

**COFNODION CYMERADWY O GYFARFOD Y PWYLLGOR IECHYD A DIOGELWCH/  
APPROVED MINUTES OF THE HEALTH AND SAFETY COMMITTEE MEETING**

Date of Meeting: **9:30 AM, Tuesday 09 September 2025**  
 Venue: **Microsoft Teams Meeting/Ystwyth Boardroom ; Ystwyth Board Room Avocor (Hywel Dda UHB - Generic Account)**

Present: Ann Murphy, Independent Board Member (Chair)  
 Michael Imperato, Independent Board Member  
 Sarah Harraway, Independent Board Member

In Attendance: James Severs, Executive Director of Allied Health Professions and Health Science  
 Keith Jones, Director of Operational Planning & Performance (*deputising for Andrew Carruthers, Chief Operating Officer*)  
 Ardiana Gjini, Executive Director of Public Health)  
 Anthony Dean, Staff Side Representative  
 Tim Harrison, Head of Health, Safety and Security  
 Jonathan Arthur, Deputy Director of Health Sciences  
 Cathie Steele, Interim Assistant Director of Nursing Assurance and Safeguarding (*deputising for Sharon Daniel, Executive Director of Nursing, Quality & Patient Experience*)  
 Simon Chiffi, Head of Operations  
 Karen Ryan, Head of Occupational Health  
 Charlotte Wilmshurst, Assistant Director of Assurance and Risk  
 John Roberts, Porter  
 Charles Scarf, Security Adviser  
 Ruth Poynting, Committee Services Officer (minutes)

Apologies: Joanne Wilson, Director of Corporate Governance/Board Secretary  
 Sharon Daniel, Executive Director of Nursing, Quality & Patient Experience  
 Andrew Carruthers, Chief Operating Officer  
 Iwan Thomas, Independent Board Member  
 Adam Springthorpe, Health & Safety Manager

<b>Minutes Ref.</b>	<b>Item</b>	<b>Action</b>
HSC(25)033	<b>Welcome and Apologies</b>  Ms Ann Murphy welcomed all to the meeting. Introductions were made and apologies were noted as above.	
HSC(25)034	<b>Declarations of Interest</b>  There were no declarations of interest.	
HSC(25)035	<b>Minutes of Previous Meeting Held on 3 July 2025</b>  The minutes of the previous meeting were approved as a true and accurate record, with no comments received.	

**Decision:**

The minutes of the meeting held 3 July 2025 were APPROVED as an accurate record.

HSC(25)036

**Matters Arising and Table of Actions from Meeting held on 3 July 2025**

The Table of Actions was NOTED with no comments made.

**Decision:**

The Committee NOTED the Table of Actions

HSC(25)037

**Health and Safety Sub-Committee Update**

Dr Jonathan Arthur chaired the Security Management Group, where a comprehensive action plan was presented, underpinned by updated security measures. The Fire Safety Group, chaired by the Deputy Director of Health Sciences, noted improved training compliance.

Ms Sarah Harraway sought clarification on the measures being taken to improve training uptake. In response, Mr Keith Jones highlighted extensive engagement with Clinical Care Groups (CCGs), noting improvement at an operational level. However, he acknowledged that Level 2 training completion remains below the expected target.

Ms Cathie Steele questioned whether the Radiation Protection Group has oversight of Ionising Radiation (Medical Exposure) Regulations (IR(ME)R) reports. Dr Arthur clarified these are directed to the Medical Exposure Group, which will report to Quality and Safety Intelligence Group (QSIG) in future.

Dr Arthur also expressed concerns regarding inaccurate dosimeter readings on mini C-arm equipment. This is currently under investigation by Swansea Bay University Health Board (SBUHB).

Ms Murphy noted that the Compliance and Site Operations Group update referenced revisions to the Control of Contractors Policy and queried whether a risk assessment had been incorporated into the updated documentation. Mr Simon Chiffi agreed to review this and provide an update to the Committee.

SC

**Decision:**

The Committee was ASSURED by the Health and Safety Sub-Committee Update

HSC(25)038

**Assurance and Risk Report**

Ms Charlotte Wilmshurst introduced the newly formatted Assurance and Risk Report, which consolidates the risk register with broader assurance information. The report includes four corporate risks, two of which are discussed in the In Committee (Risk 1860 and 1861)

**Decision:**

The Committee was ASSURED by the Assurance and Risk Report

HSC(25)039

**Staff Story**

Mr John Roberts, a porter at Withybush Hospital (WGH), recounted an incident that occurred involving a visitor whose behaviour raised safety concerns. Staff had been advised by Dyfed Powys Police that the individual had a known history of challenging behaviour. Mr Roberts expressed concern about the risks involved, noting that porters were expected to manage the situation in the first instance.

Mr Scarf referenced a previous incident involving a recovered weapon to emphasise the importance of safety measures and the absence of protective equipment for porters. Both Mr Roberts and Mr Scarf noted that incidents involving aggressive behaviour occur weekly. While clinical staff provide support where possible, porters continue to carry out their duties under demanding circumstances and with limited resources.

Mr Roberts added that delays resulting from such incidents are sometimes not fully understood by other departments. Both he and Mr Scarf emphasised the need for improved safety measures to support staff, suggested options including cameras and personal protective equipment (PPE), to better protect staff in future incidents.

Mr Scarf explained that due to a lack of appropriate equipment, porters were exposed to potentially unsafe conditions. Mr James Severs noted that the team is actively reviewing security arrangements. In the interim, risk mitigation measures are being considered, such as the provision of PPE. Mr Severs also commented that body worn cameras can often act as a deterrent to potential violence.

Mr Chiffi acknowledged the continued reliance on the portering team for security-related tasks and noted that previous proposals to introduce PPE have not been formalised. He expressed optimism that charitable funding could enable progress this year. Mr Severs stressed that PPE is a statutory requirement and that appropriate risk assessments must be in place, both at an individual and organisational level, to ensure staff are adequately protected. Ms Murphy suggested that PPE may not need to be worn daily but could be kept on-site for use in high-risk situations where advance notice is available.

Mr Tim Harrison emphasised the importance of reviewing arrangement for dedicated security, noting that security duties are currently part of the portering role. Ms Harraway supported this, stressing the need to protect porters in the short term while developing longer-term security arrangements to ensure staff

safety. Ms Murphy added that any PPE procured now could later be repurposed for use by future security personnel.

Ms Steele explained that psychological support and occupational health services are available to staff affected by incidents either through self-referral or through their line manager.

The Committee thanked Mr Roberts and Mr Scarf for sharing the staff story, acknowledging valuable insight it provided.

Mr Severs recognised the topic of violence and aggression was also incorporated as part of the other corporate risks within the Health Board.

**Decision:**

The Committee NOTED the Staff Story

HSC(25)040

**Internal Audit Update Report**

Mr Harrison presented an update on outstanding actions from internal audit. The previous update addressed actions one to three, while this paper focuses on actions four and five. Shared Services Partnership Audit and Assurance Services have now closed off all five actions and confirmed compliance.

Ms Murphy queried the processes in place for identifying Health & Safety issues and enquired whether a general risk assessment exists for the data being processed. In response, Mr Harrison explained that item 2.3 outlines a new process which addresses this. A general risk assessment is in place as part of the organisation's wider risk management framework. While current practices demonstrate a solid foundation, there is scope to strengthen collaboration with trade union representatives regarding their procedures. The new process is expected to support better engagement in this area. Additionally, the use of the Audit Management and Tracking (AMaT) system to record actions will further support this work.

**Decision:**

The Committee was ASSURED by the Internal Audit Update Report

HSC(25)041

**Management of Actions for Health and Safety Inspections**

Mr Harrison provided an overview of the internal audit findings, highlighting that although inspections were undertaken, a few reasonable observations were raised regarding the absence of a robust procedure. The accompanying paper outlines proposed recommendations to address this. A new procedure has been drafted, integrated with the AMaT tool, which includes target dates for completion of associated actions. Further, outstanding actions from previous inspections have been revisited, with each CCG requested to review and provide a response. The paper outlines the current status of these actions.

In response to Ms Harraway's query, Mr Harrison clarified that deadlines are dependent on the classification of the issue; for example, major risks must be addressed within three months. Timescales are in place from the point at which reports are issued, and progress should be clearer by the next meeting.

Ms Murphy welcomed the more structured approach, and acknowledged the significant work involved.

**Decision:**

The Committee was ASSURED by the report on the Management of Actions for Health and Safety Inspections

HSC(25)042

**Health and Safety Site Audit Process**

Mr Harrison introduced the proposal for a new process for Health and Safety Site Inspections, ahead of presentation to the Health and Safety Sub-Committee (HSSC) for formal approval. The process is underpinned by the AMaT system, which has been configured to assess minor, major, and catastrophic risks. It will be the responsibility of the CCGs to manage these risks through the AMaT platform.

Ms Steele expressed full support for the implementation of the AMaT system, highlighting its effectiveness in supporting Health Inspectorate Wales (HIW) walkarounds and enhancing patient safety initiatives. Ms Steele also noted that work is taking place to ensure a consistent approach across the various areas of the Health Board.

Members were informed that new Health and Safety Site Inspections have been temporarily suspended until the draft 1389 Health and Safety Site Inspection Procedure is formally approved. Mr Severs highlighted that the internal audit for Health and Safety had identified nearly 1,000 actions, emphasising the importance of establishing a clear measurable metric for success. He noted that no formal process had previously been documented, and it was agreed that inspections would be paused until the methodology is formally approved. Once endorsed, the process will require testing and alignment with the wider quality and safety framework.

The Committee was assured by the progress made against the development of the new process.

**Decision:**

The Committee was ASSURED by the report on the Health and Safety Site Audit Process

HSC(25)043

**HSC Workplan**

Ms Harraway highlighted that the name of the vice chair should be amended to reflect the current appointment. CSO

**Decision:**

The Committee NOTED the HSC Workplan

HSC(25)044

**ANY OTHER BUSINESS**

Mr Severs informed Members that Mr Harrison would be leaving the Health Board to take up a new role at SBUHB. He formally acknowledged Mr Harrison's significant contribution and extended thanks for his commitment. Ms Murphy and Mr Jones echoed these sentiments, thanking him for his wise counsel. Mr Harrison reflected on his time since joining the Health Board in 2009, expressing appreciation for the opportunity to improve Health and Safety, and thanked Mr Severs for his support and wished the team continued success.

HSC(25)045

**MATTERS FOR ESCALATION TO BOARD**

There were no matters the Committee wished to alert or advise the Board of.

HSC(25)046

**DATE AND TIME OF NEXT MEETING**

Tuesday 11 November 2025, 9.30am-11.30am