

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

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| DYDDIAD Y CYFARFOD: DATE OF MEETING: | 14 January 2025 |
| TEITL YR ADRODDIAD: TITLE OF REPORT: | Extension Request - Health and Safety Related Policies/Procedures (170), (323) and (767) |
| 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)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The Health and Safety Committee (HSC) is requested to grant a two-month extension for the following three health and safety related policies and procedures:

- 170 – Lone Worker Policy
- 323 – Closed Circuit Television (CCTV) Policy & Documentation
- 767 – New and Expectant Mothers / Birthing Parents Procedure

Cefndir / Background

170 – Lone Worker Policy

This policy sets out procedures and working practices to identify and minimise the risks associated with lone working and provides a structure for the management of staff who undertake lone working.

323 – Closed Circuit Television (CCTV) Policy & Documentation

This policy outlines a Health Board wide approach to the use of CCTV systems, defining roles and responsibilities. It describes practices that are compliant with all relevant legislation including the viewing and disclosure of recorded data.

767 – New and Expectant Mothers / Birthing Parents Procedure

This procedure contains information and guidance for new and expectant mothers or birthing parents employed by Hywel Dda University Health Board (HDdUHB) This procedure aims to protect the health, safety and welfare of employees that are pregnant or may become pregnant, new mothers or birthing parents and employees that are breast-feeding. HDdUHB recognises that certain factors arising from work may place new and expectant mothers or birthing parents at risk and is committed to ensuring the continued health, safety and welfare of these employees within the workplace.

Asesiad / Assessment

These three policies/procedures have been reviewed and updated and were hoped to be ready for the January 2025 HSC meeting. However, unfortunately due to the addition of a new element to the policy approval process, these three policies/procedures were deemed to require additional Trade Union / Staff Partnership Forum circulation ahead of their local approval. For this reason, the delay will mean that these three documents will not be ready in time for the HSC paper deadline (which is earlier than usual due to Christmas).

All three policies/procedures will therefore be tabled for approval at the March 2025 HSC.

Argymhelliad / Recommendation

FOR DECISION

For the Health and Safety Committee to approve an extension to the following policies / procedures:

- 170 – Lone Worker Policy
- 323 – Closed Circuit Television (CCTV) Policy
- 767 – New and Expectant Mothers / Birthing Parents Procedure

| Amcanion: (rhaid cwblhau) Objectives: (must be completed) | |
|---|---|
| Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor: | 3.16 Approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice (policies within the scope of the Committee). |
| 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 3. Effective 4. Efficient |
| 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 | All Planning Objectives Apply |
| 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 etc. Act 1974; • All subordinate health and safety legislation (see relevant law below for examples of law relevant to this policy); • HSE Approved Codes of Practice (ACOPs); • HSE Guidance; • EU Directives. |
| Rhestr Termau: Glossary of Terms: | As 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: | Key Stakeholder Consultation Health & Safety Advisory Group |

| Effaith: (rhaid cwblhau) Impact: (must be completed) | |
|---|---|
| Ariannol / Gwerth am Arian: Financial / Service: | There are no direct costs associated with extending the policies/procedures. |
| Ansawdd / Gofal Claf: Quality / Patient Care: | There will be a positive impact on staff safety, health and wellbeing through compliance with these policies / procedures. This positive impact is already in place without these extensions. |
| Gweithlu: Workforce: | There will be no adverse impact upon staff. |
| Risg: Risk: | N/A |
| Cyfreithiol: Legal: | A breach of health and safety regulations can 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: | N/A |
| Cydraddoldeb: Equality: | The EqIA for each policy/procedure will be reviewed and updated as part of the review. |