



Pwyllgor Iechyd a Diogelwch/ Health and Safety Committee

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 SEPTEMBER 2026
TEITL YR ADRODDIAD: TITLE OF REPORT:	Electrical Safety Assurance Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Executive Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Simon Day, Head of Maintenance and Engineering

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 paper is to provide a compliance report to the Health and Safety Committee on the Health Board's (HB) compliance for Electrical Safety. Electrical Safety is governed by the following regulations/industry standards:

- Electricity at Work Regulations 1989

In addition to the Electricity at Work Regulations all Health Boards in Wales must conform to the Welsh Health Technical Memorandum's (WHTM's).

The WHTMs are a suite of best practice guidance documents published by the Department of Health specifically for healthcare engineering. Their primary purpose is to provide estates and facilities teams with comprehensive advice and guidance for the management, design and procurement of business critical engineering components within a healthcare facility to ensure optimum safety, reliability and resilience.

The specific WHTM's / HTM's are detailed below:-

- WHTM 06-01 Electrical services supply and distribution 2018
- WHTM 06-02 Electrical safety guidance for low voltage systems 2024
- WHTM 06-02 Electrical Safety Handbook 2024
- WHTM 06-03 Electrical safety guidance for high voltage systems 2024
- HTM 06-03 Authorised Persons Logbook 2006

The final revision of the suggested metrics was passed by the Health Board's Electrical Safety Group (ESG) to demonstrate compliance are listed in Appendix 1.

Cefndir / Background

This report has been compiled from intelligence captured through Computer Aided Facility Management (CAFM) planned maintenance data, electrical repair/replacement records, Datix risk and incident information, Audit Management and Tracking (AMAT), Authorising Engineer (AE) and NHS Wales Shared Services Partnership Specialist Estates Services (NWSSP/SES) audit outputs, Authorised Person(AP)/Competent Person (CP) appointment matrices, Distribution Network Operator (DNO) service arrangements, generator/Uninterruptible Power Supply (UPS) testing records, fixed wire testing records and policy compliance information.

Governance

The Electrical Safety Group (ESG) meet regularly, in line with the defined requirements of the WHTM. The Group is well attended and the required quorum as defined by the Terms of Reference (ToR) is always met. There are also Electrical Safety sub-groups that regularly meet between the ESG to resolve issues at a working group level.

There is a robust AP & CP appointment process in the Health Board.

Statutory finance is provided annually to carry out fixed-wire testing. This funding is essential.

Planned Preventative Maintenance (PPM) programme is well established in the HB and PPMs are tracked on the CAFM system.

The report has also been informed by discussion through membership of the ESG which provide a forum for which subject matter experts, including AP AEs, site teams and compliance leads; to consider Electrical Risk, compliance issues, escalation and improvement actions.

Asesiad / Assessment

The complete set of performance metrics are attached in **Appendix 1**. Overall, July 2026 provides reasonable assurance for Electrical Safety compliance, with a positive direction of travel in the key maintenance completion indicators.

Electrical Low Voltage (LV) PPM completion improved from 97% in April to 100% in July 2026. Generator testing is reported at 100%, UPS testing is reported as complete, portable appliance registers are maintained, safety incidents remain at zero, overdue risk actions are reported at 0%

The main area requiring continued attention is the electrical repairs/replacements completion rate, which was 84% in July 2026. This demonstrates relative stability, however, remains below the level of performance that the HB want to see for a stable compliance position.

As Chair of the ESG, I am drawing the attention of the Health and Safety Committee to the following areas:

- The overall position is broadly positive across the majority of the Electrical Safety metrics.
- Electrical repair/replacement completion rates remain below the required trajectory and will continue to be managed through site operational review.
- Fixed wire testing is currently reported as compliant; however, this in an ongoing body of works with an external Service Level Agreement (SLA). Remedial actions to fixed wiring defects are often substantial and will likely require Capital funding.

METRICS DEMONSTRATING NON-COMPLIANCE OR CONCERNING TRENDS (RAG rated red in Appendix 1):

Data analysis and findings

Performance Metric	Target	Apr-26	May-26	Jun-26	Jul-26	Interim Target	Trend
Electrical repairs /replacements % Completion Rate	90%	81%	86%	86%	84%	90%	↓
Electrical (LV) PPMs % Completion Rate	95%	90%	97%	99%	100%	95%	↑

Reasons for gaps in compliance

The reason for the gap in compliance is outlined below:

Performance Metric	Reason for gap in compliance
Electrical repairs /replacements % Completion Rate	The completion rate for July 2026 was 84%; therefore, the metric remains below the expected trajectory. This is driven by operational demand, prioritisation of safety critical issues, staffing issues, access and specialist parts/contractor support.

How Compliance is to be Achieved

To address the lack of compliance with the above metrics, the following actions / improvement plan will be implemented

Performance Metric	Target Set	Actions to improve compliance (SMART actions)	By when	By who
Electrical repairs /replacement s % Completion Rate	>=90% by Sept 2026, sustained thereafter	Review open work orders weekly by site; prioritise safety critical items; confirm blockers; close completed work in CAFM within month; escalate through Estates Operational Management Team (OMT).	30 Sept 2026	Estates Managers (EMs) / Senior Estates Officers (SEOs)
Electrical (LV) PPMs % Completion Rate	Sustain >=95%	Maintain weekly review of PPM completion; confirm reason codes and recovery dates for missed PPMs; maintain focus on safety critical electrical PPMs.	Monthly	EMs / SEOs

By implementing the actions above, the timeline for improvement is expected to follow the trajectory below:

Performance Metric	Interim Target for May 2026	Interim Target for Jun 2026	Interim Target for Jul 2026	Interim Target for Aug 2026	Interim Target for Sept 2026	Interim Target for Oct 2026
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Electrical repairs /replacement s % Completion Rate	86% actual	86% actual	84% actual	90%	>=90%	>=92%
Electrical (LV) PPMs % Completion Rate	97% actual	99% actual	100% actual	Sustain >=95%	Sustain >=95%	Sustain >=95%

Risk Management

It has been confirmed that all Electrical Risks and Risk Actions are reviewed in date and all risk actions are currently in-date.

Policies

The Health Board's Electrical Policy is confirmed as having been recently reviewed and is therefore within its review date.

Argymhelliad / Recommendation

The Health & Safety Committee is requested to:

- **RECEIVE ASSURANCE** on the current Electrical Safety compliance position.
- **RECEIVE ASSURANCE** regarding the management of electrical repair and replacement backlog pressures and the actions in place to achieve compliance targets.
- **NOTE** the positive improvement in low-voltage planned preventative maintenance compliance.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cylch Gorchwyl y Pwyllgor: Committee ToR Reference:	3.1.2 Receive assurance on the Health Board's compliance against individual health and safety regulations, on rotation, with their regularity determined by their current risk status.
Cyfeirnod Cofrestr Risg Datix, Teitl a Sgôr Risg Cyfredol: Datix Risk Register Reference and Score:	N/A
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable

Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Nodau Cynllunio 2026/27 Planning Goals 2026/27	8. Fit for Purpose, Modern Facilities and Services
Hypergyswllt i Amcanion Llesiant HDdUHB 2026 Hyperlink to HDdUHB Well-being Objectives 2026	10. Not Applicable
Model Cymdeithasol ar gyfer Iechyd a Llesiant: (wedi'i gwblhau ar gyfer newid strategol a/neu newidiadau sylweddol i wasanaethau) A Social Model for Health and Wellbeing: (<i>complete for strategic change and/or significant service changes</i>)	Not Applicable
Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Health & Safety Committee Terms of Reference Establishment/Dis-establishment of Committees/Sub-Committees (SOP for the Management of Board and Committees)
Rhestr Termau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y cyfarfod hwn: Parties / Committees consulted prior to this meeting:	Director of Corporate Governance (Board Secretary) Assistant Director of Assurance and Risk Executive Team

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct impact

Ansawdd / Gofal Claf: Quality / Patient Care:	The intention of this report is to improve health and safety governance arrangements to drive improvements within the Health Board
Gweithlu: Workforce:	No direct impact
Tegwch Iechyd: Health Equity:	No direct impact
Risg: Risk:	No direct impact
Cyfreithiol: Legal:	No direct impact
Enw Da: Reputational:	No direct impact
Gyfrinachedd: Privacy:	No direct impact
Cydraddoldeb: Equality:	No direct impact

APPENDIX 1: Electrical Safety Metrics

This Electrical Safety Compliance Report provides details of the organisation's compliance with its statutory duties under health and safety legislation, including:

Electricity at Work Regulations 1989

Further detail about the actions needed to improve the current position are included in the main body of the report.

Reporting Period	Jul-26		Unable to report detailed compliance metrics
Responsible Head of Service	Simon Day		Non-compliant
Date	03/08/2026		Non-compliant but tracking Executive agreed plan
Author	S.Day		Compliant

Performance Metric	Target	Apr-26	May-26	Jun-26	Jul-26	Interim Target	Trend
Number of Electrical (LV) PPMs Issued		50	58	70	58		
Number of Electrical (LV) PPMs completed		45	56	69	58		
Electrical (LV) PPMs % Completion Rate	95%	90%	97%	99%	100%		↑
High voltage system PPMs completed by DNO as per schedule		Yes	Yes	Yes	Yes		↔
Number of Electrical repairs/replacements generated		113	80	79	68		
Number of Electrical repairs/replacements completed		92	69	68	57		

Electrical repairs /replacements % Completion Rate	90%	81%	86%	86%	84%		↓
% of generator testing completed as scheduled	95%	100%	100%	100%	100%		↔
% of UPS testing completed as scheduled	95%	100%	100%	100%	100%		↔
Number of infrastructure upgrades in progress		3	3	3	3		
Register of portable appliances maintained		Yes	Yes	Yes	Yes		↔
Number of electrical safety incidents	0	0	0	0	0		↔
Number of electrical safety risks		24	24	24	24		↔
% of overdue risk actions		0	0	0	0		↔
Number of audits completed by NWSSP/SES		All audits within date	All audits within date	All audits within date	All audits within date		
% of completed actions following NWSSP/SES audit		In progress	In progress	In progress	In progress		
Number of audits completed by authorising engineer audit		All audits within date	All audits within date	All audits within date	All audits within date		
% of completed actions following AE audit		In progress	In progress	In progress	In progress		
AP appointment following AE assessment	12 APs	7 APs Appointed. 3 Identified for training and appointment	7 APs Appointed. 3 Identified for training and appointment	7 APs Appointed. 3 Identified for training and appointment	7 APs Appointed. 3 Identified for training and appointment	8 APs	↔
CP appointments		All CPs Appointed	All CPs Appointed	All CPs Appointed	All CPs Appointed		↔
Fixed wire testing		Yes	Yes	Yes	Yes		↔
Compliance with electrical safety training		Yes	Yes	Yes	Yes		↔
Policy in date		Yes	Yes	Yes	Yes		↔