

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	03 July 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Compliance with Health and Safety, Fire, and Security Training
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 compliance with Health and Safety, Fire, and Security training within Hywel Dda University Health Board (HDdUHB).

Cefndir / Background

Health and Safety training is delivered within HDdUHB via both E-learning and face-to-face methods. Mandatory health and safety-related training modules delivered via E-learning include:

- Fire Safety – Level 1;
- Health, Safety and Welfare – Level 1;
- Violence and Aggression – Modules A and B;
- Display Screen Equipment;
- Manual Handling – Level 1 (Note: Also delivered face-to-face for inanimate load handlers).

Health and safety-related courses delivered face-to-face include:

- Fire Safety – Level 2 (Note: Level 2 has recently also been made available as an E-learning module to help increase compliance, however the face-to-face option will also remain in place);
- Fire Safety for the Fire Response Team – Level 3;
- Fire Safety for Senior Managers – Level 5;
- Manual Handling for Patient Handlers – Level 2;
- Reducing Restrictive Practice Team training in the management of violence and aggression and the management of patients with challenging behaviours;
- Manager's Health and Safety Induction course;
- Qualitative Face-Fit Train-the-Tester (for Respiratory Protective Equipment (RPE));
- Statutory training for Estates Maintenance Staff and tool-box talks;
- Bespoke Control of Substances Hazardous to Health (COSHH) Awareness sessions.

Asesiad / Assessment

E-Learning Mandatory Courses

Compliance figures for the Health and Safety E-learning training modules (excluding Fire training) on 11 June 2025 were:

	Required	Achieved	Compliance
Health, Safety and Welfare – Level 1	12309	10948	88.94%
Violence and Aggression – Module A	12309	11588	94.14%
Violence and Aggression – Module B	12309	11679	94.88%
Manual Handling – Level 1*	12309	9689	78.71%
Display Screen Equipment	2499	2402	96.12%

* Note: The Manual Handling Level 1 competency can be gained in different ways dependent on role. For many this is via E-learning. However, Level 1 is face-to-face for inanimate load handlers. For patient handlers, a Level 1 competency is automatically received completion of Level 2 training. The poor compliance with face-to-face Level 2 training is therefore the likely cause of the current 78.71% compliance with Level 1.

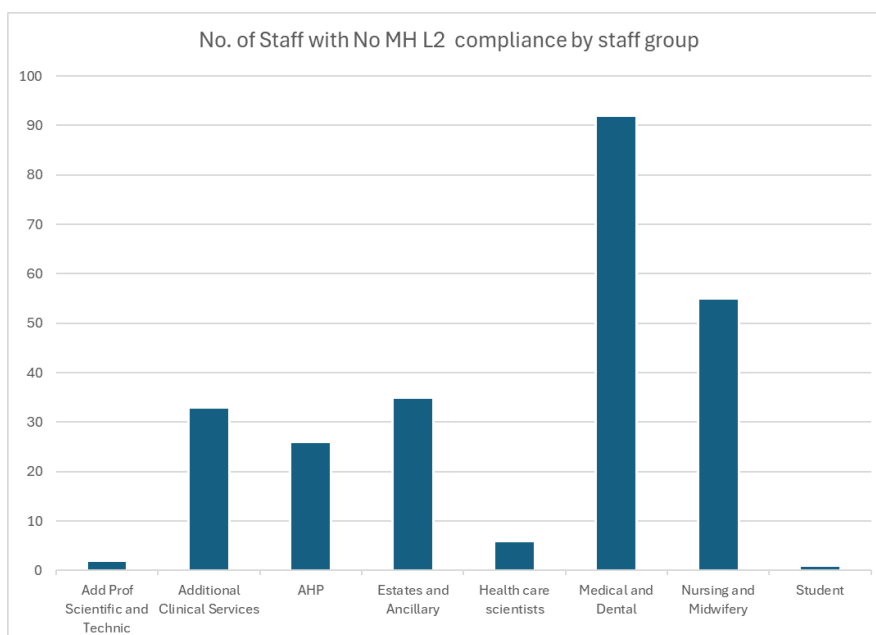
Manual Handling for Patient Handlers – Level 2

The Manual Handling (MH) Annual Report was presented to the Health and Safety Sub-Committee (HSSC) in May 2025 which included detailed training information, a summary of which is included here.

In terms of the MH Level 2 competency (patient handling), there are a number of different ways to obtain the competency, dependent on role. The overall Level 2 compliance rate on 11 June 2025 was 57.63%.

Competence Name	Assignment	Required	Achieved	Compliance %
NHS CSTF Moving and Handling - Level 1 - 2 Years	12309	12309	9689	78.71%
NHS CSTF Moving and Handling - Level 2 - 2 Years	7552	7552	4352	57.63%

Of particular concern is that there were 250 staff in HDdUHB (on 19 May 2025) that had failed to achieve any Level 2 competency. These are patient-handling staff currently working in HDdUHB that have never attended MH training, rather than having been trained but currently out of date. Not only is this impacting on the overall compliance, but it is also a risk to the organisation.



The Manual Handling Team has made dedicated efforts to improve staff attendance at training sessions, for example organising additional sessions tailored specifically for Porters, and extra Emergency Handler sessions to accommodate doctors.

Although it is acknowledged that the MH Team do not have sufficient resources to attain full MH training compliance for the Health Board along with the other elements of their service provision, the uptake of training places offered continues to be a challenge.

Face-to-Face Course	Places Offered	Places Filled	Uptake of Places
Moving and Handling - Level 1 (Load Handling)	493	232	47.06%
Moving and Handling - Level 2 (Patient Handling)	2917	1554	53.27%

Over the 12 months of 2024 the MH Team provided 2917 face-to-face training spaces for Level 2 training. Only 1554 places were filled on those courses, resulting in an uptake rate of 53.27%. (Note: During this time there was no MH training room in Ceredigion which impacted delivery in that locality). Over the same period, 493 Level 1 places were offered with only 232 filled, resulting in an uptake rate of 47.06%.

The pattern continued into 2025. The MH Team provided a total of 1090 face-to-face training spaces for Level 2 training January-March 2025, of which 505 places were filled, resulting in an uptake rate for the first three months of just 46.3%.

Some training slots go unfilled entirely, while others are marked by no-show, where a delegate books a place but fails to attend.. The HSS Department understands that staffing shortages and the related inability to release staff from their work areas to attend training are the primary reasons for the relatively low uptake of these courses.

In addition, the H&S Team had a number of staff on long-term sickness in 2024 (continued into 2025) which has resulted in various courses being cancelled. In some instances, certain update courses have been cancelled to ensure that the team delivers sufficient Foundation Training for new members of staff joining the organisation. This impact on update courses explains part of the low compliance rates outlined above.

On a positive note, while the MH Team previously experienced challenges in enrolling new starters in Foundation MH Training in a timely manner, the majority of new starters are now offered a place on a course within 4-6 weeks.

Fire Training

Compliance figures for fire safety training Levels 1-3 are shown below, both for the Health Board as a whole, and by locality:

HDdUHB

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	12302	12302	10942	88.94%
100 LOCAL Fire Safety Level 2 - 1 Year General	5946	5946	4171	70.15%
100 LOCAL Fire Safety Level 3 - 1 Year General	135	135	119	88.15%

Employee Location - GGH

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	3413	3413	2944	86.26%
100 LOCAL Fire Safety Level 2 - 1 Year General	1620	1620	1056	65.19%
100 LOCAL Fire Safety Level 3 - 1 Year General	34	34	30	88.24%

Employee Location - PPH

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	1971	1971	1796	91.12%
100 LOCAL Fire Safety Level 2 - 1 Year General	923	923	650	70.42%
100 LOCAL Fire Safety Level 3 - 1 Year General	29	29	25	86.21%

Employee Location - BGH

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	1351	1351	1167	86.38%
100 LOCAL Fire Safety Level 2 - 1 Year General	631	631	402	63.71%
100 LOCAL Fire Safety Level 3 - 1 Year General	32	32	32	100.00%

Employee Location - WGH

Competence Name	Assignment Count	Required	Achieved	Compliance %
NHS CSTF Fire Safety - 2 Years	2282	2282	2013	88.21%
100 LOCAL Fire Safety Level 2 - 1 Year General	1033	1033	806	78.03%
100 LOCAL Fire Safety Level 3 - 1 Year General	38	38	30	78.95%

The Fire Safety Team has recently added extra Level 2 face-to-face courses to help improve compliance. Also, an e-learning version of Level 2 has just been introduced to give staff an alternative means of gaining the competency to the usual weekly session held by the Fire Team. It is hoped that the introduction of this training format will help the Health Board achieve the 85% standard that Mid and West Wales Fire and Rescue Service (MAWWFRS) have stipulated to remove their sanctions against the Health Board.

Fire Safety for Senior Managers – Level 5

Level 5 Fire Safety for Senior Managers is currently mandatory for all staff banded at 8B or above. The module is currently delivered as part of the Manager’s Health and Safety Induction course. As of 11 June 2025, 242 out of 257 staff 8B+ had completed the course (94.2%).

Reducing Restrictive Practice Team Training

The Reducing Restrictive Practice Team are now able to provide training compliance rates for their training for both the Portering teams and for Mental Health and Learning Disabilities (MH&LD) staff. Current compliance rates are shown in the adjacent tables. A recovery plan is in development for the Bronglais Portering Team.

Porters	% Trained
PPH	87%
GGH	80%
WGH	19%
BGH	0%

MH/LD	% Trained
Morlais	61%
St Caradog	59%
Bryngofal	66%
LSU	86%
PICU	88%
Bryngolau	74%
St Non	80%
Enlli	80%

Manager’s Health & Safety Induction course

Since the Manager’s Health and Safety Induction course launched in October 2020, 681 staff managers or aspiring managers have successfully completed the full 4 x 0.5-day course, including 11 so far in 2025. As part of the work towards the Health and Safety Internal Audit report, the Health and Safety Manager is working closely with Learning and Development and Electronic Staff Record (ESR) to establish compliance rates for the Manager’s Health and Safety Induction course in order to be able to evidence assurance.

Qualitative Face-Fit Train-the-Tester (for Respiratory Protective Equipment (RPE))

The total number of fit-tester trained (new and/or refresher) by the HSS Department since November 2024 is shown in the table below. Note: A new system for logging trained staff was introduced in November 2024. As training is now valid for 2 years in line with the recently approved revised Procedure, there are more trained fit testers than those shown below.

Site	PPH	GGH	WGH	BGH
Total Staff Trained	12	28	13	9
Total No. Wards / Depts Represented	9	14	10	8

Compliance rates cannot be generated as fit testers are designated at local level to suit the need of the Ward / Department as required. The HSS Team work closely with key Wards / Departments and the Infection Prevention Team to ensure that fit testing provision is sufficient.

Statutory training for Estates Maintenance Staff and tool-box talks

The Estates Department has developed two detailed training matrices which have been shared with the HSS Team, e.g. :

1. Statutory Training. key safety training including confined spaces, work at height, AP/CP/RP qualifications for Welsh Health Technical Memorandum (WHTM) (and associated appointments) and many more. The system includes all certificates and training records.
2. Toolbox talk programme. Monthly in-house sessions for Maintenance personnel delivered by the Operations Compliance Team which have so far included:
 - Confined Space Desk Top Exercise and Safety Equipment;
 - Asbestos Awareness;
 - Risk Assessment Fundamentals;
 - Computer Aided Facility Management (CAFM) User Training;
 - Hand Arm Vibration Syndrome (HAVS) Awareness (written by HSS Team);
 - Safety Culture (written by HSS Team);
 - WHTM Awareness.

Bespoke Control of Substances Hazardous to Health (COSHH) Awareness Sessions

The HSS Team worked with Estates Compliance to develop a bespoke COSHH Awareness training session in early 2025. This was delivered by HSS initially, then completed by an Estates Compliance Officer to extend to include all Estates Maintenance Staff that use chemicals in their day-to-day work. Training figures and compliance rates are shown below:

	Total No. of Staff	No. of Sessions	No. who Attended	% Trained
WGH	30	2	27	90%
BGH	28	3	17	61%
GGH	43	4	28	65%
PPH	27	3	20	74%

The Clinical Care Groups will need to take ownership of the issues raised and ensure that staff can be released to attend H&S training.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

TAKE ASSURANCE that the Health, Safety and Security Department is committed to delivering high quality Health and Safety training to all staff that require it.

ACKNOWLEDGE that there are ongoing challenges affecting training delivery which the teams are actively working to resolve.

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.
Partïon / 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:	There are costs associated with training when sought from external suppliers.
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.