

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

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	05 May 2026
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	New Health and Safety Inspection Process
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	James Severs, Executive Director of Allied Health Professions and Health Science
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	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 assurance relating to the new health and safety inspection process.

Cefndir / Background

The purpose of the health and safety inspection process is to ensure compliance with health and safety legislation and provide guidance and recommendations as part of a continuous improvement process.

Asesiad / Assessment

A new control document (1389 - Health and Safety Inspection Procedure) details the new H&S inspection process has been developed to ensure compliance with health and safety legislation across the Health Board.

Following any new H&S inspection a report is issued that documents all hazards observed, unsafe practices witnessed and areas of non-compliance. Each hazard observed is accompanied by recommended corrective actions to eliminate or control the hazards. Each hazard is then risk assessed by the inspector based on their assessment of the risk presented at the time of the site inspection, then categorised using the same classification as detailed in the risk stratification exercise.

Once a report has been completed, all moderate, major and catastrophic hazards and their recommended corrective actions are then logged on the Inspection module of the Audit Management and Tracking System (AMaT) system for management and tracking. The responsible manager is then able to update each action using the system, as and when hazards are controlled or eliminated, or to document that a decision has been made to tolerate an identified risk.

<b>Negligible</b>	Report Only
<b>Minor</b>	Report Only
<b>Moderate</b>	<b>Must Do</b> MD
<b>Major</b>	<b>Must Do</b> MD
<b>Catastrophic</b>	<b>Must Do</b> MD

All actions on AMaT are then assigned a timeframe within which to address the risk. These timeframes should be seen as a guide only, with the final decision on any timeframes at the discretion of the Inspector.

The AMaT system will automatically notify a manager should an action become overdue. The system also generates a weekly round-up e-mail to bring outstanding actions to the attention of the responsible manager.

### Argymhelliad / Recommendation

The Health & Safety Committee is requested to **take assurance** that a new methodology for Health and Safety inspections has been implemented, together with a procedure for managing actions arising from all new inspections.

<b>Amcanion: (rhaid cwblhau) Objectives: (must be completed)</b>	
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 <a href="#">Quality and Engagement Act (sharepoint.com)</a>	1. Safe
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	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: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS

### **Gwybodaeth Ychwanegol:**

<b>Further Information:</b>	
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.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	H&S Compliance Group

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	No direct costs.
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	There is a positive impact on staff and patient safety, health and wellbeing through compliance with health and safety regulations.
<b>Gweithlu: Workforce:</b>	Potential for adverse future staffing impacts if health and safety legislation is not complied with as they relate to employee safety.
<b>Risg: Risk:</b>	Risk to health and safety management.
<b>Cyfreithiol: Legal:</b>	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.
<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>	Not Applicable.
<b>Cydraddoldeb: Equality:</b>	No evidence gathered to indicate a negative impact on any protected group/s.

