



## 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>	Extension to the review dates of Health and Safety policies and procedure
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Andrew Carruthers, Executive Director of Operations
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Tim Harrison – Head of Health, Safety and Security

**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 is asked to approve extensions to the review dates of the following documents until the end of April 2023:

- 761 – Violent Patient Warning Marker Procedure
- 749 – Lockdown Policy

##### Cefndir / Background

It is imperative that Hywel Dda University Health Board (HDdUHB) has up to date and accurate written control documentation in order to comply with relevant legislation/regulations and minimise any associated risk.

##### Asesiad / Assessment

Justifications for the extensions to the review dates of the policies are detailed below. The extension dates have been determined by the lead officers and assurance has been provided by the lead authors that the documents remain fit for purpose during the extension period.

**761 – Violent Patient Marker Procedure** – a full review of this procedure is being undertaken by the Head of Safety and Security and the Violence and Aggression Case Manager. A 6 month extension is requested.

**749 – Lockdown Policy** - Lockdown capability is being assessed as part of a Security Management review which scope is to make recommendations to the Executive Team and Health Board, and forms part of Planning Objective 3L for completion April 2023. The Lockdown Policy and Hospital Lockdown plans will be reviewed as part of this work. Therefore an extension until the end of April 2023 is requested.

##### Argymhelliad / Recommendation

For the Health and Safety Committee to approve the extension to the review dates of the following policies until 30 April 2023:

- 761 – Violent Patient Marker Procedure
- 749 – Lockdown Policy

<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
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:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	1. Staying Healthy 1.1 Health Promotion, Protection and Improvement 2.1 Managing Risk and Promoting Health and Safety 7. Staff and Resources
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 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>	Not applicable

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	The content of policies are developed utilising expert advice, with reference to legislation and guidance documentation.
Rhestr Termau: Glossary of Terms:	Detailed within each policy document
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch:	Estates Department and lead author have confirmed that the policy documents remain fit for purpose for the extension to the review date of each document

Parties / Committees consulted prior to Health and Safety Committee:	

<b>Effaith: (rhaid cwblhau)</b>	
<b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	N/A
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	N/A
<b>Gweithlu: Workforce:</b>	There are direct legal responsibilities for staff (workforce) associated with this policy.
<b>Risg: Risk:</b>	The HDdUHB must have up to date and accurate policies and procedures to avoid risk.
<b>Cyfreithiol: Legal:</b>	The HDdUHB must have up to date and accurate policies and procedures to avoid risk as a breach of health and safety regulations can result in the issue of prohibition or improvement notices or criminal proceedings.
<b>Enw Da: Reputational:</b>	Prosecutions and claims due to breaches in legislation or personal injury claims can lead to negative publicity.
<b>Gyfrinachedd: Privacy:</b>	N/A
<b>Cydraddoldeb: Equality:</b>	Each policy document has had an equality impact assessment undertaken at the time of submission. This will be revised as part of the review process