

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	12 November 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Committee (HSC) Self-Assessment Outcome Report 2023/24 – Progress Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Ann Murphy, HSC Chair James Severs, Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Jo Wilson, Director of Corporate Governance/Board Secretary Charlotte Wilmshurst, Assistant Director of Assurance and Risk

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 report is to provide an update to the actions agreed by the Health and Safety Committee (HSC) in response to the outcomes from the HSC Self-Assessment 2023/24 process.

Cefndir / Background

In March 2024, HSC received a [report](#) which presented the outcomes of the HSC Self-Assessment 2023/24 process. For HSC, this involved:

- Short digital form which requested feedback on the following areas:
 - Governance and administration
 - Committee's inputs
 - Conduct of Committee meetings
 - Interface with other Committees, including the Board
 - Committee's impact
 - Individual role on Committee

The feedback from this form was considered alongside other information, such as:

- Matters escalated to the Board
- IM Reflective sessions
- Auditor/Regulator feedback

Asesiad / Assessment

The following actions were agreed in response to the outcomes of the HSC Self-Assessment 2023/24:

Action	By whom	By when	
Explore the development of a health and safety dashboard with key performance indicators with the Performance Department (to include areas such as sharps, RIDDOR, violence and aggression initially, with continuous development). Timescales on delivery will be dependent on capacity.	Director of Allied Health Professions and Health Science	March 2025	The Health and Safety (H&S) Dashboard is currently in the queue for development by the Performance and Information Services Team. An update on current positioning has been sought.
Ensure a Trade Union update is included as part of the Health and Safety Report Update to the Committee.	Director of Nursing, Quality and Patient Experience	Completed	From August 2024, this has now been included as a standing agenda item.
Consider increasing the Executive Membership of the Committee with the Director of Corporate Governance, as this will be dependent on Executive capacity.	Director of Nursing, Quality and Patient Experience	Completed	The Executive Director of Allied Health Professions and Health Sciences was added to the In Attendance members in March 2024.
Discuss occupational health representation with the Director of Workforce and OD.	Director of Corporate Governance	Completed	The Head of Occupational Health is now included on the HSC membership.
Review report template to simplify reporting and strengthen focus on delivery, impacts and outcomes.	Director of Corporate Governance	Not Completed – revised date January 2025	This was delayed due to start of new Health Board Chair in May 2024. Feedback from the 2023/24 Self-Assessment process was presented to the Board Seminar in August and this will inform the development of the future reporting template.
Update report writing guidance for authors to reflect the need to focus less on process and more on delivery, impacts and outcomes	Director of Corporate Governance	Not completed - revised date January 2025	This was delayed due to start of new Health Board Chair in May 2024. Report writing guidance (Do's and Don'ts) is circulated with the call for papers, however guidance will be reviewed when new reporting template has

			been developed. The Health Board is also looking to outsource training for writing reports which will be informed by the outcomes of the 2023/24 Self Assessment process.
Develop a Health and Safety Committee Handbook to support new Members.	Director of Corporate Governance	Completed	The Committee Handbook has been discontinued to prevent duplication. A Committee Information Sheet has been developed and included in the IM Handbook, which is available in the IM Teams Channel.
Explore whether the Civica system can be utilised to provide the Committee with patient experience feedback on the safety of the environment they are treated in.	Director of Allied Health Professions and Health Science	Not completed - revised date March 2025	Currently the Civica system does not include a patient experience questionnaire built into it. However, this will be addressed and progressed during 2025.
Include staff/patient stories on agendas going forward.	Director of Corporate Governance (via CSO)	Completed	This has now been included as a standing agenda item however item has been deferred.
Where it is identified that reports relating to the same issue are being reported to more than one Committee during the agenda setting process, clarity on the content and structure of the report will be provided to the report authors and Executive Leads, via the CSO, to ensure that the specific focus of the report is tailored to requirements and remit of each Committee. The CSO will also identify any issues with the report's content and structure during the quality assuring process prior to papers being issued.	Director of Corporate Governance (via CSO)	Completed	Following each agenda setting meeting the HSC CSO contacts the relevant report author to confirm the content and structure of their report.

Include Health and Safety related Internal Audit Reports on Committee agendas following presentation at the Audit and Risk Committee.	Director of Corporate Governance (via CSO)	Completed	These have now been scheduled on the HSC workplan.
Review the Committee Update Report to strengthen reporting to the Board on the key discussion points of the meeting, and the areas it needs to advise, assure and escalate to the Board.	Director of Corporate Governance	Completed	3As Report template has been developed and has been used for Board reporting from March 2024.
Committee workplan for 2024/25 to include suggested areas from digital form – compliance in relation to training, RAAC, security/violence issues, COSHH, Work at Height, and hand/arm vibration	Director of Corporate Governance (via CSO)	Completed	These have now been scheduled on the HSC workplan.

Self-Assessment Process 2024/25

The Committee membership and attendees (as per Terms of Reference) will be sent a short digital form to complete in October. Survey responses will be collated, along with feedback captured through the preceding 12 months and presented for discussion at HSC on 17 January 2025.

Argymhelliad / Recommendation

The Committee is asked to take an assurance from the progress made against the actions being undertaken to improve its effectiveness.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	10.5 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self assessment and evaluation of the Committee's performance and operation, including that of any sub-committees established.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality:	6. All Apply

Quality and Engagement Act (sharepoint.com)	
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	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	HSC Terms of Reference HSC Self-Assessment digital form results Auditor and Regulator feedback through Structured Assessment and Internal Audit reports
Rhestr Termau: Glossary of Terms:	Included within report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd lechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	HSC Chair Director of Allied Health Professions and Health Science Director of Corporate Governance/Board Secretary

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct impacts.
Ansawdd / Gofal Claf: Quality / Patient Care:	No direct impacts.
Gweithlu: Workforce:	No direct impacts.
Risg: Risk:	No direct impacts.
Cyfreithiol: Legal:	No direct impacts.

Enw Da: Reputational:	No direct impacts.
Gyfrinachedd: Privacy:	No direct impacts.
Cydraddoldeb: Equality:	No direct impacts.