



## PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	14 November 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) – 6 Monthly
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Mandy Rayani, Director of Nursing, Quality and Patient Experience
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Adam Springthorpe, Health and 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 (HDdUHB) 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 2022-23 financial year. The report also includes information from the recent All-Wales RIDDOR benchmarking exercise which was led and compiled by HDdUHB.

##### 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). The paper presented to the Health and Safety Committee in May 2022 gave a detailed overview of the requirements of Regulations 1-9 of RIDDOR, including key definitions and reporting categories.

RIDDOR also sets timeframes 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

#### 2022-23 Mid-Year Statistics

The adjacent table shows a breakdown of the RIDDORs reported in the first 6 months of the 2022-23 financial year by the main cause of the incident.

So far this year it is a three-way split between the top three incident causes i.e. slips, trips and falls, violence and aggression and manual handling, with 8, 8 and 7 respectively.

Breakdown by Cause	No.
Slip, trip, fall same level	8
Violence & Aggression	8
Manual Handling	7
Another kind of incident	2
Struck against	1
Burn	1

This is of no surprise as the top three incident categories every year in HDdUHB are these three. In 2021-22, slips, trips and falls were the highest by quite some margin, therefore this could be an early indication of a reduction, but we do not have previous 6-monthly information to compare to (previous figures are annual only). Following this new six-monthly reporting schedule going forwards will allow for future statistic comparisons to be made.

Locality	No.
GGH Locality	7
PPH Locality	8
WGH Locality	6
BGH Locality	6
	<b>27</b>

Continuing the trends of 2021-22, the current spread of incidents is relatively even across the four localities which can be seen in the adjacent table. The total number of incidents reported in the first 6-months was 27, which is broadly in line with the 2021-22 total of 58.

### Timeliness of Reporting

Since the RIDDOR paper presented to the Committee in May 2022 and following on from the HS&S 7 Minute Briefing in Q4, the Health, Safety and Security Team have had a concerted push on promoting the RIDDOR reporting requirements and timeframes through discussions at the Quality and Safety Groups across the Health Board and by delivering targeted training sessions. As a result our timeframe compliance has increased. (Note: The HS&S Team have a number of ongoing investigations which will result in late RIDDOR submissions, so a note of

In Time?	No.	%
Yes	22	81.48
No	5	18.52

caution should be taken when reviewing the compliance figure of 81%). Given the promising start from the first half of the year, it is hoped that we will finish the year well above the 2021-22 figure of 56.9%.

Directorate	No.	In Time?
Unscheduled Care	7	86%
Mental Health	6	50%
Estates / Facilities	5	100%
Community	5	80%
Scheduled Care	1	100%
Womens / Childrens	1	100%
Operations	1	100%
Therapies	1	100%

Please see adjacent the RIDDOR reportable incidents so far this year split by Directorate. These figures will be fed-back to the Quality and Safety Meetings to show the positive progress made. It also allows us to identify areas we can still improve, i.e. the HS&S Team can work proactively with the Mental Health Directorate to improve their compliance.

### All-Wales RIDDOR Consistency and Benchmarking Exercise

HDdUHB volunteered to lead an All-Wales RIDDOR consistency and benchmarking exercise as an action item for the All-Wales Health and Safety Management Steering Group.

The reporting consistency exercise was undertaken to confirm who within each organisation makes the reports to the HSE and whether the incident date or the reported date were used when establishing reporting compliance as it was suggested that organisations may have been following differing procedures. From the nine Health Boards / Trusts that responded, all stated that they use the incident date as their starting point for RIDDOR reporting and that all incidents are reported via their Health and Safety departments, therefore we are reassured across Wales that we have consistency in these areas of compliance.

For the benchmarking part of the exercise, each Health Board /Trust in Wales were asked to state how many RIDDOR reports were submitted to the HSE in the period 01/04/21021-

31/03/2022 by both RIDDOR category and accident category. The figures were then collated by the HDdUHB Health and Safety Manager.

The following table shows the number of incidents reported per RIDDOR Category by the Welsh Health Boards / Trusts that responded (Redacted and sorted in descending order by total reports in all categories).

Organisation	Period 01/04/21-31/03/22		
	Over 7 Days	Specified Injury	Total (all Categories)
Redacted - Other HB / Trust	143	12	156
Redacted - Other HB / Trust	41	11	115
Redacted - Other HB / Trust	92	9	103
Redacted - Other HB / Trust	60	10	73
Redacted - Other HB / Trust	55	12	70
<b>Hywel Dda University Health Board</b>	<b>44</b>	<b>10</b>	<b>58</b>
Redacted - Other HB / Trust	36	2	41
Redacted - Other HB / Trust	7	1	11
Redacted - Other HB / Trust	7	2	9

The figures for over-7-day injuries and specified injuries were relatively consistent across all of the Health Boards, however it was felt by the All-Wales group that to be truly comparable the staff numbers should be considered and accident rates established. Therefore, please see the following table for RIDDOR rates for each Health Board per 1000 employees (Redacted and sorted in descending order by total reports in all categories).

Organisation	No of Staff	Period 01/04/21-31/03/22		
		Over 7 Day RIDDORs per 1000 Staff	Specified Injury RIDDORs per 1000 Staff	Total RIDDORs per 1000 Staff (all Categories)
Redacted - Other HB / Trust	5000	28.60	2.40	31.20
Redacted - Other HB / Trust	17000	2.41	0.64	6.76
Redacted - Other HB / Trust	16000	5.75	0.56	6.44
<b>Hywel Dda UHB</b>	<b>11199</b>	<b>3.93</b>	<b>0.89</b>	<b>5.18</b>
Redacted - Other HB / Trust	14500	4.14	0.70	5.03
Redacted - Other HB / Trust	15732	3.50	0.76	4.45
Redacted - Other HB / Trust	2484	2.82	0.40	4.43
Redacted - Other HB / Trust	2199	3.18	0.91	4.09

Redacted - Other HB / Trust	12500	2.88	0.16	3.28
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With a RIDDOR reporting rate of 5.18 per 1000 staff across all reporting categories, it is felt that HDdUHB can take assurance that it is not under reporting RIDDOR incidents when compared to similar organisations across Wales.

The figures for RIDDORs per accident category were also analysed and a similar reassurance can be taken from the All-Wales picture. Slips/trips/falls, manual handling and violence and aggression were consistently the top three reported accident categories across Wales, as they are in HDdUHB.

The wider findings of the benchmarking exercise are due to be presented to the All-Wales Health and Safety Management Steering Group on 18th November 2022.

### Argymhelliad / Recommendation

For the Health & Safety Committee to gain assurance from this report that the Health Board is operating in compliance with the RIDDOR regulations, with exception of reports being submitted more timely.

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### **Amcanion: (rhaid cwblhau)**

#### **Objectives: (must be completed)**

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	5.8 Ensure there is a process of review of findings of safety management system audits and seek assurance that corrective actions are put in place.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	2.1 Managing Risk and Promoting Health and Safety
Amcanion Strategol y BIP: UHB Strategic Objectives	2. Working together to be the best we can be
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a>	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"> <li>• The Health and Safety at Work etc. Act 1974;</li> <li>• All subordinate Health and Safety legislation;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);</li> <li>• HSE Approved Codes of Practice;</li> <li>• HSE Guidance;</li> <li>• EU Directives.</li> </ul>
Rhestr Termiau: 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:	Health and Safety Advisory Group whose membership includes: <ul style="list-style-type: none"> <li>• Health, Safety &amp; Security Department;</li> <li>• Moving &amp; Handling Department;</li> <li>• Occupational Health;</li> </ul> HB Legal Team.

<b>Effaith: (rhaid cwblhau)</b>	
<b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	Not directly
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	There are no impacts on quality or patient care.
<b>Gweithlu:</b> <b>Workforce:</b>	Not directly
<b>Risg:</b> <b>Risk:</b>	No specific risk on the risk register.
<b>Cyfreithiol:</b> <b>Legal:</b>	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.
<b>Enw Da:</b> <b>Reputational:</b>	Potential for political or media interest if compliance or enforcement action is served.
<b>Gyfrinachedd:</b> <b>Privacy:</b>	Not applicable
<b>Cydraddoldeb:</b> <b>Equality:</b>	No evidence gathered to indicate a negative impact on any protected group(s).