

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	05 May 2026
TEITL YR ADRODDIAD: TITLE OF REPORT:	Site Visit Report and Associated Actions
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 management of actions from health and safety (H&S) inspections. The report focuses on the monitoring of historic H&S inspection actions from the risk stratification exercise.

Cefndir / Background

The Health, Safety and Security (HSS) Team complete an ongoing programme of H&S inspections of each department, ward and building currently managed by Hywel Dda University Health Board (HDdUHB). The purpose of the inspections is to ensure compliance with health and safety legislation and provide guidance and recommendations as part of a continuous improvement process.

An Internal Audit of Health and Safety in 2024 was critical of the inspection process, commenting *'Actions are assigned a priority rating but this is based on how quickly an issue can realistically be addressed rather than the significance or urgency. A central log of actions is not maintained – these are detailed only within individual site reports, and actions are not monitored through to implementation by the H&S Team, with reliance placed on the site manager/lead to provide updates. Consequently, there is no oversight of the significance of issues raised or outstanding'*.

In response, the HSS Team pursued two routes to improve H&S inspection performance:

1. Undertaking a risk stratification exercise in order to quantify / visualise the risk of the outstanding unmanaged/unresolved risks from the visits undertaken in 2023 and 2024;
2. Creating a new improved system for all inspections going forwards, utilising the Audit Management and Tracking System (AMaT) that is used elsewhere in HDdUHB.

Risk Stratification

The HSS Team proceeded to review every outstanding unmanaged / unresolved risk from the inspections undertaken in 2023 and 2024 and assess whether the outstanding risks posed by

the action was negligible, minor, moderate, major or catastrophic, and colour coded using the recognised green to red risk-rating convention, as shown adjacent. The purpose of the risk-rating is to help managers focus their attention on the hazards that pose the highest risk and help prioritise corrective actions.

Negligible
Minor
Moderate
Major
Catastrophic

Early assurance was taken from the risk stratification exercise that there were no outstanding unmanaged / unresolved risks rated as catastrophic. The completed list was split by Clinical Care Group (CCG) and taken to all of the CCG Quality, Health and Safety meetings attended by the HSS Team in July/August 2025. The totals in each risk category by CCG are outlined in table 1.0 below:

	N/A	Resolved	Managed	Negligible	Minor	Moderate	Major	Catastrophic
Primary Care Clinical Care Group (to include Medicines Management)	0	1	25	8	54	28	5	0
Planned and Specialist Care Clinical Care Group	0	1	22	2	27	13	2	0
Allied Health and Health Sciences Clinical Care Group	0	2	25	0	17	7	3	0
Estates and Facilities Group	1	1	78	4	62	68	7	0
Mental Health and Learning Disabilities Clinical Care Group	0	18	122	18	168	75	25	0
Community and Integrated Medicine Clinical Care Group	15	16	225	19	245	156	33	0
Other	0	1	48	0	43	20	4	0

Table 1.0: Risk actions by CCG/ function as of August 2025

The CCGs were requested to instruct their managers to review all outstanding actions and provide feedback to the HSS Team for central monitoring and reporting. The HSS Team recommended that negligible and minor risks be tolerated, allowing focus to shift toward reducing the 82 major and 375 moderate risks identified i.e. those that pose a higher level of concern. However, it remained the responsibility of each CCG to determine the level of risk they were willing to tolerate.

Action owners were asked to report the status of their outstanding actions to the HSS Team, indicating whether each action had been:

- Resolved or eliminated;
- Mitigated to a minor or negligible level;
- Was being actively managed or tolerated;
- Or was still outstanding.

A process document covering the requirements of the risk stratification exercise was approved by the Estates and Facilities Clinical Care Group, Integrated Governance Group Quality, Health and Safety meeting in August 2025 then escalated to the Integrated Quality, Financial Performance and Delivery Group (IQFPDG).

New H&S Inspection Process

Following the risk stratification process the HSS Team temporarily paused their site visit programme to concentrate on exploring the feasibility of utilising AMaT. The temporary pause continued following the departure of the previous Head of Health, Safety and Security.

A new control document (1389 - Health and Safety Site Inspection Procedure) detailing the new and improved H&S inspection process has been approved by the Health and Safety Compliance Group. Once the new Head of Health and Safety is in position, the new audit programme is expected to commence in Q2 2026 27. As per the new procedure, all new H&S inspections will have a report issued and all moderate, major and catastrophic hazards identified, and their recommended corrective actions will be logged on AMaT.

Asesiad / Assessment

Since this time, there has been limited progress in the reduction of the number of actions aligned to each CCG except for Health Records, which resulted in a reduction in moderate risks from 19 to 3 and a reduction of major risks from 4 to 0.

Further work has taken place, supported by the Deputy Chief Operating Officer in early 2026 to ensure CCGs/functions had clarity of the work required to mitigate outstanding actions.

The total for each category of risk, categorised by each CCG/ function as of April 2026 is outlined in table 2.0 below:

	N/A	Resolved	Managed	Negligible	Minor	Moderate	Major	Catastrophic
Community and Integrated Medicine Clinical Care Group								
At 08/07/25	15	16	225	19	245	156	33	0
At 30/11/25	22	48	212	14	212	125	27	0
At 16/04/26	23	56	216	14	249	89	22	0
Primary Care Clinical Care Group (to include Medicines Management)								
At 08/07/25	0	1	25	8	54	28	5	0
At 30/11/25	0	1	20	6	61	32	5	0
At 16/04/26	0	9	22	5	63	26	5	0
Planned and Specialist Care Clinical Care Group								
At 08/07/25	0	1	22	2	27	13	2	0
At 30/11/25	0	2	28	2	29	16	3	0
At 16/04/26	0	2	25	2	27	12	2	0
Allied Health and Health Sciences Clinical Care Group								
At 08/07/25	0	2	25	0	17	7	3	0
At 30/11/25	0	2	26	0	17	6	3	0
At 16/04/26	0	2	26	3	18	5	0	0
Estates and Facilities Group								
At 08/07/25	1	1	78	4	62	68	7	0
At 30/11/25	1	1	78	4	62	68	7	0
At 16/04/26	1	10	86	4	64	53	3	0
Mental Health and Learning Disabilities Clinical Care Group								
At 08/07/25	0	18	122	18	168	75	25	0
At 30/11/25	6	19	131	18	171	70	24	0
At 16/04/26	6	20	131	18	173	69	22	0
Health Records								
At 08/07/25	0	0	41	0	37	19	4	0
At 30/11/25	0	14	47	0	37	3	0	0
At 16/04/26	0	14	47	0	37	3	0	0
Other								
At 08/07/25	0	1	15	3	22	8	3	0
At 30/11/25	0	1	21	6	26	9	3	0
At 16/04/26	0	1	22	6	32	4	1	0

Table 2.0: Progress of risk actions by CCG/ function as of 16 April 2026

Note: Some inspection actions were originally assigned to the incorrect CCG, hence some scores have increased where actions have been reassigned.

A copy of the full risk stratification master as of 16 April 2026 can be found in Appendix 1 of this report. The above figures were reported to the April CCG/ function governance via the Health, Safety and Security Summary Reports (except for Health Records, and 'Other'). Table 3.0 (below) shows the progress made by each of the CCG/ function towards specifically addressing their moderate and major risks.

	Moderate	Major	
Community and Integrated Medicine Clinical Care Group	156 to 89	33 to 22	Progress
	67	11	Reduction
	33%	43%	% Reduction
Primary Care Clinical Care Group (Now part of CIM)	32 to 26	5 to 5	Progress
	6	0	Reduction
	19%	0	% Reduction
Planned and Specialist Care Clinical Care Group	16 to 12	3 to 2	Progress
	4	1	Reduction
	25%	33%	% Reduction
Allied Health and Health Sciences Clinical Care Group	7 to 5	3 to 0	Progress
	2	3	Reduction
	29%	100%	% Reduction
Estates and Facilities Group	68 to 53	7 to 3	Progress
	15	4	Reduction
	22%	57%	% Reduction
Mental Health and Learning Disabilities Clinical Care Group	75 to 69	25 to 22	Progress
	6	3	Reduction
	8%	12%	% Reduction
Health Records	19 to 3	4 to 0	Progress
	16	4	Reduction
	84%	100%	% Reduction
Other	9 to 4	3 to 1	Progress
	5	2	Reduction
	56%	66%	% Reduction
Overall Total	367 to 261	79 to 55	Progress
	106	24	Reduction
	29%	30%	% Reduction

Table 3.0: Progress of risk actions addressed by CCG/ function between August 2025 and April 2026.

Overall progress can also be found at the base of the table. A 29% reduction in Moderate risks and a 30% reduction in Major risks has been achieved by the exercise.

Each CCG/ function have been asked to consider actions from their respective risks and how these will be managed locally within a given time scale.

The Health and Safety Compliance Group will maintain oversight of the actions outlined in the table 2.0 and table 3.0 above to ensure progress in achieved in line with the proposed timescales.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

- **Take assurance** from the Site Visit Report and Associated Actions that the H&S inspection risk stratification work has enabled the Health Board to understand and manage the residual risks from historic HSS Team inspections.
- **Note** the monitoring of the Health and Safety Actions (table 2.0 and table 3.0) by the Health and Safety Compliance Group.

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:	All CCG IGG QHS Meetings

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 Workplace (Health, Safety and Welfare) Regulations 1992, 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.

Appendix 1: Risk Stratification Master on 16 April 2026

GIG NHS Wales Grŵp Iechyd Gwent Site Health Board		Key:																										
Site Name	Department	Action 1	Action 2	Action 3	Action 4	Action 5	Action 6	Action 7	Action 8	Action 9	Action 10	Action 11	Action 12	Action 13	Action 14	Action 15	Action 16	Action 17	Action 18	Action 19	Action 20	Action 21	Action 22	Action 23	Action 24	Action 25	Action 26	Action 27
Primary Care Clinical Care Group (to include Medicines Management)																												
Ashgrove Medical Centre (2025)	Full Site																											
Johnston Surgery (Branch Surgery)	Full Site	M		M		M	M							M				M										
Meddygfa Minafon - (Kidwelly) (2025)	Full Site																											
Meddygfa'r Sarn - Pontyates Surgery (2025)	Full Site																											
Neyland Health Centre	Full Site																											
Solva Surgery	Full Site	M							M		M			M	M				M	R	M							
Tenby Surgery	Full Site	M		M	R	M	M		R	M	R		M				M		R	M	R	M		M	R	R	R	
Planned and Specialist Care Clinical Care Group (covering Scheduled Care, Cancer & Oncology, and Children, Women & Family Health Clinical Service Groups)																												
BGH	Endoscopy	M			M																							
BGH	Theatres			M	M				M	M																		
GGH	Labour Ward / Delivery Room	M				M	M			M																		
GGH	Picton Ward	M								M	M																	
GGH	Outpatients							M				M	M															
PPH	Breast Care (Ward 7)																											
Blk 24 Stradey - School Nurses (part 1F)	HB Managed Areas	M				M	M				M	M																
Allied Health and Health Sciences Clinical Care Group																												
BGH	Pathology	M	M	R	M	R		M			M	M		M	M													
BGH	Podiatry & Surgical Appliances	M	M											M														
GGH	Mortuary			M				M	M				M	M	M	M												
WGH	Physiotherapy	M		M	M								M	M	M													
Estates and Facilities Group																												
BGH	External Areas		M		M				R						M													
BGH	Medical Gas Stores				M	M		M	M	M																		
Tregaron Hospital	Medical Gas Stores	M					M			M																		
GGH	Boiler Room	M		M	M	M				M	M	M																
GGH	External Areas	M								M			M	R		M												
GGH	Gwilli Railway Carpark	M	M	M	M	M	M		M	M	M																	
GGH	Medical Gas Stores		M							M			M	M	M	M												
Llandovery Cottage Hospital	Medical Gas Stores					M	M		M	M																		
PPH	Block 5 (H&S Office)	N/A		M	M	R	M			M	R	M	R	M														
PPH	External Areas			M						M																		
PPH	Hotel Services - Housekeeping																											
PPH	Hotel Services, Estates & Facilities																											
PPH	Medical Gases Stores		M							M	M	M	M	M	M		M		M									
Amman Valley Hospital	Medical Gas Stores								M	M	M	M	M															
WGH	Medical Gas Stores					M			M	M																		
WGH	Waste Compound Area	R	M	M	M							M	R	M	R	M	R											
South Pembrokeshire Hospital	External Areas				M				M	R	M	M	M	M														
Mental Health and Learning Disabilities Clinical Care Group																												
22 Wellfield Road (MHLd)	Full Site	M			M	M			M										M	M								
Brynmair Clinic (MHLd)	Full Site	M		M		M			M					M					M									
Canolfan Bro Cerwyn St Nons and St Caradogs	Bro Cerwyn centre	R	R		M				M					M	M	M	M											
Canolfan Bro Cerwyn St Nons and St Caradogs	St Brynach Day Hospital					M	M		M	M				M	M	M	M											
Canolfan Bro Cerwyn St Nons and St Caradogs	St Caradog Ward	M				M																						
Canolfan Bro Cerwyn St Nons and St Caradogs	St Non's Ward		R	R		R			R	R																		
Gorwelion (MHLd)	Full Site		M	R	R	R					R	M				M	M	M	M									
Hafan Derwen	Cwm Seren - Low Secure Unit												M		M	M	M											
Hafan Derwen	Cwm Seren - PICU			M		M																						
Hafan Derwen	Block 5 (St Brides)			M	M																							
Hafan Derwen	Block 6 (Ty Bryn)	M				M																						
Hafan Hedd (MHLd)	Full Site							M	M	M	M	M						M										

