



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	14 May 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Control of Contractors Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Rob Elliott, Director of Estates, Facilities and Capital Management

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Gwybodaeth/For Information

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

As part of the Health and Safety Executive (HSE) Inspection undertaken in July 2019, concern was raised regarding the activities of an IT Contractor carrying out works without due regard for asbestos management protocols.

The HSE then issued a Material Breach to ensure appropriate changes to procedures are introduced by the Hywel Dda University Health Board (HDdUHB) to manage external Contractors.

Cefndir / Background

In order to manage the situation appropriately, a Task and Finish Group was established, chaired by the Director of Estates, Facilities and Capital Management, to review the overall management of all Contractors working within the HDdUHB. This Task and Finish Group incorporated Senior Managers from Estates, IT and Clinical Engineering. In addition, close consultation was undertaken with Clinical Departments and Wards to establish appropriate protocols.

This Task and Finish Group successfully concluded its work in developing a new Policy for Contractor Control within the HDdUHB.

This Policy was approved at the Health & Safety and Emergency Planning Sub Committee on 10 March 2020.

Asesiad / Assessment

The Policy is now at the implementation stage with a plan for new systems to be developed in line with the requirements of the new Policy.

The impact of COVID-19 has disrupted the introduction of these systems to some degree, although assurance can be provided that any new Contractors entering our Estate now comply with the requirements of this policy.

The work to establish systems for the complete Contractor list held by the HDdUHB is now being reviewed in line with the priorities around COVID-19 work and this will be scheduled appropriately.

For the Committee's assurance, all systems noted will be established fully within the current financial year with the further assurance that any new Contractors will be subject of the conditions of the new Policy with immediate effect.

Argymhelliad / Recommendation

The Health & Safety Assurance Committee is requested:

- To note the introduction of the new Contractor Control Policy.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	5.4 Promote engagement and cooperation across the Health Board in ensuring the health, safety, welfare and security of patients, staff, contractors, and others.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	N/A
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	2.1 Managing Risk and Promoting Health and Safety 3.2 Communicating Effectively 7.1 Workforce
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	Reduce Unwarranted Variation and Increase Reliability
Amcanion Strategol y BIP: UHB Strategic Objectives:	4. Improve the productivity and quality of our services using the principles of prudent health care and the opportunities to innovate and work with partners.
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	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:	Government legislation and National policy
Rhestr Termau: Glossary of Terms:	Contained within body of text
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd lechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Assurance Committee:	As detailed in the assessment

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	There are no direct costs associated with the policy
Ansawdd / Gofal Claf: Quality / Patient Care:	N/A
Gweithlu: Workforce:	N/A
Risg: Risk:	A breach of regulations outlined in the policy can result in the issue of prohibition, improvement notices or criminal proceedings.
Cyfreithiol: Legal:	It is essential that the HB has up to date policies and procedures in place.
Enw Da: Reputational:	N/A

Gyfrinachedd: Privacy:	N/A
Cydraddoldeb: Equality:	A screening equality impact assessment has been undertaken and is included in the Assurance section of the policy