



HEALTH & SAFETY ASSURANCE COMMITTEE PWYLLGOR ANSAWDD IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	09 January 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Estates Control of Contractors
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Simon Chiffi, Head of Operational Services

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 presented to the Health and Safety Committee (HSC) to provide an interim update following a previously submitted paper (11th July 2022) on arrangements and protocols in place for the management of Estates Contractors.

The Health Board has a diverse property portfolio, with many external contractors appointed/procured daily to undertake work on Health Board sites. This work can range significantly in complexity, risk, duration and value.

The Health Board has introduced a range of policies and procedures to minimise the risks associated with the control of contractors and a series of planned improvements for 2023 to further strengthen governance for contractor management.

- a. Specifically for multiple contractor engagement – improvements are needed in cooperation, coordination and communication between the various estates teams.
- b. As part of the Contractor Control Policy (CCP) documentation templates, the department has also developed a local Estates Construction Design Management (CDM) 2015 procedures manual. This document is currently in draft and awaiting department ratification.
- c. Improvements for local estates operational teams to ensure compliance in relation to contractor control, specifically:
 - Planning and information exchange with contractors, such as the supply of health, safety and risk critical information to the contractor, to determine how the contractor proposes to manage these risks.
 - When choosing a contractor, ensuring the appropriate due diligence checks of the contractor's safety credentials are undertaken.

- Ensuring safe systems of work before contractors start on site, in particular to the scrutiny of risk assessments, method statements and training competency.
- Monitoring and supervision whilst on site – to ensure the contractor undertakes the work as planned and according to the scope and risk assessments, method statements.
- Reviewing the work – to ensure that the work is completed to a satisfactory standard and that any lessons learnt are shared across the department.

The narrative below provides a summary of the key points raised in the previous paper. A further paper is scheduled to be presented at the March 2023 meeting.

Cefndir / Background and Asesiad / Assessment

1. As listed in the previous report, there have been measures implemented which have vastly improved the management and control of contractors since 2019; however, it was felt that there are areas where further strengthening is needed, and it was decided by the Estates Compliance Team that a full 'root and branch' review exercise be undertaken to ensure that the levels of assurance necessary can be offered.

The following areas are of particular focus and scrutiny for the Estates Compliance Team, also included are the proposed mechanisms and timelines which will be introduced to monitor and improve compliance in this area.

- a. Agree and ratify the estates CDM (2015) Manual and provide training in support of this. (August 2022) *now completed*.

The CDM Guidance Manual has now been completed. Due to the complexity of arrangements and responsibilities it has taken longer to ratify than was initially expected. Now that the manual is complete, it is a priority agenda item for discussion at the inaugural Estates directorate-wide Health, Safety and Compliance Forum (January 2023).

The Compliance Team is in the process of creating a training presentation in readiness for staff that are unfamiliar with CDM.

- b. The Compliance Team (now fully resourced) will facilitate greater cooperation, coordination and communication between project managers from various estates teams, by introducing an Estates directorate-wide Health, Safety and Compliance Forum. This aims to focus on risk assessments, method statements, permits to work and ensure that essentially the CCP documentation procedures are fully understood and adhered to. (September 2022) *now completed*.

A Compliance & Site Operations Forum meeting has taken place to discuss risk assessments, method statements and permit to work procedures. It has been agreed that all permits are to be completed electronically and stored in a central folder to be reviewed and audited internally by the Compliance Team.

Members of the Forum were in agreement regarding the process for requesting permits, reviewing risk assessments and method statements. This will be an agenda item for discussion at the inaugural Estates directorate-wide Health, Safety and Compliance Forum.

Terms of Reference have been established, including membership. The inaugural meeting will take place in January 2023.

- c. To undertake an appraisal and scope the adoption and implementation of a new Health Board-wide Health, Safety and Compliance - Risk Management Software System including membership of a Safety Scheme in Procurement (SSIP). (October 2022) *now completed*.

This will encompass all of the procedures in place; however, will make the process of management much more efficient and transparent for all users (minimising paperwork). This is likely to incur a small revenue cost.

Initial appraisal and scoping on this has been completed and two suitable options have been explored, although the costs are much higher than first anticipated. HDdUHB has been in discussion with other Health Boards in Wales who are in a similar position and are looking to procure Risk Management Software System.

The Compliance Team has also been in contact with other Trusts in England who are already using one of the packages HDdUHB has been shown, in order to obtain further feedback. Part of the scoping exercise is to find out how the software has reduced their risks and improved their compliance, this will allow us to better understand the costs and submit the necessary bids next financial year for consideration.

Once this further appraisal work is understood, the Compliance Team will update the HSC at future meetings.

- d. Appoint external CDM consultants to undertake an independent external review of the effectiveness of systems to ensure any shortcomings are identified. (March 2023) *Appointment now confirmed*.

An external CDM consultant has been appointed to undertake this review, an update status report will be prepared and presented post external audit review, planned for circa mid-2023.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to take assurance from the policies and procedures currently implemented for contractor management, the areas of work planned and the anticipated timelines which demonstrate the robust management arrangements for the control of contractors.

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:	Not Applicable

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
Amcanion Strategol y BIP: UHB Strategic Objectives:	2. Living and working well.
Amcanion Cynllunio Planning Objectives	3L Review of existing security arrangements
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:	
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:	Actions form part of estates compliance and governance meetings.

Effaith: (rhaid cwblhau) Impact: (must be completed)	
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.
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

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:	Has EqIA screening been undertaken? Yes as part of the control of contractors policy.