

**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 Site Inspection Process
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 development of the new health and safety site inspection process.

Cefndir / Background

As outlined in agenda item 2.3 'Management of Actions from Health and Safety Inspections', 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.

With the old site visit system there were an unacceptable number of actions that, to the knowledge of the HSS Team, had not been resolved. One of the main concerns was that feedback was rarely received from departments following the submission of the site visit report, and the H&S Advisor that undertook the visits did not have time to re-visit every site.

To address the findings of the 2024 Internal Audit of Health and Safety, the HSS Team pursued two routes to improve H&S inspection performance:

1. Undertaking a risk stratification exercise in order to quantify / visualise the risk of the outstanding unmanaged/unresolved risks from the visits undertaken in 2023 and 2024 (item 2.3);
2. Develop a new improved system for all inspections going forward, utilising the Audit Management and Tracking System (AMaT) that is used elsewhere in HDdUHB.

As reported to HSC in July, the HSS Team temporarily paused the site visit programme to concentrate on exploring the feasibility of utilising AMaT. In theory, using AMaT would allow for:

- Ownership of recommended actions e.g. Department manager, Senior Sister etc;
- Regular updates on the completion of on-going actions;
- Updated reports to be generated if required e.g. meetings;
- Site visit evidence if required e.g. third party audit;
- Site visit report to be stored in an accessible location;

- A reduction in report writing time.

Asesiad / Assessment

The HSS Team has developed a draft Health and Safety Site Inspection Procedure to support the new improved health and safety inspection process. A Document Approval Form (DAF) was submitted to the Policies Team as per the official process for all new policies and procedures. The new draft Procedure has been assigned written control document number 1389.

The actual process of undertaking the inspection has not changed significantly from the previous process. The main changes are to the reporting and monitoring arrangements. The new Procedure includes inspection planning, completion and reporting in the main body, including a number of appendices as follows:




- Example Topic Areas for H&S Site Inspections;
- Properties that Require H&S Site Inspections;
- Methodology for the Prioritisation of Inspections.

The Procedure was presented to the Estates and Facilities Intergrated Governance Group Quality, Health and Safety meeting on 19 August 2025 for local approval, and has now been issued for global consultation. Once complete, the Procedure will be presented to the Health and Safety Sub-Committee for final approval.

H&S Inspection Reporting

Following a 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 recorded on the Inspection module of the Audit Management and Tracking (AMaT) system. 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.

Negligible	Report Only
Minor	Report Only
Moderate	Must Do 
Major	Must Do 
Catastrophic	Must Do 

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.

H&S Inspection Action Monitoring

The first H&S inspection reports completed under the new draft 1389 Health and Safety Site Inspection Procedure have been issued and all moderate, major and catastrophic hazards and their recommended corrective actions have been recorded on the AMaT system.

The HSS Team is evaluating the outputs from AMaT, however the table 1 shows an export of the completion status of actions from the first reports added to the AMaT system (Note: 'Health & Safety' indicates test reports on the system). In time, it is anticipated that AMaT exports will be categorised by Clinical Care Groups to allow reporting and monitoring.

By speciality	In progress	Partially complete	Partially complete overdue	Overdue	Total	Awaiting approval	Rejected	Approved	Unable to complete	Total
Totals	44	3	5	4	56	0	0	5	0	61
Cered Comm - District Nursing Tregaron/Llanilar	4	0	0	0	4	0	0	0	0	4
Community Mental Health Team - Carmarthen	7	0	0	0	7	0	0	0	0	7
Community Mental Health Team - Llanelli	9	0	0	3	12	0	0	0	0	12
Community Mental Health Team - South Pems	5	0	0	0	5	0	0	0	0	5
Community Mental Health Team - South Ceredigion	5	0	0	0	5	0	0	0	0	5
General Practice (GP)	10	3	0	1	14	0	0	2	0	16
Health and Safety	0	0	5	0	5	0	0	3	0	8
Oncology and Cancer Services	4	0	0	0	4	0	0	0	0	4

Table 1

The conducting of new Health and Safety Site Inspections has now been temporarily suspended until the draft 1389 Health and Safety Site Inspection Procedure has been formally approved.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

TAKE ASSURANCE

- That a new health and safety inspection process and procedure has been created to better manage actions raised from all new health and safety inspections completed.

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 Intergrated 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 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.