

**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 Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Tim Harrison, Head of Health, Safety and 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) to provide an update on the electrical safety training proposal and evidences the sharing of information on security and manual handling within Hywel Dda University Health Board (HDdUHB).

This report also includes items escalated from the Trade Union Health and Safety Group. Please note that links to documents within this paper can only be accessed by NHS staff.

Cefndir / Background

Electrical Safety Training

As reported previously to the Committee, a Local Safety Notice (LSN 01 2024) was issued in January 2024 by the Health, Safety and Security (HSS) Team to highlight the cable management risks associated with medical devices on beds following a small number of preventable incidents. For reference, the notice can be found here: [Risk Level High Cable Management \(Medical Devices on Beds\) - Electrocutation Risk and/or Trip Hazard](#).

In addition to the Local Safety Notice the HSS Team has been liaising with Learning and Development and Subject Matter Experts within Hywel Dda University Health Board (HDdUHB) to look at introducing an Electrical Safety Awareness training course to the mandatory training portfolio. It was decided that HDdUHB would look to adopt the pre-existing Swansea Bay University Health Board (SBUHB) Electrical Safety Awareness e-learning module ([000 NHS Wales - Electrical Safety](#)), with the permission of SBUHB.

Electrical Safety Awareness training is designed to ensure that all staff understand the main risks and the necessary controls for the safe use of electricity in the workplace. Wherever people are working there are risks to the users of electrical equipment that must be considered. It was felt that the e-learning module would help staff understand the importance of inspecting and maintaining electrical equipment, understand controls that can be used to help make working with electricity safer and understand best practices when working with electricity, both in the workplace and at home.

Health, Safety & Security Department Seven Minute Briefing Specials

Corporate risk 1861 identified a need to make information available to staff on security arrangements and procedures/processes in place across the Health Board (HB). It was agreed that for quarter two of 2024-2025, the HSS Team would focus their quarterly Seven Minute Briefing document on the topic of security management.

For quarter three of 2024-2025 it was agreed that a manual handling special Seven Minute Briefing would be created to help inform staff of current relevant manual handling information.

Asesiad / Assessment

Electrical Safety Training

A 'Request to Mandate Training' application was submitted by the Health and Safety Manager to the newly re-formed Mandatory Training Group on 8 April 2024. This was followed by a meeting on 12 April between Learning and Development, Health and Safety and three Subject Matter Experts from Clinical Engineering, Estates Maintenance and Estates Operational Compliance to propose SBUHB Electrical Safety Awareness e-learning module be used in HDdUHB.

The Mandatory Training Group met on 10 October 2024 to consider the application but rejected the proposal at this time based upon the level of risk and impact of staff training time. However, they have requested further clarification which will be presented at the next group.

The HSS Team is also considering a new dedicated electrical safety intranet (SharePoint) page, which once created, can be widely promoted. A meeting was held on 21 October 2024 between Health and Safety and the other Subject Matter Experts to discuss possible content for this new Share Point page.

Health, Safety & Security Department 7 Minute Briefing – Security Special

For Quarter 2 of 2024-2025, the Health, Safety and Security Department focused their quarterly Seven Minute Briefing document on the topic of security. A copy can be found here: [7 Min Brief – HSS Q2 2024-25](#). The special included:

- The process for requesting CCTV access.
- The process for requesting external security providers.
- The missing patient process.
- Information on ID badges, including what to do if an ID badge is lost.
- Links to the Violence, Aggression and Security Case Management Pack.

The Seven Minute Briefing was released via Viva Engage on 9 September 2024/09/24 and by 21 October 2024 it had been viewed 860 times. The Seven Minute Briefing has also been taken to all Governance / Quality and Safety Groups attended by the HSS Team.

Health, Safety & Security Department Seven Minute Briefing – Manual Handling Special

For Quarter three of 2024-2025, the Health, Safety and Security Department focused their quarterly seven Minute Briefing document on the topic of Manual Handling. A copy can be found here: [7 Min Brief – HSS Q3 2024-25](#). The special included:

- Manual Handling Equipment Hire Contracts.
- Plus-Size Patients / Personal Emergency Evacuation Plan (PEEPs).

- Referral Process for Manual Handling Advice / Support.
- Training Categories.
- Level Two Training Compliance Figures.
- What is Releasing Time to Care (RTTC)?

The seven Minute Briefing was released via Viva Engage on 8 October 2024 and by 21 October 2024 it had been viewed 473 times. The seven Minute Briefing will also be taken to all Governance / Quality and Safety Groups attended by the HSS Team.

Items Escalated from the Trade Union Health and Safety Group – 15 October 2024

At the October 2024 meeting of the Trade Union Health and Safety Group one issue was agreed by Trade Union Representatives (TU Reps) for escalation to the Health and Safety Committee.

Drinking Water Coolers and the Water Safety Group

Concerns were raised by TU Reps regarding the removal of the water Cooler from Bronglais (BGH) Canteen area and other locations. Concerns included the lack of consultation in relation to the removal of the water coolers. The TU Reps pointed out the requirement for the provision of drinking water under Regulation 22 of the Workplace (Health, Safety and Welfare) Regulations 1992.

The Health and Safety Manager has liaised with the Chair of the Water Safety Group to discuss this issue, and a response is included below.

- HDdUHB has a duty to provide potable (safe to drink) drinking water to staff and patients. This is provided from drinking water taps in kitchens and also for staff within break rooms across the HB.
- The Water Safety Group (WSG) has been established to provide assurance on all matters related to water safety in the HB, including water systems are safe for patients, staff and visitors. All water systems supplied and associated equipment used throughout the HB to which patients, staff and visitors could be exposed, must be approved by the WSG.
- If water coolers are not cleaned daily and regularly serviced, they pose a risk of waterborne infections including *Pseudomonas aeruginosa* and *Legionella*, especially to vulnerable and immunocompromised patients. which indicate poor cleaning and poor hygiene practices.
- The WSG arranged for a water cooler audit to be undertaken, in order to have assurance that this high-risk equipment, was being managed correctly and not posing a risk in relation to water safety. The audit found significant non-compliances regarding servicing, cleaning and monitoring arrangements with including a lack of responsibility/ownership for the safe keeping, cleaning and monitoring. A significant number of water coolers on sampling were found to have positive *Pseudomonas* samples >300cfu (colony-forming units) and high aerobic colony counts >300cfu, hence the immediate water safety risk identified and the requirement to remove these contaminated water coolers.
- Replacement water coolers have been sourced that meet higher standards of engineering and infection control. Any replacement or newly installed coolers will be leased and be subject to a continuous service contract. All Departments with water coolers will be required to have ownership of the unit(s) and ensure that effective daily cleaning and monitoring of the unit(s) takes place. This must be accompanied by documented evidence of cleaning.
- The WSG report into the Infection Prevention Strategic Steering Group (IPSSG) and the water cooler audits, findings and actions have been included in the exception report to this group.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

RECEIVE ASSURANCE

- That the HSS Team and Subject Matter Experts are exploring other means of highlighting the risk posed by electricity and electrical equipment to HDdUHB staff.
- That the HSS Team has shared information on both security and manual handling via their seven-minute briefs.
- That concerns raised via Trade Union Representatives have been acknowledged and suitable answers sought to address them.

NOTE:

- That the proposed Electrical Safety Awareness training was not approved by the Mandatory Training Group.

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

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.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Health and Safety Advisory Group Mandatory Training Group

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	There will be costs to procure and maintain the water coolers as outlined in the report. These are not available at the time of writing.
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 the Workplace (Health, Safety and Welfare) Regulations 1992 are not complied with as the regulations relate to employee safety.
Risg: Risk:	Risk to health and safety management.
Cyfreithiol: Legal:	A breach of health and safety regulations, such as the Workplace (Health, Safety and Welfare) Regulations 1992, 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.