

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 July 2026
TEITL YR ADRODDIAD: TITLE OF REPORT:	6 Month Summary of Health & Safety Related Written Control Documents
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

The purpose of this report is to present the Health & Safety Committee (H&SC) with a 6-month summary position on the status of health and safety related written control documentation (WCDs) i.e. health and safety policies, procedures, guidelines and codes of practice.

Cefndir / Background

Whilst the Health & Safety Compliance Group (HSCG) is the 'approving' group identified for all health and safety related WCDs (other than for the Health Board's over-arching Health & Safety Policy and its Major Incident Plan) and is required to maintain a database of WCDs which fall within its remit identifying their status in terms of up to date, extension requested or overdue, it has been agreed that a summary of the status of health & safety related WCDs will be presented to the Committee every 6 months for assurance purposes.

All health and safety related WCDs are uploaded onto the Hywel Dda University Health Board (HDdUHB) website on the [Corporate Written Control Documentation Page](#). Please see Appendix 1 for all health and safety related WCDs captured on the Health & Safety Written Control Document Database.

Asesiad / Assessment

This 6 monthly summary provides assurance on the current status of relevant WCDs including their review dates, together with details of those written control documents approved during Quarter 4 2025/26 and Quarter 1 2026/27 in line with HDdUHB's [190 - Written Control Document Policy](#).

During Quarter 4 2025/26 and Quarter 1 2026/2027, the following written control documents were reviewed and approved by the HSCG:

- 843 – Reducing Restrictive Practice Policy - Update;
- 1069 – Assessment and Management of Environmental Ligature Risks Procedure - Update;
- 1389 – H&S Site Inspection Procedure - New WCD;
- 285 – Violence & Aggression Policy – Update – 3-month extension granted;
- 749 – Lockdown Policy – Update – 3-month extension granted;
- 761 – Violent Patient Marker Procedure – Update – 3-month extension granted;

- 1138 – Security Management Policy – Update.

As of 30 June 2026:

- All WCDs are currently within their review dates;
- No written control documents have exceeded their review dates.
 - WCDs with extended review dates (due for renewal) are as follows:
 - 285 – Violence & Aggression Policy – Update – 3-month extension granted;
 - 749 – Lockdown Policy – Update – 3-month extension granted;
 - 761 – Violent Patient Marker Procedure – Update – 3-month extension granted.

The following new written control document has been initiated and as of 30 June 2026, is still in development. This is being developed in line with Policy 190 – Written Control Documentation and should be ready for approval later in the year:

- Physical Restraint Policy (separate from the Reducing Restrictive Policy).

Argymhelliad / Recommendation

The Health & Safety Committee is requested to **RECEIVE ASSURANCE** on the current status of Health and Safety related Written Control Documentation.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.1.14 Approve the Health Board's Health and Safety Policy and receive assurance that all organisational health and safety policies, procedures, guidelines and codes of practice (Written Control Documents) are reviewed and approved within agreed timescales or when required by changes in legislation, regulations or standards, by the Health and Safety Compliance Group.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable

Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Health & Safety Written Control Document Database
Rhestr Termau: Glossary of Terms:	Contained within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd lechydd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Health & Safety Compliance Group

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct impact.
Ansawdd / Gofal Claf: Quality / Patient Care:	The intention of this report is to improve health and safety arrangements to drive improvements within HDdUHB.
Gweithlu: Workforce:	No direct impact.
Risg: Risk:	No direct impact.
Cyfreithiol: Legal:	A breach of health and safety regulations can 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:	No direct impact
Cydraddoldeb: Equality:	Each individual WCD is subject to an Equality Impact Assessment (EqIA).

Appendix 1 - Health & Safety Written Control Document Database

<u>No.</u>	<u>Title</u>	<u>Current Lead</u>	<u>Due Date</u>
761	Violent Patient Warning Marker Procedure	Brett Jenkins / AS	Extended to 11/08/2026
285	Violence & Aggression Policy	Brett Jenkins /AS	Extended to 11/08/2026
749	Lockdown Policy	Charles Scarf / AS	Extended to 11/08/2026
273	Manual Handling Policy	Gemma Vaughan / AS	11-Sep-26
649	Workplace Slips Trips and Falls Policy	Adam Springthorpe	11-Sep-26
770	Medical Laser Safety Policy	Adam Springthorpe	11-Sep-26
1132	Control of Vibration Policy	Adam Springthorpe	11-Sep-26
1198	Safe Working at Height Policy	Adam Springthorpe	13-Nov-26
10	Health and Safety Policy	Adam Springthorpe	10-Sep-27
323	Close Circuit Television (CCTV) Policy	Charles Scarf	06-Feb-28
170	Lone Worker Policy	Brett Jenkins	06-Feb-28
767	New and Expectant Mothers / Birthing Parent Procedure	Adam Springthorpe	06-Feb-28
431	Latex Policy	Adam Springthorpe	06-Feb-28
703	Control of Substances Hazardous to Health (COSHH) Policy	Gerard Sellek / AS	24-Feb-28
814	Fit Testing for Respiratory Protective Equipment PPE Procedure	Adam Springthorpe	03-May-28
463	Display Screen Equipment DSE and Workstation Assessment Procedure	Adam Springthorpe	03-Jun-28
1383	Noise at Work Policy	Adam Springthorpe	21-Aug-28
696	First Aid at Work Procedure	Adam Springthorpe	02-Dec-28
1389	Health and Safety Site Inspection Procedure	Adam Springthorpe	09-Feb-29
843	Reducing Restrictive Practice Policy	Rachel Wood / AS	09-Feb-29
1069	Assessment and Management of Environmental Ligature Risks Procedure	Gerard Sellek / AS	09-Feb-29
1138	Security Management Policy	Charles Scarf / AS	08-Jun-29