

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	09 September 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Internal Audit Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Executive Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Tim Harrison, Head of Health, Safety & Security 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 completion of the final outstanding actions towards compliance with the Health & Safety Internal Audit Report 2024/25 (HDD-2425-23).

Cefndir / Background

The Hywel Dda University Health Board (HDdUHB) Health, Safety and Security (HSS) Department were subject to an internal audit undertaken July-November 2024 by Shared Services Partnership Audit and Assurance Services. The purpose of the audit was to review the arrangements for ensuring compliance with Health & Safety Regulations within HDdUHB. The final report was issued on 15 January 2025 with an overall finding of limited assurance.

The matters arising from the report requiring management attention included:

- Lack of oversight of (non-mandatory) H&S training participation rates [Finding 1 – Medium];
- Insufficient monitoring of actions arising from H&S site visits, significant volume of outstanding actions and weakness in the methodology for prioritising actions [Finding 2 – High];
- Non-compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reporting timescales [Finding 3 – Medium];
- Poor Executive Director attendance at Health & Safety Committee [Finding 4 – Medium];
- Gaps in assurance reporting to the Health & Safety Committee [Finding 5 – High].

Asesiad / Assessment

A detailed report on actions to comply with Findings 1-3 was presented to the HSC in July 2025 ([Internal Audit Update Report and Associated Actions](#)), therefore the focus of this report is on Findings 4 and 5 concerning corporate governance arrangements.

Finding 4: Poor Executive Director attendance at Health & Safety Committee

The Internal Audit Report reviewed HSC papers and minutes for the period January – November 2024 and noted poor attendance by some Executive Directors or nominated representatives.

In response, the Executive Director of Allied Health Professions and Health Science has liaised with Senior Management to ensure representation at the HSC and attendance is now monitored on an ongoing basis. Evidence was provided in the form of minutes of the HSC from both January and May 2025, evidencing increased senior management representation.

Finding 5: Gaps in assurance reporting to the Health & Safety Committee

A number of discrepancies were noted in the Internal Audit Report between the Terms of Reference for the HSC and the contents of the reports presented at meetings. The report also noted an absence of reporting on incidents, inspections and training compliance.

In response to this finding, the workplans for both the HSC and Health and Safety Sub-Committee (HSSC) have been updated to incorporate the gaps identified by the audit. The new workplans for both HSC and HS-SC were submitted as evidence demonstrating inclusion of the identified gaps.

In addition, a selection of meeting agendas, reports and minutes were also submitted as evidence, demonstrating monitoring and reporting in relation to the identified gaps including:

- The HSC 03/07/25 meeting book which includes the agenda, reports for the meeting and the minutes of the previous meeting.
- The Meeting HSC 06/05/25 meeting book, including content as noted above.
- The agenda, minutes and the H&S Update Report (including Health and Safety training figures) from the HSSC in April 25.

A copy of the Health and Safety Dashboard - Specification and Project Plan was also submitted, which includes the agreed timeline for delivery. The dashboard will allow for the monitoring and reporting of both incident statistics and training compliance data to both the HSC/HSSC and directly to the Clinical Care Groups (CCGs).

Internal Audit Completion and Sign-off

On 21 August 2025, confirmation was received from Shared Services Partnership Audit and Assurance Services that they had reviewed all evidence submitted via the Audit Management and Tracking System (AMaT) and were satisfied that sufficient work had been completed to sign-off Health & Safety Final Internal Audit Report 2024/25 (HDD-2425-23).

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

TAKE ASSURANCE

- That the Health, Safety and Security Team has made sufficient progress to ensure compliance with Health & Safety Final Internal Audit Report 2024/25 (HDD-2425-23).

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.
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	<ul style="list-style-type: none"> • Health and Safety Sub-Committee. • Estates and Facilities Integrated Governance Group - Quality Health and Safety.

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.