

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	06 May 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Executive Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Adam Springthorpe, Health & Safety Manager Tim Harrison, Head of Health, Safety & Security

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:

- Health and safety dashboard development;
- Work to mandate the Manager's Health and Safety Induction course;
- Health and safety training compliance.

Cefndir / Background

Health and Safety Dashboard Development

As part of work to comply with Improvement Notice LPJ/HD/04102019/06 issued to Hywel Dda University Health Board (HDdUHB) by the Health and Safety Executive (HSE) in 2019, the Health, Safety and Security Department (HSS Dept) designed and developed a Health and Safety (H&S) Dashboard in conjunction with the Performance and Datix teams. Note: The Improvement Notice was signed off by the HSE as satisfactorily completed in 2021.

The dashboard extracted data from the old Datix incident reporting system and displayed both health and safety incident data and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) data, so that senior managers could easily access statistical information to inform their meetings and gain assurance.

The dashboard took a long time to develop but was finally launched at the end of February 2021. Unfortunately, the Dashboard then stopped working in April 2021 when HDdUHB switched to the new Datix incident reporting system, having been 'live' for less than 2 months. Following a number of delays, the Performance Team is now in a position to look at the development of a new replacement H&S Dashboard.

Manager's Health and Safety Induction Course

The Manager's Health and Safety Induction (MH&SI) course was created in 2020 in response to the above mentioned HSE notices. The primary reason behind many of these notices was that HDdUHB failed to provide managers with the necessary knowledge and skills to fulfil their managerial responsibilities with regards to health and safety responsibilities in their workplace.

The purpose of the MH&SI course is to provide managers with an understanding of their responsibilities under the Health and Safety at Work Act 1974 and associated statutory instruments (regulations), Approved Codes of Practice (ACOP) and guidance and their practical application in the workplace.

When signing off the Improvement Notices and Material Breaches in 2021, the HSE inspectors were very complementary of the course that HDdUHB had created.

Upon completion of the course delegates are deemed competent to apply the principles of risk assessment to all aspects of their area(s) of responsibility, complete workplace inspections to identify the hazards within their workplace and undertake suitable and sufficient investigations into incidents. Additionally, they will have a managerial understanding of topics such as health and safety law, manual handling, violence and aggression, security, Display Screen Equipment (DSE), new and expectant mothers, first aid at work and many more health and safety topics.

Health and Safety Training Compliance

Health and safety training is delivered within HDdUHB via both E-learning and face-to-face methods. Mandatory training modules owned by the HSS Dept delivered via E-learning include:

- Health, Safety and Welfare – Level 1;
- Violence and Aggression – Module A;
- Moving and Handling – Level 1;
- Display Screen Equipment.

Face-to-face courses are predominantly delivered by the Health, Safety and Security Department's two training teams which are:

- Manual Handling (MH) Team;
- Reducing Restrictive Practice (RRP) Team.

Other courses delivered by the HSS Dept include:

- Manager's Health & Safety Induction;
- Qualitative Face-Fit Train-the-Tester (For Respiratory Protective Equipment (RPE)).

Asesiad / Assessment

Health and Safety Dashboard Development

The opportunity has been taken to revise and improve the performance metrics for the new H&S Dashboard. The table below shows the agreed metrics for the new dashboard:

Topic	Metric	Filters	Phase
All Staff/Contract or Incidents	The number of Staff / Contractor Safety Incidents reported through Datix in a given period.	Incident Type - Classification Incident Type - Category Level of harm Directorate/clinical care group, service, team/ward Timeframe	1
Incident Rate	Incident Rate (e.g. Number of staff incidents divided by the number of staff)	Incident Type - Classification Incident Type - Category Level of harm Directorate/clinical care group, service, team/ward Timeframe	1

H&S E-Learning Modules	Compliance level of the 4 H&S E-learning modules: - Health & Safety Level 1 - Manual Handling - V&A Module A - Display Screen Equipment (DSE)	Directorate/clinical care group, service, team/ward	1
All RIDDORs	The number of incidents reported to the HSE under RIDDOR (and logged on Datix) in a given period.	Notification type Directorate/clinical care group, service, team/ward Timeframe	2
Late RIDDORs	Number of RIDDORs reported late	Notification type Directorate/clinical care group, service, team/ward Timeframe	2
H&S Training MH	H&S Training Compliance % - Manual Handling (Classroom) (NHS CSTF Moving and Handling - Level 2 - 2 Years)	Directorate/clinical care group, service, team/ward Timeframe	2
Incidents Awaiting Review	Number of open Staff/Contractor incidents awaiting review after 30 days	Level of harm Directorate/clinical care group, service, team/ward Timeframe	2
H&S Training MH&SI	H&S Training Compliance % - Manager's H&S Induction	Directorate/clinical care group, service, team/ward Timeframe	3
H&S Training V&A	H&S Training Compliance % - Violence & Aggression (Other)	Directorate/clinical care group, service, team/ward Timeframe	3

Work to create the dashboard is split into three phases:

Phase 1 – Proposed timeline Q2 (Jul-Sep) 2025/26

This phase can be completed the quickest as no new data needs to be added to the data warehouse. (The required data from Datix is already transferred in order to run other existing dashboards such as [‘Our Performance Dashboard’](#)).

Phase 2 – Proposed timeline Q2 (Jul-Sep) 2025/26 – Provided Data-Mapping is Successful

This phase is dependent on new programming that is required to facilitate the transfer of RIDDOR data and additional Electronic Staff Record (ESR) manual handling training data to the data warehouse in order to make the dashboard work. The Health and Safety Manager is currently working with the Performance Team to see if this is possible. If it is not then there may be a significant delay as the Information Services Team have a number of other key priorities looming.

Note: ‘Incidents Awaiting Review’ is set at 30 days, however the Interim Assistant Director of Nursing Assurance and Safeguarding has advised that they are currently working to address patient safety incidents awaiting review at 120 days, so we may be a long way from achieving satisfactory results against this target.

Phase 3 – Proposed timeline TBC

The HSS Department is currently working with Learning and Development (L&D) and ESR to establish relevant staff groups in order to be able to quantify compliance. Once this work is completed, these metrics can then be added to the final health and safety dashboard.

Once fully developed, it is envisaged that senior managers will be able to easily access statistical information on the various metrics outlined above from their health and safety dashboard to inform their meetings and gain assurance.

Ultimately the aim of the dashboard is to aid the process of embedding safety culture within individual directorates / departments.

Manager’s Health and Safety Induction Course

The course has proven to be extremely successful, with 676 managers and/or aspiring managers having completed the full course as of February 2025. However, the Internal Audit of Health and Safety (HDU-2425-23) recently noted that it was not possible to report compliance figures on this (and certain other) HSS Department courses.

As noted in Phase 3 above, the HSS Department has been working with L&D and ESR to establish relevant staff groups in order to be able to quantify compliance for the MH&SI course. From studying available datasets, a number of staff groups/roles have been selected that most suit the course definition, with a total of 789 staff included. A copy of the selected roles can be found in Appendix 1.

It is acknowledged that there are various other staff groups/roles not included in the 789 where the course would be relevant for certain staff and not others, such as management roles under Admin & Clerical and the Staff Nurses. However, the course will always remain available for those that fall outside of the defined staff groups/roles.

A mandatory training proposal has been submitted and the HSC will be kept updated on progress.

Health and Safety Training Compliance

A detailed paper on health and safety training compliance was presented to the Health and Safety Sub-Committee (HSSC) for discussion. This is a summary of that information.

E-Learning

Compliance figures for the health and safety E-learning training modules at 11/03/2025 was:

	Required	Achieved	Compliance
Health, Safety and Welfare	12350	10806	87.5%
Violence and Aggression – Module A	12350	11539	93.4%
Moving and Handling – Level 1	12350	9792	79.3%
Display Screen Equipment	2486	2381	95.8%

Face-to-Face Learning

Training figures for face-to-face courses delivered by the Manual Handling Team and the Reducing Restrictive Practice Team for January and February 2025 are as follows:

Service	Month	Places Offered	Actual Attendance	Uptake %
Manual Handling	Jan & Feb	662	299	45%
Reducing Restrictive Practice	Jan & Feb	156	48	31%

The HSS Department understand 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. The Executive Director of Allied Health Professions and Health Science has asked the training teams to scrutinise their offering and allow enough places for all staff that require the training, plus 10% (for sickness etc) and no more.

Manager's Health & Safety Induction

Since the Manager's Health and Safety Induction course launched in October 2020, 676 staff have successfully completed the full 4 x 0.5-day course. Figures from the last 12 months have been included below:

Course	Number
Feb/Mar 2024	18
Apr/May 2025	11
June/July 2024	11
Sept/Oct 2024	14
Nov/Dec 2024	15
Jan/Feb 2025	6

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

Fit-tester training (new and/or refresher) by the HSS Department since November 2024 in preparation for the winter flu/virus season:

Site	Number
Prince Philip Hospital and locality	6
Glangwili Hospital and locality	22
Withybush Hospital and locality	13
Bronglais Hospital and locality	9

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

TAKE ASSURANCE

- That the Health and Safety Dashboard is in development and that at least the first phase will be in place by the end of Q2 2025/26.
- That the Health, Safety and Security Department strives to deliver high quality health and safety training to those staff that require it. However, there are challenges to that delivery and Directorates will need to take ownership of the issues raised and ensure that staff can be released to attend H&S training.

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.
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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 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.

Appendix 1 - Staff Roles for the MH&SI Mandatory Training Proposal

Staff Group	Role	Pay Scale Description	Count of Assignment No.	
Add Prof Scientific and Technic	Manager	Band 7	1	
		Band 8 - Range C	1	
Allied Health Professionals	Chiropracist or Podiatrist Manager	Band 8 - Range A	4	
		Band 8 - Range C	1	
	Dietitian Manager	Band 8 - Range A	1	
		Band 8 - Range C	2	
	Multi Therapist Manager	Band 8 - Range B	1	
		Occupational Therapist Manager	Band 8 - Range A	1
		Band 8 - Range C	1	
		Operating Department Prac.	Band 6	33
	Operating Department Prac. Manager	Band 7	8	
		Band 8 - Range A	2	
	Orthoptist Manager	Band 7	2	
		Physiotherapist Manager	Band 8 - Range A	5
			Band 8 - Range B	3
			Band 8 - Range C	2
	Radiographer - Diagnostic		Band 8 - Range A	1
		Radiographer - Diagnostic, Manager	Band 7	1
			Band 8 - Range A	7
			Band 8 - Range B	1
			Band 8 - Range C	1
		Sonographer	Band 8 - Range A	1
Speech and Language Therapist	Band 8 - Range A		7	
		Band 8 - Range B	2	
Estates and Ancillary		Building Officer	Band 6	5
	Band 7		4	
	Engineer	Band 6	1	
		Supervisor	Band 6	2
Healthcare Scientists	Clinical Scientist	Band 8 - Range A	1	
		Manager	Band 7	2
		Band 8 - Range A	15	
		Band 8 - Range B	5	
		Band 8 - Range C	2	
Nursing and Midwifery Registered	Midwife - Manager	Band 7	3	
		Band 8 - Range A	2	
		Band 8 - Range B	2	
		Band 8 - Range C	1	
	Nurse Manager	Band 7	121	
		Band 8 - Range A	90	
		Band 8 - Range B	11	
		Band 8 - Range C	17	
		Sister or Charge Nurse	Band 6	312
			Band 7	104
TOTAL			789	