



**PWYLLGOR IECHYD A DIOGELWCH
HEALTH & SAFETY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	11 November 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Dashboard and Compliance Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Executive Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Adam Springthorpe, Health & Safety Manager

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) to provide an update on the development of the Health and Safety Dashboard including:

- Monitoring reported staff / contractor Datix incidents;
- Health and safety e-learning compliance;
- Manual handling training compliance;
- An outline of phase 2, due in December 2025.

Cefndir / Background

As part of work to comply with Improvement Notice LPJ/HD/04102019/06 issued to Hywel Dda University Health Board (HDdUHB) by the Health and Safety Executive (HSE) in 2019, the Health, Safety and Security Department (HSS Dept) designed and developed a Health and Safety (H&S) Dashboard in conjunction with the Performance and Datix teams. The Improvement Notice was signed off by the HSE as satisfactorily completed in 2021.

The H&S Dashboard extracted data from the old Datix incident reporting system and displayed both health and safety incident data and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) data, so that senior managers could easily access statistical information to inform their meetings and gain assurance.

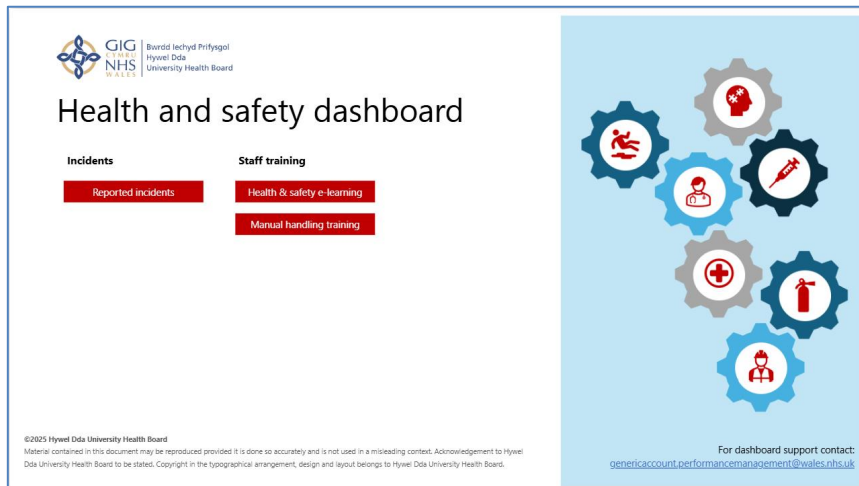
The Dashboard was launched at the end of February 2021, however became non-operational in April 2021 following HDdUHB's switch to the new Datix incident reporting system. As a result, it was active for less than two months.

Asesiad / Assessment

The Performance Team, with assistance from Information Services and the Datix Team, has now completed the first phase of the new and improved H&S Dashboard. The first three modules available are:

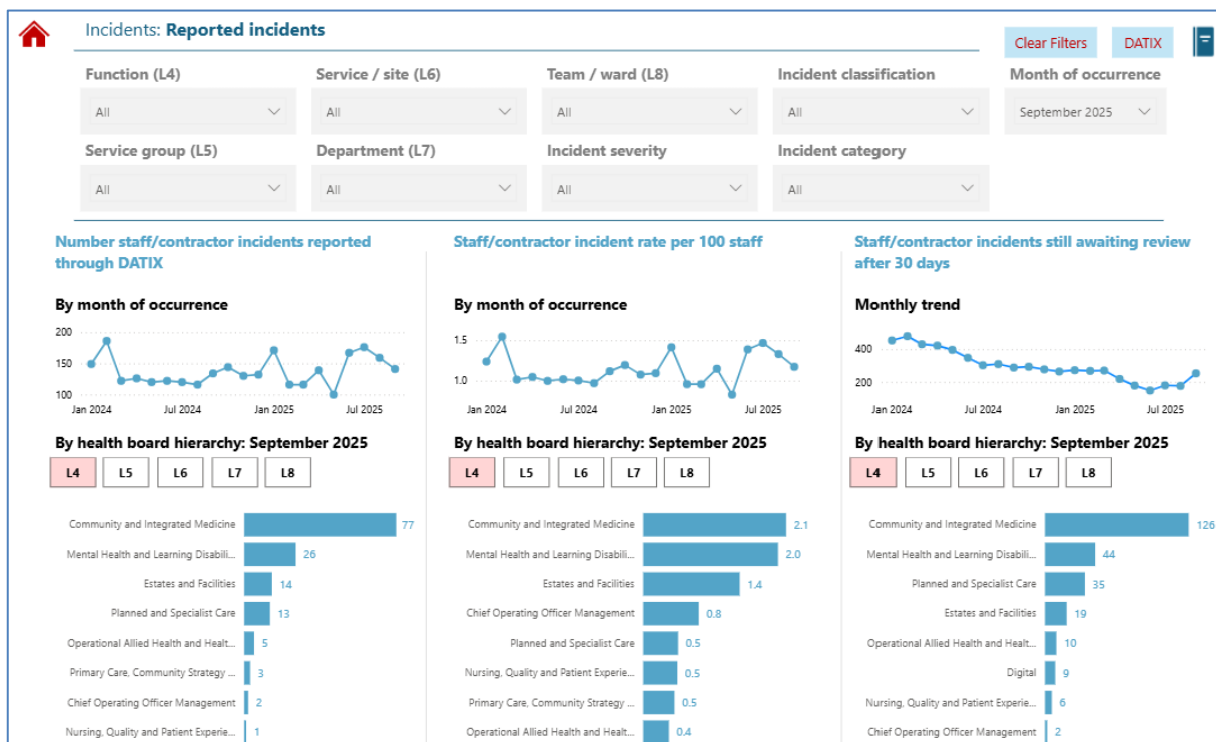
- Staff / contractor reported incidents;
- Health and safety e-learning compliance;
- Manual handling training compliance.

The H&S dashboard can be accessed here: [Health and Safety dashboard - Power BI](#) (internal link) . A screenshot of the landing page that greets dashboard visitors is shown below.



Reported Incidents

The Reported Incidents dashboard shows the number of Staff / Contractor incidents reported through the Datix incident reporting system in a given period. All data is interrogatable by a number of different Health Board structure levels including Clinical Care Group (CCG) level, Service Group, Service, Department and Ward level. A breakdown of data is shown by the chosen month and a line graph tracks monthly compliance back to January 2024.



The data is also interrogatable by incident severity, incident classification and incident category, as reported through the Datix system. Under incident classification, the main two classifications monitored by the H&S Team are:

- Accident, Injury;
- Behaviour (including Violence & Aggression).

However, all selectable options from Datix are available. Once the incident classification has been selected, the incident category dropdown filters accordingly.

The dashboard is linked to the Electronic Staff Record (ESR) which allows for the calculation of a staff/contractor incident rate per 100 staff to be calculated. This allows for fair comparisons between selections. The reported incident dashboard also tracks the number of staff/contractor incidents that are still awaiting review after 30 days and includes a trend line tracking back to January 2024.

For current incident statistics, please refer to item 2.3 Accident, Incident and Notifiable Statistics.

Health and Safety Mandatory E-Learning Compliance

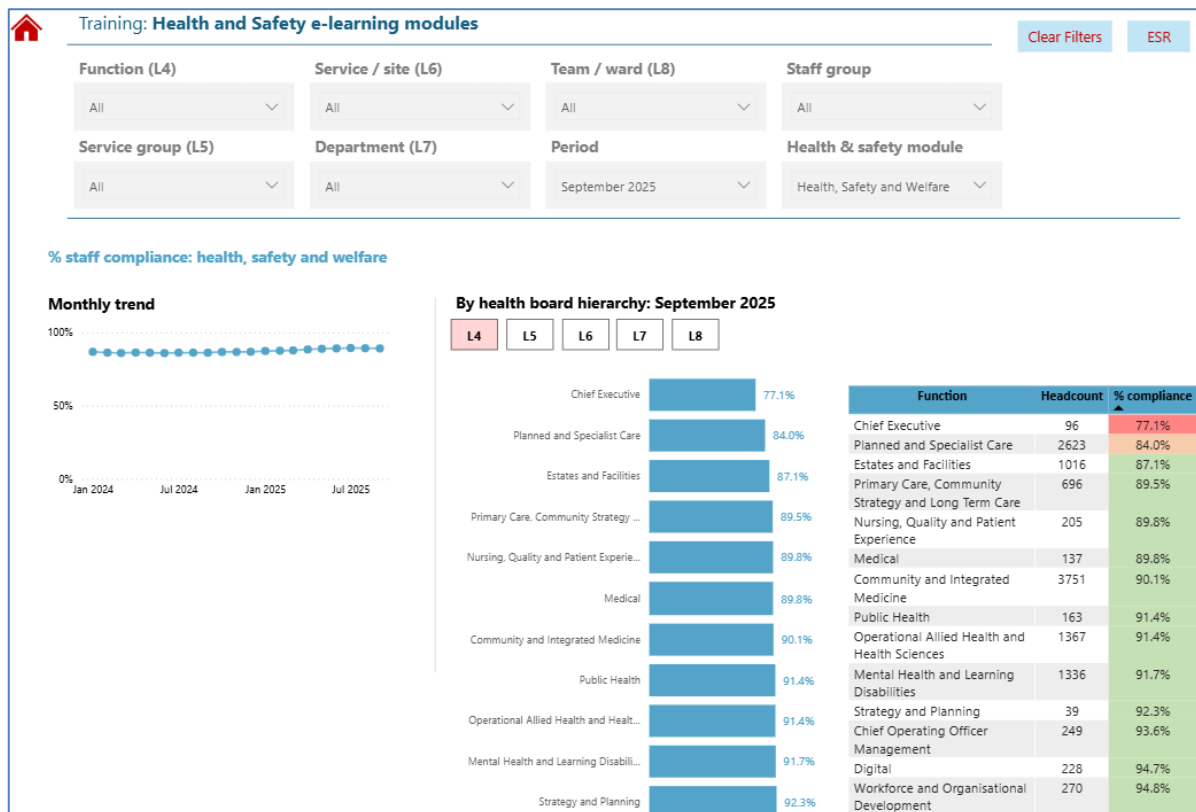
The H&S E-learning module of the H&S Dashboard tracks compliance with three H&S related e-learning training modules which are:

- Health, Safety and Welfare Level 1;
- Violence and Aggression Module A;
- Display Screen Equipment (DSE).

All data is again interrogatable by the different Health Board structure levels plus also by Staff Group, as per the ESR. A line graph tracks monthly compliance back to January 2024. Compliance figures for the selected module are then displayed for the selected month.

New data is imported to the dashboard on a monthly basis, therefore the current compliance figures will be for the previous month.

The screenshot below shows how the H&S E-learning page looks within the H&S dashboard and shows the compliance rate for the mandatory Health, Safety and Welfare (HSW) Level 1 e-learning course at CCG / Function level as of September 2025.



Overall compliance for the HSW Level 1 is 89.1%, with only Chief Executive and Planned and Specialist Care below the required 85% compliance rate. The current compliance figures for Violence and Aggression Module A and the Display Screen Equipment (DSE) e-learning

module, by CCG / Function level, as of September 2025, are shown at the top of the next page. All areas are currently above the required 85% compliance rate.

Violence and Aggression Module A

Function	Headcount	% compliance
Chief Executive	96	87.5%
Planned and Specialist Care	2623	91.3%
Community and Integrated Medicine	3751	93.8%
Estates and Facilities	1016	94.6%
Primary Care, Community Strategy and Long Term Care	696	95.7%
Operational Allied Health and Health Sciences	1367	96.3%
Mental Health and Learning Disabilities	1336	96.7%
Public Health	163	96.9%
Strategy and Planning	39	97.4%
Nursing, Quality and Patient Experience	205	97.6%
Digital	228	98.2%
Medical	137	98.5%
Chief Operating Officer Management	249	98.8%
Finance	100	99.0%
Workforce and Organisational Development	270	99.3%
Executive Allied Health Professions and Health Sciences	2	100.0%

Display Screen Equipment (DSE)

Function	Headcount	% compliance
Chief Executive	91	87.9%
Planned and Specialist Care	418	94.0%
Operational Allied Health and Health Sciences	135	94.1%
Nursing, Quality and Patient Experience	114	94.7%
Public Health	83	95.2%
Community and Integrated Medicine	389	95.4%
Primary Care, Community Strategy and Long Term Care	184	96.2%
Estates and Facilities	97	96.9%
Chief Operating Officer Management	161	97.5%
Digital	222	98.6%
Finance	100	99.0%
Mental Health and Learning Disabilities	164	99.4%
Medical	84	100.0%
Strategy and Planning	34	100.0%
Workforce and Organisational Development	219	100.0%

Manual Handling Mandatory Training Compliance

The manual handling training module of the H&S Dashboard works in exactly the same way as the H&S e-learning module and tracks compliance with both Level 1 and Level 2 Manual Handling training across the Health Board.

An options appraisal for the recovery of Manual Handling training was presented for initial discussion at the Health, Safety and Security Service Group Quality, Health and Safety (QHS) meeting in October 2025 and a number of options are being considered to improve compliance. The H&S Team has consistently raising compliance concerns during the CCG QHS meetings they attend, advocating for the release of staff booked onto training courses and promoting the use of Workplace Assessors (WPAs) in areas where this workplace training method is already established.

H&S Dashboard Phase 2

Timeline proposed by the Performance Team: Q3 (Oct-Dec) 2025/26.

Following the release of phase one of the H&S Dashboard, work has started on phase two. Phase two brings the RIDDOR module to the Dashboard and will track:

- The number of incidents reported to the HSE under RIDDOR;
- The number of RIDDOR's reported late.

As with the incident module, the RIDDOR module will be interrogatable by the different CCG / Function levels within the Health Board. All RIDDOR notifications are logged on Datix within the relevant incident, therefore the dashboard will draw on all RIDDORs reported through the Datix incident reporting system in a given period.

H&S Dashboard Phase 3

The H&S Team is working with Learning and Development (L&D) and ESR to establish relevant staff groups in order to be able to quantify compliance with other courses, particularly the Manager's Health and Safety Induction course. Once this work is completed, these metrics can then be added to the final H&S Dashboard.

The aim of the dashboard is to aid the process of embedding safety culture within HDdUHB and the individual Clinical Care Groups / Functions.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

TAKE ASSURANCE

- That phase one of the new H&S Dashboard has been successfully launched, introducing assurance monitoring metrics that were previously unavailable in a useable form;
- That senior managers now have streamlined access to statistical information on key H&S metrics, enabling more informed discussions and enhanced assurance at relevant meetings.

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:	N/A
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	1. Safe
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	1 Workforce Stabilisation 9 Digital plan

Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS
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Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Contained within the body of the report and associated Health Board policies.
Rhestr Termau: 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 Committee:	<ul style="list-style-type: none"> • Health and Safety Sub-Committee • Health, Safety and Security Service Group Quality, Health and Safety (QHS) Meeting

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct costs.
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff and patient safety, health and wellbeing through compliance with health and safety regulations.
Gweithlu: Workforce:	Potential for adverse future staffing impacts if health and safety legislation is not complied with as they relate to employee safety.
Risg: Risk:	Risk to health and safety management.
Cyfreithiol: Legal:	A breach of health and safety regulations, such as the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, could result in the issue of prohibition or improvement notices or criminal proceedings.
Enw Da: Reputational:	Prosecutions and claims due to breaches in legislation or personal injury claims can lead to negative publicity.
Gyfrinachedd: Privacy:	Not Applicable.
Cydraddoldeb: Equality:	No evidence gathered to indicate a negative impact on any protected group/s.