

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	12 November 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) – 6 Monthly Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, 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 to the Health and Safety Committee provides an update regarding Hywel Dda University Health Board's (HDUHB) compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) and presents the mid-year RIDDOR reporting figures for the first six months of the 2024-25 financial year.

Cefndir / Background

RIDDOR places a duty on employers and people in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences to the Health and Safety Executive (HSE).

RIDDOR sets time frames within which the HSE should be notified of certain work-related incidents. For most types of incidents, including accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences, the responsible person must notify the HSE without delay, and a report submitted within 10 days of the incident. For accidents resulting in the over-seven-day incapacitation of a worker, the HSE must be notified within 15 days of the incident.

Asesiad / Assessment

2024-25 Mid-Year Statistics

The total number of incidents reported under RIDDOR in the first six months of 2024-25 was 29, which is roughly consistent with the 32 reported in the first six months of 2023-24 year and the 27 reported in the first six months of 2022-23 year. The table below shows a breakdown of the incidents reported in the first six months of the 2024-25 financial year, sorted by the main cause of the incident.

Breakdown by Cause	No.
Manual Handling	11
Slip, trip, fall same level	8
Violence & Aggression	5
Struck by Object	<5
Occupational Disease	<5
Fall from Height	<5
Contact with Electricity	<5

So far this year manual handling is the lead incident cause with 11 incidents. Slip, trip and falls, which usually occupies the top spot is a close second with 8 incidents, and third is violence and aggression with 5 incidents. The violence and aggression figure is down on the recent mid-year figures (2023/24) with 9 incidents and (2022/23) with 8 incidents.

Locality	No.
GGH Locality	12
PPH Locality	11
WGH Locality	<5
BGH Locality	<5

In terms of distribution across the Health Board, a proportionately greater number of incidents have been reported at Glangwili General Hospital and Prince Philip Hospital, than at Witybush General Hospital and Bronglais General Hospitals. This will be raised at Governance / Quality and Safety Groups attended by the Health, Safety and Security (HSS) Team.

Timeliness of Reporting

As explained in the background section of this report, the RIDDOR regulations set time frames within which the HSE should be notified of certain work-related incidents. In recent years the team have self-set a target of 60% of incidents reported on time. Unfortunately, for the first six months of 2024/25 we have failed to reach that target, only achieving 55.2%. There are also two further incidents known to the team which will bring that figure lower before it improves.

Staffing challenges within the HSS Team have contributed to a small number of these late RIDDORs. However, the majority have been caused by either late reporting of the incident itself to Datix, or late notification to the HSS Team that the criteria for RIDDOR has been met and that the incident requires reporting to the HSE.

In Time?	No.	%
Yes	16	55.2
No	13	44.8

The HSS Team will further promote the RIDDOR reporting requirements and time frames through the Governance / Quality and Safety meetings across the Health Board, in an attempt to improve compliance figures in the second half of 2024/25. It will also feature in our next HSS Team Seven Minute Briefing.

Please see above the RIDDOR reportable incidents so far this year split by Directorate. These figures will also be fed-back to the Governance / Quality and Safety meetings. The figures allow the HSS Team to identify areas where improvements can be made, i.e. the HSS Team can work proactively with

Directorate	No.	In Time?
Unscheduled Care	14	57%
Estates / Facilities	5	60%
Scheduled Care	<5	33%
Community	<5	0%
Mental Health	<5	100%
Womens / Childrens	<5	50%
Therapies	<5	100%

Scheduled Care and Community teams to improve their compliance.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

RECIEVE ASSURANCE

- That the Health Board is operating in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
- That areas have been identified where improvements can be made which will be raised at directorate Governance / Quality and Safety meetings.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.1 Provide assurance around the HDdUHB's 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:	1. Putting people at the heart of everything we do 4. The best health and wellbeing for our individuals, families and communities 5. Safe sustainable, accessible and kind care
Amcanion Cynllunio Planning Objectives	Not Applicable
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:	<ul style="list-style-type: none"> • The Health and Safety at Work Act 1974; • All subordinate Health and Safety legislation; • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); • HSE Approved Codes of Practice; • HSE Guidance; • EU Directives.
Rhestr Termiau: 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:	<p>The Health and Safety Advisory Group whose membership includes:</p> <ul style="list-style-type: none"> • Health, Safety & Security Department; • Moving & Handling Department; • Occupational Health; • Health Board Legal Team.

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable.
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:	Not directly.
Risg: Risk:	Risk to health and safety management.
Cyfreithiol: Legal:	It should be noted that a failure to report within the timescales set by RIDDOR is technically a contravention of the regulations and that it is therefore an offence under Section 33(1)(C) of the Health and Safety at Work etc. Act 1974. The Health and Safety Executive who receive these reports will on occasion be critical of the delays in reporting and could seek assurance from the Health Board that improvements will be made.
Enw Da: Reputational:	Potential for political or media interest if compliance or enforcement action is served.
Gyfrinachedd: Privacy:	Not Applicable.
Cydraddoldeb: Equality:	No evidence gathered to indicate a negative impact on any protected group/s.