

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	03 July 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	H&S Annual Work Plan 2025/26 Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Executive Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Tim Harrison, Head of Health, Safety & Security 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 is presented to the Health and Safety Committee (HSC) to provide an update on the Health, Safety and Security annual workplan for 2025/26.

Cefndir / Background

The full detailed workplan was presented to the Health and Safety Sub-Committee (HSSC) in April 2025, with a summary presented to the HSC in May 2025. This report provides a general update on progress so far in 2025/26 towards the themes on the workplan by the Health, Safety and Security (HSS) Team, with the assistance of other key stakeholders where necessary.

Asesiad / Assessment

Internal Audit

A significant part of the HSS Team's resource has been focused on measures to comply with the Health and Safety Internal Audit Report (HDD-2425-23), with workstreams including:

- Training compliance;
- Health and safety site visit risk stratification and process development;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) mandatory reporting timescale compliance.

Policy/Procedure Updates and Reviews

The following policies have been reviewed:

- Fit Testing for Respiratory Protective Equipment Procedure – Approved by HSSC – New expiry date 03/05/2028.
- Display Screen Assessment Procedure – Approved by HSSC – New expiry date 03/05/2028.
- First Aid at Work Procedure – Minor amendments were required following HSSC, these have been actioned and the Procedure awaits Chair's action for approval.

Management of Noise at Work

The new draft 1383 - Control of Noise at Work Policy, created by the Health & Safety Manager, has been reviewed by key stakeholders including Estates Operations Compliance, Estates Maintenance and Occupational Health. The draft Policy will be out for global consultation for the period 12/06/2025-26/06/2025.

Control of Substances Hazardous to Health (COSHH)

A report on the initial phase of environmental monitoring of nitrous oxide (Entonox) exposure in the Midwifery Led Unit (MLU) of Glangwili Hospital (GGH) has been issued to the Midwifery Department. The initial phase of monitoring was a suite of measurements across Midwifery to assess the risk prior to more detailed measurements. The findings have also been shared with Estates Maintenance and Occupational Health.

Workplan Tracking

The table below summarises some of the actions due for completion by the next two HSCs from the overarching detailed Health, Safety and Security annual workplan for 2025/26:

	Sep-25	Nov-25
Internal Audit Actions		
Risk Stratification - Update following CCG responses to review of all outstanding moderate and major risks	✓	
Final SOP for new site visit system	✓	
Update on oversight of Manager's Health & Safety Induction (MH&SI) compliance following review of proposal by the Mandatory Training Group	✓	
General Health, Safety and Security		
Manual handling training diary for 2026	✓	
MH&SI dates set for 2026	✓	
Approved Noise Policy	✓	
Noise risk assessments for areas where high levels of noise are expected/suspected.		✓
Final Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) assessment for GGH Boiler house		✓
Periodic updates on the new Health & Safety Site Visit Programme (3 times a year)		✓
Approved reviewed Reducing Restrictive Practice Policy		✓
Confirmation of deferral of Assessment and Management of Environmental Ligature Risks Procedure		✓

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

TAKE ASSURANCE on the update of the Health, Safety and Security Annual Work Plan 2025/26 and that progress will continue to be monitored by the Health and Safety Sub-Committee during 2025/26.

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 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 Sub-Committee

Effaith: (rhaid cwblhau) Impact: (must be completed)

Ariannol / Gwerth am Arian: Financial / Service:	No direct costs.
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 health and safety legislation is not complied with as they relate to employee safety.
Risg: Risk:	Risk to health and safety management.
Cyfreithiol: Legal:	A breach of health and safety regulations, such as the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 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.