



PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	08 January 2024
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 Operations, Facilities

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 give an update position on the arrangements and protocols in place for the management of Estates Contractors.

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

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

These are listed in the next section.

Cefndir / Background and Asesiad / Assessment

1. Since the previous report (submitted in July 2022) there have been many procedural improvements that strengthens management and control of contractors. The Health Board fully acknowledges however, that despite these changes, there are further areas of improvements planned to offer increased levels of assurance.

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

- Agree and ratify an Estates CDM (construction design and management regulations) (2015) Guidance Manual and provide training in support of this.

This significant piece of work is now fully completed. It has also been recently presented to the Estates Compliance Group. This manual sets out the guidelines and procedures to ensure safe and compliant construction practices within the

organisation.

The Compliance team is in the process of creating a training presentation in readiness for staff who are unfamiliar with CDM (February 2024)

- 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, essentially, the Contractor Control Procedure (CCP) documentation procedures are fully understood and adhered to.

After careful consideration and discussions, it was decided to create a Monthly Compliance and Site Operations Group that would address all estates compliance matters. This group allows the Health Board to enhance focus on risk assessments, permit to work, and contractor procedures and promote collaboration and information sharing among various departments. The Compliance and Site Operations Group now provides feedback and recommendations to the Health and Safety Advisory Group.

- 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 in a Safety Scheme in Procurement (SSIP).

The Health Board (HB) has initiated an appraisal to assess the adoption of new risk management software. This software will encompass all existing procedures and enhance the efficiency of managing contractors. To date, two potential systems have been identified.

Unfortunately, the development and ongoing maintenance costs are considerably higher than anticipated at circa £45k per annum. Mindful of the current financial position of the HB, better value options have been explored and the HB has since collaborated with other HBs in Wales. Hywel Dda University Health Board (HDdUHB) is therefore exploring the possibility of bidding as either an all-Wales system or multi-health board system instead of working in isolation. A firm decision on this is expected by March 2024.

Meanwhile, the HB still continues making regular improvements to in house SharePoint systems and a QR code for contractor induction has been developed, allowing the Estates team to efficiently check contractors' induction status before commencing work on sites. This has significantly helped improve the system.

- Appoint external CDM consultants to undertake an independent external review of the effectiveness of systems and identify any shortcomings.

Upon finalising the decision regarding the new software, HDdUHB will proceed with appointing an external CDM consultant. This consultant will conduct an independent and thorough review of system/management arrangements, identifying any potential shortcomings and recommending improvements.

This review will be undertaken regardless of whether any new system has been purchased.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to:

- **RECEIVE ASSURANCE** from the policies and procedures currently implemented for contractor management and the areas of work planned and anticipated timelines demonstrating the robust management arrangements in place 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 HDdUHB 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:	482 – Scored at 6.
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. Sustainable use of resources 3. Striving to deliver and develop excellent services
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	2.1 Managing Risk and Promoting Health and Safety
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 2021-2022	Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Contained within the body of the report.
Rhestr Termau: Glossary of Terms:	N/A
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd lechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety 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.