



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

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	11 July 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Workplace (Health, Safety and Welfare) Regulations 1992
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Mandy Rayani, Director of Nursing, Quality and Patient Experience
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Tim Harrison, Head of Health, Safety & Security

**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 presented to the Health and Safety Committee (HSC) under the standing agenda item to provide assurance against a number of key Health and Safety regulations. This report concerns the Workplace (Health, Safety and Welfare) Regulations 1992.

The Regulations are concerned with a wide range of health, safety, and welfare aspects of the workplace, including ventilation, temperature, lighting, space, seating, flooring, doors, windows, and sanitary facilities. In preparing this report, reference was primarily made to Health and Safety Executive Approved Code of Practice "L24". Additional technical/legislative standards are referenced as appropriate.

#### Cefndir / Background and Aseiad / Assessment

The legislative requirement is combined with an assessment against each regulation below, and a RAG rating applied against each.

#### **Employer duties**

- **Regulations 1 to 3: Citation, Interpretation, and Application of the Regulations** – these do not allow for RAG rating.
- **Regulation 4: Requirements under the Regulations**  
Requirements for duty holders; an inspection regime is advised so risks can be identified and corrected.

*Premises/Department Managers use Workplace Inspection Checklist Form as a tool for Health and Safety (H&S) inspections of their areas of responsibility. Completed every 6 months. Explained in 7-minute H&S Brief (Q1 2021-22) and*

*during the Managers Health and Safety Induction (MH&SI) course which has been attended by 440 managers to date.*

*Aspect covered by Workplace Inspection Checklist Form: "Are structures in good repair and secure?"*

*Hotel Services and Estates perform inspections relevant to their responsibilities. Health and Safety perform workplace audits.*

- **Regulation 5: Maintenance of workplace, devices, equipment, and systems**  
Systems where a failure would result in non-compliance with the Regulations, including mechanical ventilation and any device/system intended to prevent or reduce hazards.

*All staff have a responsibility to report defects to Estates, Hotel Services and specialists such as Clinical Engineering for rectification. The Health Board has a responsibility to ensure that maintenance is undertaken in line with manufacturer's instructions for use, Healthcare Technical Memoranda (HTMs) or as required by law.*

- **Regulation 6: Ventilation**

General workplace ventilation (excluding Local Exhaust Ventilation to reduce exposure to hazardous substances, covered by Control of Substances Hazardous to Health Regulations 2002).

*HTM 03-01 states ward areas should have 6 air changes per hour (ACH). This may not be achieved in all ward areas.*

*Theatres, Intensive Therapy Unit (ITU), and Hospital Sterilisation and Disinfection Unit (HSDU) are installed with systems compliant with HTM 03-01. Estates manage ventilation systems and the Ventilation Group meets periodically.*

*During the COVID-19 pandemic Air Purifiers were introduced as part of the measures to control the risks of the virus and have proven to be successful in helping remove airborne contaminants in many of the clinical environments.*

*Additional ventilation was also introduced to control the higher than normal levels of oxygen present in respiratory and other wards at the height of the COVID-19 pandemic. These measures effectively reduced the risk of oxygen enriched atmospheres and subsequent risk of fire.*

- **Regulation 7: Temperature** (indoor workplaces)

Temperature in the workplace during working hours shall be reasonable; workplace shall be adequately insulated, employ safe methods of heating/cooling, not be adversely affected by the heating effects of sunlight, and have sufficient means for temperature measurement.

*No maximum working temperature is specified. During summer months, some areas may experience higher temperatures. The Regulations advise rest breaks and task rotation (where practical) to reduce exposure.*

*Extreme hot weather does cause difficulties in both clinical and non-clinical environments. Mitigation of the risk is usually introduced during a heat wave rather than applying proactive contingency planning.*

*HDdUHB has issued a 7 Minute Briefing “Working in Extreme Heat” and associated Risk Assessment to aid management of high temperatures.*

*There is a minimum working temperature (16°C, or 13°C with rigorous exertion). Low temperatures may affect some HDUHB staff who work in refrigerated spaces or areas open to the outside such as loading bays.*

*Clothing suitable for cold conditions is available as required, and also on request.*

- **Regulation 8: Lighting**

Lighting shall be suitable and sufficient, and where possible provided by natural light. Emergency lighting shall be provided where persons are at risk if artificial lighting fails.

*Additional guidance: HSE document “HSG 38”; Chartered Institution of Building Services Engineers (CIBSE) “Lighting Guide 2” for health care premises, and “Lighting Guide 7” for office lighting.*

*Concerns regarding lighting are raised with Estates; Estates are responsible for implementation and maintenance of lighting systems including emergency lighting.*

*Aspect covered by Workplace Inspection Checklist Form: “Is lighting adequate in all areas? (in working order, clean and free of flicker/ glare)”*

- **Regulation 9: Cleanliness and waste**

Surfaces, walls, and ceilings must be capable of being kept sufficiently clean. Every workplace should be kept sufficiently clean. Waste materials should not be allowed to accumulate except in suitable receptacles.

*Aspect covered by Workplace Inspection Checklist Form: questions regarding cleanliness, suitable waste storage, regular removal of waste, and suitable storage of hazardous items.*

*Domestic assistants remove waste to dedicated storage spaces, which is then transferred to waste compounds by portering staff. Domestic assistants clean ward and communal areas on a cleaning schedule, and when contacted by ward staff e.g. after a spillage.*

*Fire safety inspections are conducted. These identify storage/accumulation of materials from a fire perspective that also have a bearing on general workplace safety.*

- **Regulation 10: Room dimensions and space**

Work rooms shall have sufficient floor area, height, and unoccupied space. The Approved Code of Practice (ACOP) for the Workplace (Health, Safety and Welfare) Regulations 1992 advises 11m<sup>3</sup> per person not counting ceiling above 3m or space occupied by bulky equipment. This does not apply to rooms dedicated for meetings, training, and lectures.

*Some areas that have not been assessed by H&S may have occupancy above that derived from 11m<sup>3</sup> per person.*

*Many areas have previously been assessed for social distancing. The 11m<sup>3</sup> guidance was the starting point and room occupancy levels were reduced from this. These spaces will therefore have the compliant occupancy already determined, with and without social distancing considerations.*

- **Regulation 11: Workstations and seating**

Workstations should allow users to exit swiftly in an emergency and not to be at risk of a slip or fall.

*HDdUHB has a Display Screen Equipment (DSE) and Workstation Assessment Procedure. Eleven staff have been trained as workplace DSE assessors. DSE assessments are covered in the Managers Health and Safety Induction (MH&SI)*

*The workstation and seating aspects will be complied with in the event of a suitable and sufficient DSE assessment, and completion of identified remedial measures.*

*Aspect covered by Workplace Inspection Checklist Form: questions regarding workstation access, completed and valid DSE assessments, suitable chairs, area clean and free of clutter.*

*Some areas may not have completed suitable and sufficient DSE assessments. There is work ongoing to develop Agile/Hybrid working policies/procedures - this will result in new DSE assessments and associated corrective actions.*

- **Regulation 12: Condition of floors and traffic routes**

Floors should be constructed to be suitable for use. Minimise risks from snow and ice. Vehicle parking. Provision of handrails on steps and slopes.

*Availability of vehicle parking on some sites during office hours can be lower than demand, leading to vehicles being parked in areas not intended for vehicle parking.*

*Aspect covered by Workplace Inspection Checklist Form: questions regarding floors walkways, and stairs – good condition, clear of slip/trip/fall hazards, availability of spill kits, provision of handrails, lighting of stairwells, condition of external walkways and ingress/egress routes.*

*Estates grit foot and vehicle traffic routes in winter as required.*

- **Regulation 13: Falls or falling objects**

This regulation relates to persons falling into pits/tanks/structures of dangerous substances. Regulation 13 defines such substances. However, some aspects are now covered by the *Working at Height Regulations 2005*.

*Withybush General Hospital(WGH) has an enclosed sewer pit which is adequately covered. There are also bunded pits in Prince Philip Hospital (PPH)(within a locked compound) and WGH (surrounded by a wall of a suitable*

height) for fuel tanks, which would not contain hazardous substances as defined by the regulations. Entry into pits, tanks, and other vessels employs a Permit to Work system. The Confined Spaces Regulations 1997 and Working at Height Regulations 2005 are employed by suitably trained staff in Estates and Compliance teams.

Aspect covered by Workplace Inspection Checklist Form: "Can objects fall from height?"

- **Regulation 14: Windows and transparent doors/gates/walls**

Glass panes (greater than 250mm wide) shall be marked or have features to identify it as glass and be made of suitable material/be of suitable thickness to ensure safety.

*These Regulations are similar to Building Regulations.*

Aspect covered by Workplace Inspection Checklist Form: "Can the windows be opened easily?", "Are windows in a clean & safe condition?", "Is glazing in good condition and low-level glazing (<1.5m) made of safety glass or fitted with safety film?"

- **Regulation 15: Windows, skylights, ventilators**

Devices must not be capable of being opened in a manner to cause a risk to health and safety. Restricting opening when there is a risk of fall from height. Safe means of opening windows e.g. controls/poles/platforms. Window should not open into areas where people may collide with them. Minimum height of opening (without barrier).

*Window opening restrictors are in place in patient areas.*

*Many aspects relating to windows and their opening are also covered by Building Regulations, therefore compliance with Building Regulations can contribute towards compliance with Workplace (Health, Safety and Welfare) Regulations 1992.*

- **Regulation 16: Ability to clean windows safely**

Windows should be designed or constructed so they can be cleaned safely. Measures include pivoting windows, access equipment, accessibility for Mobile Elevating Work Platforms (MEWPs)/ladders, provision of fall protection anchors.

*Some buildings do not have pivoting windows, fall protection anchors, access equipment, or space for MEWS/ladders. In these situations where windows need to be accessed or cleaned a detailed risk assessment is undertaken.*

*Windows up to a height of 20m from ground level can be cleaned without requiring work at height, using telescopic water-fed poles.*

- **Regulation 17: Organisation of traffic routes**

Pedestrians and vehicles shall be able to circulate in a safe manner. Suitable and sufficient separation of vehicles and pedestrians. Traffic routes shall be suitable in size and number, and suitably marked.

*Reversing vehicles in Estates compounds, laundries, and Stores delivery areas are away from main pedestrian routes and are subject to development of safe systems of work. These need to be monitored and where necessary may require additional controls.*

*In departments with higher footfall e.g. Outpatients (OPD), one-way systems have been retained in some sites from pandemic conditions.*

*The Glangwili General Hospital (GGH) Estates compound has marked pedestrian routes. The PPH Estates compound has marked kerb edges and ramps.*

*Vehicle traffic routes and pedestrian crossings are clearly marked/signposted.*

- **Regulation 18: Doors and gates**

To be suitably constructed and fitted with necessary safety devices. Doors on main routes should have transparent panels. Sliding doors fitted with retaining rails and stops. Upward opening doors to be fitted with safety mechanisms. Powered doors/gates must have accessible emergency stop switch and be openable if power fails (unless there is alternate means of access).

*Doors and gates are also covered by Building Regulations.*

*Gates are fitted to waste compounds and Estates yards. These are operated only by staff from these areas and are locked as/when necessary for security.*

- **Regulation 19: Escalators and moving walkways** – not applicable

- **Regulation 20: Sanitary conveniences and Regulation 21: Washing facilities**

Suitable and sufficient washing facilities, including showers if needed due to nature of work of health reasons. Required in vicinity of sanitary facilities; provided with hot & cold or warm water; soap or other means of cleaning; towels or other means of drying; sufficient ventilation and lighting; kept clean; separate facilities for male and female staff, unless single occupancy and with a door lockable from inside. Sufficient facilities to avoid unreasonable delay.

*Estates and certain clinical departments have access to showers. Other staff who may be required to shower have access to them.*

- **Regulation 22 Drinking water**

An adequate supply of wholesome drinking water shall be available to all persons at work. Drinking cups and beakers should be provided. If non-disposable cups are used, washing facilities should be nearby.

*Ward kitchens for preparing food/drinks for patients provide drinking water, as well as small kitchen units within some staff break rooms. For infection control reasons, staff may use their own water bottles for drinking during working hours. Staff can wash cups in staff/ward kitchens. Cups/beakers are available (for patient, visitor, or staff use).*

*Estates and Infection Prevention & Control (IP&C) staff ensure water quality is maintained to statutory requirements. A Water Safety Group meets periodically.*

- **Regulation 23: Accommodation for clothing**

Suitable and sufficient accommodation for clothing not worn during work, when special clothing is required to be worn in work and not taken home.

*Clinical staff, allied health professionals, and Estates staff wear a uniform or other clothing (e.g. scrubs). Staff locker rooms are available for storage of clothing during working hours. The facilities are however limited for the number of staff required to store their clothing.*

- **Regulation 24: Facilities for changing clothing**

Suitable and sufficient facilities for changing when staff are required to wear special clothing for work or where clothing may become contaminated by a hazardous substance. Separate facilities or separate use of facilities for male and female staff. Does not apply to solely outer clothing.

*Staff change clothing either in locker rooms or in staff bathrooms. These doors can be locked from the inside while changing, so they offer separate use for male and female staff. The facilities are however limited for the number of staff required to change their clothing.*

*Estates staff have access to changing rooms and showers, as their clothing may become contaminated by hazardous substances.*

- **Regulation 25: Facilities for rest and eating meals**

Suitable and sufficient rest facilities in readily accessible places. Suitable facilities to eat when food would be contaminated in the workplace. Workers who work at times of day when meals cannot be purchased should have facilities to heat up food. Adequate number of seats with backs, and tables. Suitable facilities for pregnant/nursing staff and those with disabilities. Canteens may be used if no obligation to purchase food while using them.

*Some departments/wards have dedicated staff rooms for breaks and lunch, some with kitchen amenities. Where these facilities are not available, canteen facilities are available in acute sites for staff to dine in, or to consume their own meals.*

Whilst there are key aspects not within full compliance, work is underway to improve environments so far as is reasonably practicable.

### Argymhelliad / Recommendation

The Health and Safety Committee is requested to receive assurance from the progress made to date to reach compliance against the Workplace (Health, Safety and Welfare) Regulations 1992.

### **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: Datix Risk Register Reference and Score:	Not Applicable
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: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a>	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.
Partion / 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)

Ariannol / Gwerth am Arian: Financial / Service:	There may be financial implications if the issues identified require monetary rectification.
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<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	There is a positive impact on staff safety, health and wellbeing through compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.
<b>Gweithlu: Workforce:</b>	Potential for adverse future staffing impacts if this legislation is not complied with as it relates to employee safety.
<b>Risg: Risk:</b>	Risk to health and safety management.
<b>Cyfreithiol: Legal:</b>	Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation.
<b>Enw Da: Reputational:</b>	Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation.
<b>Gyfrinachedd: Privacy:</b>	Not Applicable
<b>Cydraddoldeb: Equality:</b>	No evidence gathered to indicate a negative impact on any protected group/s.  Evidence gathered indicates a positive impact on the protected characteristics of human rights and pregnancy / maternity by providing a safer workplace.