ensure nothing is missed and there is a	The detail is discussed at the directorate-based quality and safety committee meetings, where Health and Safety is a core agenda item.	No update required.

balance to the agenda. This could facilitate a work programme which moves through this list over the year and engage in a more in-depth review thereby improving the level of assurance.	However, where gaps are identified this can be forward planned onto the Committee work programme.	
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Question 4

The Committee works **intelligently**. This means it draws on a diverse range of reliable data (both quantitative and qualitative) to triangulate information and reveal themes or patterns in regard to health and safety compliance. It uses a range of key indicators to monitor the performance of plans and initiatives to ensure that robust and effective safety management systems are in place to deliver the Health Board’s health, safety and security objectives and to fulfil its statutory duties. This relies upon the provision of accurate data, and upon accurate interpretation of the data provided.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

Responses:

- **Documenting our data using statistical process control (SPC) charts has made understanding the issues that arise in a more measurable way as opposed to RAG rating, where we only had colours and did not know what the margins were in the data and this is very relevant within health and safety.**
- **Data is now being provided on H&S issues and mandatory training.**
- **The routine H&S update report enables the committee to remain aware of compliance, improvement actions taken. This is working well.**
- **Data is presented about incidents and activities at each meeting.**

Please share at least one idea for improving the Committee’s effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
An effective dashboard for this information.	When appropriate the H&S Update Report presents data in this way, however this is limited by the information currently retrievable from DATIX.	No update required.
Review the H&S metrics and measures being utilised at Committee level to ensure they remain relevant and are used to drive priority actions.	As above.	No update required.
Greater use of trend data/SPC charts.	As a Board it has been agreed that where appropriate data will be presented using SPC charts.	No update required.

Question 5

The Committee facilitates **learning**. This means it works openly and honestly, encouraging contributions from attendees which represent a fair and reasonable reflection of the realities

faced across all services. The Chair sets the leadership tone and is supported by other Independent Members and Executive Members in facilitating and protecting this learning space. The style is based upon robust support/ robust challenge.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

Responses:

- **We identified an issue last year around the training for managers within the Health and Safety field, this has been achieved with increased training packages for managers and more input from health and safety.**
- **Improving the reports on Fire Safety which now provide assurance to the Committee.**
- **The discussions at the Committee are transparent and open with staff members feeling able to attend and contribute; manual handling was one such agenda item. Likewise, the fire improvement works have been another area of improved transparency.**
- **There has been a willingness to bring new issues to the Committee in an open and transparent way, for example, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and the security of our sites. This willingness has been treated with respect and recognition of the open and transparent way the issues have been presented.**

Please share at least one idea for improving the Committee’s effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
There is probably scope for a look forward to the future challenges the organisation faces and the actions which can be taken to mitigate the risks those challenges pose.	Hywel Dda are involved in discussions to improve safety culture and horizon scanning with other Health Boards in Wales.	

Question 6

The Committee champions **continuous improvement**. This means it adopts a mindset and methodologies which enable it to lead and oversee a clear journey of improvement in respect of the Health Board’s health, safety and security objectives, and the fulfilment of its statutory duties.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

Responses:

- **The Committee itself has improved in the last year, and whilst the information we are given in the documentation is succinct, it is informative and actually in most cases there’s little questioning because they have answered the questions you would have identified unlike previously where we were given long presentations.**
- **The scrutiny of the progress in H&S.**
- **This is evident through the improvement seen during the last year despite the pandemic.**

- **The alignment of the BAF to the Committee and the planning objectives associated with it has enabled the Committee to see the progress being made and what needs to be done.**

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
Reinforced to presenters especially new ones that we have got the documentation and seen it so only extremely relevant points or things that are not in the documentation, but we need to know that is relevant in the meeting.	In agreement, the person presenting the item, should outline the key points for consideration in accordance with the handy hints guide for presenters.	The CSO will share the handy hints guide for presenters to new HSC presenters.
Further deep dives into specific topic areas.	In agreement, where appropriate deep dive reports will be requested.	The HSC will add any deep dives required to the HSC work programme.
We could seek to learn from other organisations as to how they deal with the issues the Committee is responsible for.	Hywel Dda are included in the development of All Wales H&S Polices, which are then shared with the HSC. In addition to discussions to improve safety culture and horizon scanning with other Health Boards in Wales.	

Question 7

The Committee works **proactively**. This means it is organised in its work plan, sensitive to the dynamic environment in which the Health Board operates, and searching in its enquiries. It is curious, and willing to pursue demanding issues in the interests of achieving Health and Safety compliance and in promoting the sustainable use of resources to achieve better outcomes. It uses the organisation's risk management processes effectively to scrutinise risks and ensure that long-standing risks and issues do not become normalised or tolerated beyond the Board's risk appetite.

Please describe at least one example from 2021/22 in which the Committee has been effective in this domain.

Responses:

- **An example of the risk management processes being used effectively is the Health and Safety team who have developed its team to have staff which have responsibility for dedicated areas, and they have been brought into the Committee to feedback on management for example the training and development.**
- **Picking up the issues of Security.**
- **The workplan is updated regularly to reflect new and emerging matters for consideration by the Committee. The papers/reports provided also reflect timely reporting of H&S matters that the Board needs to be sighted on.**
- **The Committee has a work plan which it follows and receives reports in accordance with the work plan.**

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

Suggestions Made for Improvement	Response	Progress
Consider whether there is scope to seek out areas which may be of concern to other committees that fall into the terms of reference of this committee. This is something which could be done at the chairs' meeting.	The Board Secretary attends all Board Committees and would ensure that any H&S concerns raised are directed to HSC to monitor.	No update required.

Question 8 - Extraordinary question relating to COVID-19

The Committee has sought to play a proactive role in the COVID-19 response, specifically in terms of assurance around health and safety risks and other implications arising from the pandemic. It has made a range of adjustments to reflect the rapidly changing circumstances that the Health Board has faced. In your view:

What went well?

- **Monitoring actions on social distancing on sites.**
- **Receiving information in a timely manner based upon the risk assessments completed at operational and corporate level has worked well.**
- **One good thing that emerged from COVID-19 has been the development of the FIT testing database that has been maintained.**

Even better if...?

What learning points should we take with us post-COVID?

Suggestions Made for Improvement	Response	Progress
The importance of intensive cleaning regimes and suitable accommodation.	This is an operational matter and therefore outside of the remit of the Committee's ToRs.	No update required.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to receive assurance that any actions from the HSC Self-Assessment 2021/22 are being progressed within the agreed timescales.

Amcanion: (rhaid cwblhau)
Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	10.5 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self assessment and evaluation of the Committee's
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	performance and operation, including that of any sub-committees established
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):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	HSC Self-Assessment Questionnaire HSC Terms of Reference
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Chair of HSC Director of Nursing, Quality and Patient Experience Board Secretary

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not applicable
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Not applicable
Cyfreithiol: Legal:	Not applicable
Enw Da: Reputational:	Not applicable

Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Not applicable