

**TABLE OF ACTIONS FROM
HEALTH & SAFETY ASSURANCE COMMITTEE MEETING
HELD ON 10TH MAY 2021**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSAC (21)25	HSAC Annual Report To collate data relating to the location of V&A incidents on a county-wide basis, and to circulate this to Members.	TH	06.07.21	Completed. Included in the H&S Update report for the meeting on 6 th July.
HSAC (21)25	HSAC Annual Report To extend an invitation to the next HSAC meeting to the Head of Commissioning & Partnership Strategy Development in order to seek assurance that all requirements of non-smoking legislation are being complied with and that any actions arising from a previous review of the legislation in the February HSAC meeting are being progressed.	SW	06.07.21	Completed: Update provided by Head of Commissioning & Partnership Strategy Development: <i>We continue to progress implementation of the legislation. We have a Smokefree Working Group, have met with general managers and also established a mental health working group to manage the deferred provision in the legislation and to reflect this within the Standard Operating Protocol. However the biggest challenge currently is the concern across all staff groups of how those patients and public members who are caught smoking on site are challenged and significant apprehension on the part of Managers to put staff in this position where they may be subject to aggression. The Standard Operating Protocol sets out a 4E approach to tackling individuals smoking - an Engage, Explain, Encourage and Enforce approach and includes a script for staff to follow (copy appended)* but the feeling remains that this approach and challenge to a patient or public member smoking remains a risk. As a result of this, conversations have begun with the Head of Health, Safety & Security, and the Security & Case Manager around the possible establishment of a Welfare and Security Team provision across the Health Board that could be utilised to approach those caught smoking on site or where there may be drug and/ or alcohol related disruption or other security concerns. These staff would have both the ability to engage in health improvement conversations and provide an enforcement element if necessary. This proposal will be taken to Executive Team for consideration to mitigate against this risk to staff and to ensure the site remains Smokefree whilst allowing the opportunity to engage in brief interventions for behavioural change.</i>

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSAC (21)26	H&S Executive Enforcement Action Update To provide updates relating to those INs with June 21 completion dates at the next HSAC meeting on 5th July 2021, together with details of progress made in relation to the remaining 2 INs.	TH	06.07.21	Completed. Included in the H&S Update report for the meeting on 6 th July
HSAC (21)27	Health and Safety Report To report findings from the HB-wide audit of social distancing compliance at the next HSAC meeting.	TH	06.07.21	Completed. Included in the H&S reporting for the meeting on 6 th July
HSAC (21)28	Health and Safety Regulations To discuss the application of MHSWR to home working environments at the next HSAC meeting.	TH	06.07.21	In progress: Update from Head of Health, Safety & Security: <i>To be further discussed with the Director of Nursing, recognising that this could generate a significant amount of work, given the number of Regulations which need to be complied with under the Health and Safety at Work Act.</i>
HSAC (21)28	Health and Safety Regulations To check that risks relating to the Health and Safety legislative requirements are fully reflected in the CRR.	TH	01.10.21	In progress: To be submitted after September deadline for HSE enforcement compliance.
HSAC (21)28	Health and Safety Regulations To discuss the format of future H&S Regulations reports outside of the Committee meeting.	TH/ MR	06.07.21	Completed
HSAC (21)29	Fire Safety Report To report the results of MWWFRS's visit to BGH at the next HSAC meeting.	RE	06.07.21	Completed. Update from Director of Estates, Facilities and Capital Management: <i>The MWWFRS has visited Bronglais General Hospital (BGH) as part of their normal survey planning. We have yet to receive any formal notification of actions required following these visits.</i>

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSAC (21)30	<p>Fire Enforcement Notices Actions Update</p> <p>To circulate a formal letter from MWWFRS confirming the imminent removal of enforcement notice KS/890/02 (WGH Advanced Works), and agreement to a deadline extension of a few months for enforcement notice KS/890/03 (WGH Phase 1 to Members.</p>	RE/SW	06.07.21	Completed: Letter circulated 10.05.2021

* **Ref. Action HSAC (21)25 - Appendix:** EEEE and AAA Models merged to support smokers with added script

EEEE	Action	AAA	Opportunity	Script
Engage	Staff will initially encourage voluntary compliance	Ask	Staff will engage with the person and ask if the person is aware that smoking on hospital grounds is now illegal	Good morning/ afternoon/ evening. I'm sorry to disturb you but are you aware that it is now illegal to smoke on hospital grounds?
Explain	Staff will stress the risks to public health and to the NHS. Educate people about the risks and the wider health/social factors.	Advise	Staff will explain that stopping smoking is not just good for their health but that they are at risk of a fine if they continue. Staff will advise the person that cessation or pharmaceutical support is available	The rules have recently been brought in to protect people from the harm caused by smoking. If the person seems to be engaging: You can get support to quit smoking or even access help like nicotine patches whilst you are on site if that would help. If the person still does not engage: Did you know there is a fixed penalty notice for smoking on hospital grounds?

Encourage	Staff will seek compliance and emphasise the benefits to the NHS by not smoking, how this can save lives and reduce risk to themselves and others.	Act	Via the action of giving out a leaflet or handout, staff will explain how that support can be accessed	<p>Everything is explained in this leaflet.</p> <p>Give out leaflet.</p> <p>I hope you didn't mind me approaching you.</p>
Enforce	Local Authority Enforcement Officers working in partnership with HDUHB will direct individuals to STOP SMOKING.		<p>If the person still does not stop smoking:</p> <p>Is there anything I can say to convince you to put out your cigarette?</p> <p>If the answer is no then inform the person you will have to report their behaviour.</p>	