

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	04 March 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Update
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)

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 following topics:

- Electrical safety, including the development of a new electrical safety intranet resource;
- Electrical safety training within Hywel Dda University Health Board (HDdUHB);
- Audits undertaken by the Health, Safety and Security (HSS) Team;
- 7 Minute Brief from the HSS Team.

Cefndir / Background

Electrical Safety

A number of reports were presented to the HSC in 2024 on the subject of electrical safety, initially prompted by a small number of preventable incidents associated with cable management risks posed by medical devices on beds. A Local Safety Notice, (LSN 01 2024), was issued in January 2024 by the HSS Team to highlight these risks. The notice was brought to the attention of all ward areas throughout the Health Board and presented at all Governance / Quality and Safety Groups attended by the HSS Team.

At the May 2024 HSC, the HSS Team reported results from a series of unannounced audits conducted across the Health Board to check compliance with LSN 01 2024 and the HSC took assurance that suitable steps to manage cable management risks associated with medical devices on beds were being taken.

A second Local Safety Notice (LSN 05 2024) was issued in July 2024 with the title 'Risk of Electric Shock from Using Faulty Electrical Equipment'.

Electrical Safety Training

In addition to the Local Safety Notices, the HSS Team reported to the HSC that they had been liaising with Learning and Development and Subject Matter Experts within HDdUHB to look at introducing an Electrical Safety Awareness training course to the mandatory training portfolio

The team had been considering adopting an existing course created by Swansea Bay University Health Board.

Electrical Safety Awareness training is designed to ensure that all staff understand the main risks and the necessary controls for the safe use of electricity in the workplace. Wherever people are working there are risks to the users of electrical equipment that must be considered. It was felt that a dedicated Electrical Safety e-learning module would help staff understand the importance of inspecting and maintaining electrical equipment, understand controls that can be used to help make working with electricity safer and understand best practices when working with electricity, both in the workplace and at home.

It was reported to the HSC in November 2024 that the Mandatory Training Group had asked the HSS Team to explore alternative routes for the delivery of this training.

Audits by the Health and Safety Team

Part of the role of the Health and Safety Advisor within the HSS Team is to plan and complete site visits (also referred to as audits) to each department, ward and building currently managed by HDdUHB. The purpose of the visits is to ensure health and safety legislation compliance and providing guidance and recommendations as part of a continuous improvement process.

The visits comprise of a review of the area, department, or building, encapsulating all aspects of health and safety, including building / structure fabric. Visits tend to be carried out unannounced, however some are planned in advance depending on the circumstances of the visit e.g. after a reported incident, the type of work being carried out in the chosen area, restricted access, or requested by a manager.

After the initial visit is completed, a report is generated highlighting any concerns and recommended actions which will be prioritised, based on risk. High risks are high priorities to resolve, reduce, or have means to tolerate if not reasonably practicable to do anything else.

When the higher risks are well managed, the lower risks then become more pertinent. Feedback is then provided from the manager as and when actions have been (or will be) completed, ideally within the recommended time scales. On occasions where several managers are part of the process e.g. a shared building, it is sometimes more beneficial to share findings as part of a meeting or sub-committee.

Site visit planning is based on the Terrier document supplied by the Estates Department which lists all departments and buildings within the Health Board portfolio:

Total number of Departments / Buildings / Areas*

GGH	PPH	BGH	WGH	Specialist	Community Hospitals	Health & Treatment	Support Facilities	HDUHB Leasehold	Surgeries	Community Services	TOTAL
111	78	89	88	12	11	25	5	44	55	19	537

**Based on HB 2021 Terrier & Previous Audits / Site Visits*

It should be noted that the figures above also include areas or buildings not currently managed by HDdUHB and areas which will not require visiting. However, the figure can also fluctuate on an annual basis due to re-structuring, change of ownership etc. which can make it difficult to put an exact timescale for completion. The HSS Team do not have resource to audit 537 sites on a regular basis, therefore the Team agreed that a set target figure of 100 completed site visits per year (8.33 visits per month) was achievable. This also includes re-visits if required and if applicable, 3rd party audits / site visits etc.

A typical site visit consists of visiting or viewing all accessible areas of a given department including external areas where applicable. Once a visit has been completed, a report is generated, marrying up the findings with the relevant legislation & providing recommended actions or suggestions. Photos are often used to highlight concerns, although not in areas where patients or confidential information are present. The report is then provided to the relevant manager or responsible person and followed by a discussion wherever possible.

All findings from each site visit are logged and updated based on feedback from the designated manager, via another department e.g. Estates or as part of a revisit to the site. Managers can provide feedback using email, a Teams meeting or photos if appropriate. Each finding is categorised on the Health and Safety Audit Database as follows:

Category	Meaning
R	Resolved – Previous Action has now been rectified as recommended
M	Managed risk – Action is managed via specific controls e.g. Training, Signage, Isolation
I	Identified but not resolved – Action has been raised but there are no further developments
U	Unresolved – New action raised via the site visit
N/A	Not Applicable – Action has been raised but agreed is not applicable

Health, Safety & Security Department 7 Minute Briefing

Each quarter the HSS Team release a new 7 Minute Briefing with up-to-date information on pertinent issues and topics of interest.

Asesiad / Assessment

Electrical Safety

Following the setback outlined in the background section, the HSS Team met with Subject Matter Experts to discuss the creation of a new dedicated electrical safety intranet page, which once created, can be widely promoted.

Following various stages of design and consultation, the new Electrical Safety intranet page within the Health and Safety intranet site, was launched via Viva Engage on 6th February 2025 and presented to the Electrical Safety Group on 13th February. The page includes information on the following topics:

- Periodic Preventative Testing;
- Use of Lithium Batteries;
- Compliant Use of Electrical Appliances;
- Electrical Safety Training;
- Local Safety Notices;
- Visual Inspection of Electrical Equipment Prior to Use (with both non-medical and medical examples).

The new intranet site can be viewed here: [Electrical Safety](#).

Electrical Safety Training

It has now been agreed that electrical safety training will be incorporated within existing mandatory fire safety training modules. This should be ready later in 2025.

Audits by the Health and Safety Team

As noted in the Background section, the health and safety audit programme, which started in March 2023, had a self-set target of 100 completed site visits per year (8.33 visits per month). For 2023 (March to December) a total of 80 site visits were completed. This was not quite 100, but also not quite a full year. For 2024, the first full year of the project, a total of 103 site visits were completed.

Site Visit Breakdown for 2023 – 2024:

	Community Sites	BGH	GGH	PPH	WGH	Total
2023	53	4	11	8	4	80
2024	43	17	16	16	11	103

Initially, community sites were prioritised, but not at the exclusion of others. As there is a significant focus on the acute sites based on scope, size and backing available, additional support can then be provided to the community sites via site visits. Certain specific sites were prioritised at the request the Estates / Property Department. Acute sites and departments are prioritised based on potential risks / hazards, previous reports, highlighted or reported concerns etc. It was also decided that there should be flexibility to attend other sites / departments at short notice should the need arise, such as a recently reported incident, support requested by a manager, updated legislation or as part of an on-going project or campaign such as Cable Management (Medical Devices on Beds) and Working at Height Equipment.

Below is a summary of actions as recommended following the site visits undertaken to date, and their current status (as of 19/12/24):

Totals	Category
11	Resolved
160	Managed risk
590	Identified but not resolved
490	Unresolved
2	Not Applicable

See background section for category explanations.

As can be seen from the figures, there are an unacceptable number of recommendations that, to the knowledge of the HSS Team, have not yet been resolved. This is something that the recent Internal Audit of Health and Safety at HDdUHB also commented on. One of the main issues is that feedback is rarely received from departments following the submission of the audit report, and the auditor does not have time or resource to re-visit every site.

For this reason, the HSS Team are looking to pause their current audit programme and concentrate on moving to an audit system based on the Audit Management and Tracking System (AMaT) that is used elsewhere in HDdUHB. Using AMaT will allow for:

- Ownership of recommended actions e.g. Department manager, Senior Sister etc;
- Regular updates on the completion of on-going actions;
- Updated reports to be generated if required e.g. meetings;
- Site visit evidence if required e.g. 3rd party audit;
- Site visit report to be stored in an accessible location;
- A reduction in report writing time.

As part of the review, and again in response to Internal Audit findings, the HSS Team are reviewing the way that risks identified by the audits are categorised, moving away from the categorisation outlined above and towards a risk scoring method more in line with risk scoring matrixes in Appendix 3 of [674 – Risk Management Procedure](#).

Health, Safety & Security Department 7 Minute Briefing –

The 2024-25 quarter four 7 Minute Briefing by the HSS Team was released on 13th February 2025 via Viva engage. The briefing will be brought to the attention of all Governance / Quality and Safety Groups attended by the HSS Team. A copy can be found here: [7 Min Brief – HSS Q4 2024-25](#). The briefing included:

- New Electrical Safety Intranet Page;
- Statutory RIDDOR Reporting Timeframes;
- Team Brief – Use of Stepladders;
- Work at Height Risk Assessment;
- Manager’s Health & Safety Induction Dates;
- Compliant Use of Electrical Appliances.

Items Escalated from the Trade Union Health and Safety Group

Please note that items escalated from the Trade Union Health and Safety Group are now reported into the newly established Health and Safety Sub-Committee, therefore will not feature on these Health and Safety Update papers moving forwards.

Argymhelliad / Recommendation

The Health and Safety Committee is asked to:

TAKE ASSURANCE

- That the HSS Team have created a new electrical safety intranet resource highlighting the risks posed by electricity and electrical equipment to HDdUHB staff.
- That electrical safety training will be incorporated within mandatory fire training.
- That the HSS Team are reviewing and updating their audit system in response to the Internal Audit findings.
- That the HSS Team have shared pertinent H&S information via their 7-minute brief.

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 Termau: 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 (Prior to being disbanded); Mandatory Training Group

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	There will be costs to procure and maintain the water coolers as outlined in the report.
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 Electricity at Work Regulations 1989, 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.