

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	09 September 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Management of Actions from Health and Safety Inspections
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 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'*.

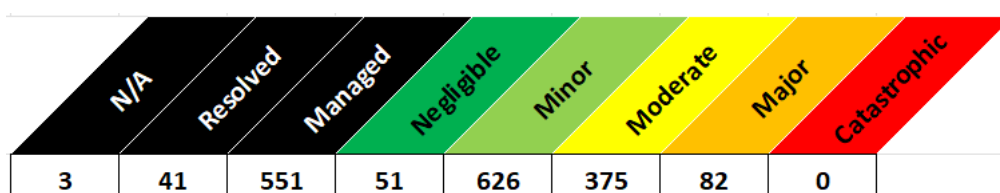
In response, the HSS Team pursued two routes to improve H&S inspection performance:

1. Undertaking a risk stratification exercise in order to quantify and visualise the risk of the outstanding unmanaged or unresolved risks from the visits undertaken in 2023 and 2024 – This is the focus of this paper.
2. Establish a new improved system for all inspections going forward. The planned approach includes utilising the Audit Management and Tracking System (AMaT) that is used elsewhere in HDdUHB (detailed in item 2.4 on the agenda 'Health and Safety Site Audit Process').

Asesiad / Assessment

As outlined in the [July 2025 Internal Audit Update Report](#) to the HSC, the HSS Team proceeded to review all outstanding unmanaged or unresolved risks from the inspections undertaken in 2023 and 2024. Each risk was evaluated to determine whether its impact was negligible, minor, moderate, major or catastrophic, and subsequently colour coded using the recognised green to red risk-rating scale. The purpose of the risk-rating is to assist managers to focus attention on the hazards that present the highest risk and help prioritise corrective actions.

Early assurance was taken from the risk stratification exercise that there were no outstanding unmanaged or unresolved risks rated as catastrophic. The totals in each risk category were as follows:



The completed list was split by Clinical Care Group (CCG) and presented to each of the CCG Quality, Health and Safety meetings attended by the HSS Team during July and August 2025. The full version of the risk stratification exercise, split by Care Group, can be found in Appendix 1.

Clinical Care Group Requirements

The CCGs have been requested to instruct managers to review all outstanding actions and provide feedback to the HSS Team for central monitoring and reporting. The HSS Team recommends that negligible and minor risks be tolerated, allowing focus to shift toward reducing the currently identified 82 major and 375 moderate risks - those that present a higher level of concern. However, it remains the responsibility of each CCG to determine the level of risk they are willing to tolerate.

Action owners are requested to report the status of their outstanding actions to the HSS Team, indicating whether each action has been:

- Resolved or eliminated;
- Mitigated to a minor or negligible level;
- Is being actively managed or tolerated;
- Is outstanding.

A process document detailing the requirements of the risk stratification exercise has been developed. It was presented to the Estates and Facilities Integrated Governance Group Quality, Health and Safety meeting on 19 August 2025 for approval and escalation to the Integrated Quality, Financial Performance and Delivery (IQFPD).Group

The CCG's have now had time to review their outstanding risks and report back to the HSS Team. Progress will be shared at future meetings.

Prior to presenting to the CCGs, the split by CCG were as follows:

	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

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

TAKE ASSURANCE

- That the H&S inspection risk stratification work allows the Health Board to fully understand and manage the residual risks from historic HSS Team inspections.

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 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:	<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.

Appendix 1 – Full Risk Stratification Findings, Split by Care Group

		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)																												
1	Ashgrove Medical Centre	Full Site																										
2	Brynteg (Branch Surgery)	Full Site					M					M		M	M	M												
3	Johnston Surgery (Branch)	Full Site	M		M			M	M						M			M										
4	Meddyfa'r Minafon -	Full Site																										
5	Meddyfa'r Sam - Pontyates	Full Site																										
6	Solva Surgery	Full Site	M							M		M				M	M									M	R	M
7	Tenby Surgery	Full Site			M		M				M			M												M		M
Planned and Specialist Care Clinical Care Group (covering Scheduled Care, Cancer & Oncology, and Children, Women & Family Health Clinical Service Groups)																												
1	BGH	Endoscopy	M			M																						
2	BGH	Theatres			M	M			M	M																		
3	GGH	Labour Ward / Delivery Room	M		M			M	M																			
4	GGH	Picton Ward	M									M	M	M														
Allied Health and Health Sciences Clinical Care Group																												
1	BGH	Pathology	M	M	R	M	R			M			M	M		M	M											
2	GGH	Mortuary			M				M	M					M	M	M	M										
3	WGH	Physiotherapy	M		M	M							M	M	M													
Estates and Facilities Group																												
1	Amman Valley Hospital	Medical Gas Stores								M	M	M	M															
2	Llandovery Cottage Hospital	Medical Gas Stores				M			M	M	M																	
3	Tregaron Hospital	Medical Gas Stores							M	M	M																	
4	South Pembrokeshire	External Areas				M				M	M	M	M															
5	BGH	External Areas			M																							
6	BGH	Medical Gas Stores					M			M	M	M	M															
7	GGH	Boiler Room	M			M	M	M						M	M	M												M
8	GGH	External Areas	M						M							M	R											M
9	GGH	Gwili Railway Carpark	M	M	M	M	M	M	M	M	M																	
10	GGH	Medical Gas Stores																										
11	PPH	Block 5 (H&S Office)	N/A			M	M			M				M														
12	PPH	External Areas				M																						
13	PPH	Hotel Services - Housekeeping, Laundry and																										
14	PPH	Hotel Services, Estates & Facilities office																										
15	PPH	Medical Gases Stores			M								M	M	M	M	M											
16	WGH	Medical Gas Stores					M			M	M	M																
17	WGH	Waste Compound Area	M	M										M														
Mental Health and Learning Disabilities Clinical Care Group																												
1	22 Wellfield Road (MHLD)	Full Site	M			M	M			M																		
2	Brynmair Clinic (MHLD)	Full Site	M			M	M																					
3	Canolfan Bro Cerwyn St Nons	Bro Cerwyn centre	R	R			M																					
4	Canolfan Bro Cerwyn St Nons	St Brynach Day Hospital							M	M	M																	
5	Canolfan Bro Cerwyn St Nons	St Caradog Ward	M																									
6	Canolfan Bro Cerwyn St Nons	St Non's Ward			R	R				R	R	R																
7	Gorwelion (MHLD)	Full Site			M	R	R	R																				
8	Hafan Denwen	Cwm Seren - Low Secure Unit																										
9	Hafan Denwen	Cwm Seren - PICU					M																					
10	Hafan Denwen	Block 5 (St Brides)					M	M																				
11	Hafan Denwen	Block 6 (Ty Bryn)	M																									
12	Hafan Heddi (MHLD)	Full Site								M	M	M	M															
13	Havenway Resource Centre	Full Site																										
14	Llanion House North Building	Full Site																										
15	Swan-y-Gwynt Day Hospital	Full Site								M	R	M	M	M														
16	Ty Myddfai - Psychotherapy	Full Site																										
17	BGH	Community Mental Health Team (CMHT) Enlli	M	M																								
18	BGH	Enlli Ward																										
19	PPH	Bryngofal Ward																										
20	PPH	Bryngolau Ward																										
21	PPH	Crisis Resolution Home Treatment Team -	M	M	M					M	M	M																
22	GGH	Heddfan	M																									
23	GGH	Morlais Ward				M	M																					
Community and Integrated Medicine Clinical Care Group (covering Carmarthenshire Integrated System, Pembrokeshire Integrated System and Ceredigion Integrated System and TUEC)																												
Beopglais																												
1	BGH	Cardiac Rehab Office																										
2	BGH	Clinical Decisions Unit				M							M	M	M													

