



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

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	06 July 2021
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Outcome & Analysis of H&SAC Self-Assessment Exercise 2020/21
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Mrs Judith Hardisty, H&SAC Chair Mrs Mandy Rayani, Director of Nursing, Quality & Patient Experience
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Mrs Joanne Wilson, Board Secretary Ms Karen Richardson, Corporate & Partnership Governance Officer Ms Sonja Wright, Committee Services Officer

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

### ADRODDIAD SCAA

### SBAR REPORT

#### Sefyllfa / Situation

The purpose of this report is to present to the Health and Safety Assurance Committee (H&SAC) the outcomes from the annual self-assessment exercise 2020/21, to consider the suggested actions and any further improvements that could be made.

#### Cefndir / Background

For 2020/21, a new approach to self-assessment has been introduced to elicit a broader range of response, which can shape and influence the agenda of the Committee going forward.

Members and In Attendance Members of H&SAC were asked to complete a questionnaire to consider the Committee's effectiveness during 2020/21. Seven responses have been received in total.

In addition to specific domain questions, comments were invited on any improvements for consideration to assist the Committee in drawing up its own plan for improvement. The recognition of what has worked well is a helpful platform to move forward with, and the greater focus on organisational risks to inform the agenda and work of the Committee will enable a further move towards providing a strategic outlook.

#### Asesiad / Assessment

Each question started with a statement, which set out 'what good looks like'. In response, Members were requested to describe at least one example from 2020/21 in which the Committee has been effective in this domain and to share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

The responses include a number of useful suggestions regarding ways in which the governance and operation of H&SAC might be improved. There may also be themes common to other Board level Committees, which can be addressed via the establishment of the new committee structure and the Committee Chairs meeting.

In order to influence the agenda of H&SAC going forward, the outcomes were reviewed by the H&SAC Chair, H&SAC Lead Executive Director and the Board Secretary to consider and respond to the suggested areas for improving the Committee's effectiveness. During the meeting, each suggestion was discussed, with the respective outcomes detailed below.

### **Question 1**

#### **The Committee seeks assurances in regard to:**

- The Health Board's 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.
- The effectiveness of arrangements to ensure organisation-wide compliance with the Health Board's Health and Safety Policy, monitoring delivery against the Health and Safety Assurance Committee's work programme and ensuring compliance with the relevant Standards for Health Services in Wales, advising the Board where appropriate regarding how its health and safety management may be strengthened and developed further.
- Processes for the review of accidents, incidents and notifiable disease statistics in order to keep an organisational focus on trends, to ensure that corrective action and prioritisation of high risk issues are brought to the attention of the appropriate groups, and to share learning across the organisation.
- Processes for the review of Health and Safety compliance across the whole of the Health Board's business undertakings, including a programme of Health and Safety audits and review of findings of safety management system audits, seeking assurance that corrective actions are put in place and ensuring that reports and factual information from external regulatory agencies are acted upon within achievable timescales.
- The effective management of risks relating to health, safety, security, fire and service/ business interruption/ disruption across all the Health Board's activities (including for hosted services and through partnerships and Joint Committees as appropriate), providing assurance that effective risk assessments are undertaken and addressed.
- The Committee constantly seeks to strengthen the ways in which it achieves this, challenging itself to avoid tokenism, welcoming contributions, engaging with criticism and accounting for and learning from failings.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

#### **Responses:**

- **Communication was identified as a major deficit through all health and safety regions, from training and development of staff to informing people of issues that are arising and outcomes by putting together an information leaflet**

quarterly that helps bring more people into understanding what health and safety is about and how they can get involved.

- By developing the leaflet that is sent out quarterly we have become more actively engaged in promoting health and safety and also with the management training that has been developed and implemented.
- Following on from the HSE inspection the work that the HB has done and has been reported to the committee is an example of how far as a HB we have gone. The fact that we also now have a staff-side HSE committee that feeds information into this committee is also an achievement.
- The ongoing review of the enforcement notices and actions from the previous HSE inspections.
- The Committee is relatively new and in its infancy. It has replaced the previous Emergency Planning & Health & Safety Sub-committee. Membership has therefore changed, as have the ToR and Lead Executive arrangements.
- The level of scrutiny applied to key priorities has been undertaken with positive intent and has enabled improved reporting to the Committee. In turn this has made it possible to determine assurance and issues for escalation.
- The work done on scrutinising the response to the HSE.
- Regular reporting of the HB response to Mid and West Wales Fire and Rescue Service Enforcement Notices has been a key reporting area for Facilities. In the presentation of papers and in the scrutiny by Committee members, I feel that a sound check/ challenge and assurance process is in place to monitor HB performance in this area. This then supports effective reporting upwards within HB governance.
- The existence of the H&SAC as a Board committee has made a significant difference in the way health and safety is being seen and recognised across the organisation. I appreciate the approach taken by the Board in establishing the governance arrangements; this represents a real commitment that's placed on this subject.
- The committee has continued to meet virtually throughout the most challenging year for all.

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Health Board Response</b>
It is important to continually raise the profile of Health and Safety in the workplace. Whilst there are newsletters and information regularly on what achievements there are or have been, it would be beneficial for one regarding HSE, even if it is only twice a year, to be shared with all the staff. Included in that is the role of the HSE.	This is outside of the remit of the Committee, however this suggestion will be shared with the health and safety team to take forward.
Going forward, with the establishment of the Committee a request that further visits from MWFRS are reported in a timely way and any actions required monitored to give the Board assurance and hopefully avoid any enforcement notices etc.	This is already included with the Committee's Terms of Reference and forward work programme.
Agenda setting will be key to ensuring that the Committee remains focused on issues at	In agreement, although this also represents a meeting management issue, which the Chair

the appropriate level and does not become too operational.	will control during meetings if the discussion becomes too operational.
Given the current status on delivery of enforcement measures together with other reports delivered on Fire Safety i.e. Risk assessments, training statistics etc., it could be considered a more tabular approach in the shape of a dashboard-type presentation would be more effective with a short SBAR introducing these stats.	This approach could be discussed with the report writer. However, whichever format is presented the information provided needs to enable the Committee to receive assurance on the work being progressed.
When it is allowable, the re- establishment of committee chairs meeting together.	The Committee Chairs' meetings will be re-established from September 2021

## **Question 2**

The Committee works **strategically**. This means it aligns its work with the Health Board's overarching strategic priorities and delivery plans. It commissions work in support of those priorities, providing the Board with the assurance necessary to have confidence in its ability to deliver.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

### **Responses:**

- **Improvement notices: the achievements this committee has made in complying with these, even during the COVID pandemic are exceptionally good and also having a working relationship with the HSC where we actually meet them via Teams, meeting as a Health and Safety committee and as a Trade Union group.**
- **One of the areas specifically is that of manual handling issues highlighted by the HSE. Simple things like overfilled laundry bags and too many files being carried. Reduce the amount of linen in the bags and provide staff with trolleys. Simple solution.**
- **Seeking further reports on Sharps following receipt of incidents.**
- **It is early days for the revised Committee. The agenda is improving with each meeting to enable it to move to a more strategic focus. We are not there yet, but being able to have forward work plans will be helpful. Given the current position re HSE it is not surprising that there has been so much attention on specific 'operational compliance' matters.**
- **As part of the forward look planning on fire investment we have developed plans for the major investment programmes for Fire Safety across the whole acute estate.**
- **This work has been presented to Welsh Government, with the support of the Director of Operations, to set out clearly the potential investment needs for the whole estate. This was a high level strategic plan covering all the acute estate, key programme dates and initial assessment of capital needed in each financial year up until 2027.**
- **This was a key requirement of the Fire Governance Review which has been monitored by this Committee.**
- **Yes, I feel the Committee has been effective.**

- **This committee has ensured that priority is given to issues which present the highest level of risk; either corporately or, more importantly, patient and staff safety.**
- **The Chair of this committee works extremely effectively with other committees to ensure there is close effective working alongside other relevant committees ie QSEAC and ARAC**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Health Board Response</b>
Give strong support developing the Health and Safety team under the guidance of Tim Harrison and Mandy Rayani	The Health Board will continue to provide support where required, in order to ensure the good progress made during the past year continues. This is outside of the remit of the Committee.
The Committee needs to ensure that any issues highlighted by the HSE are progressed to ensure an ongoing process of improvement going forward.	The Committee will review all issues raised as part of it routine business in order to provide assurance to the Board.
Ongoing monitoring of reports, and identifying trends	This is already included with the Committee's Terms of Reference and forward work programme.
Having a clear work plan for the coming year and indeed moving towards a 3-year plan will also be helpful, recognising there will always be a need to respond to issues as they emerge. Having clear metrics and trajectories will enable the strategic work plan to be developed.	In agreement, however Committee work programmes need to be agile in order to respond to emerging issues.
Whilst the Committee is effective strategically, there appears to be a lack of assurance being presented directly from an operational directorate perspective. The assurance reports presented generally are produced by the Corporate Health and Safety Team or specific Fire Safety compliance. And although the reports will reflect what is happening operationally there is still a perception that Health and Safety and Fire safety is managed by the Corporate Teams.	Health and Safety will be a core agenda item on the county based quality and safety committee meetings and therefore the link with the operational services will be strengthened. Operational governance and assurance arrangements will be reviewed in year.

### **Question 3**

The Committee works **systemically**. This means it works effectively with the Board, other Board Committees, Committee sub-groups and other relevant parts of the organisation's governance and assurance system, in order to ensure that connections and themes which have an impact upon the organisation's health, safety and security objectives are identified.

It guards against 'silo' working and gives balanced and meaningful 'air time' to the full range of the Health Board's health and safety portfolio.

***Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.***

**Responses:**

- **Developing the Trade Union health and safety meetings and bringing identified issues, if relevant, to a Board assurance level.**
- **Where issues are identified they are being brought to the attention of Tim and Mandy and are being resolved in a very short time frame, which wasn't applicable before. E.g. the issues around training in Bronglais were identified in a Trade Union meeting and Tim and Mandy resolved these very quickly.**
- **I find some of these questions quite difficult to answer as so much has happened and been undertaken this year. Mainly due to the pandemic. There is now a greater emphasis on the health and wellbeing of the staff. This is two-fold – ie. those that have worked through the pandemic and those who have had to move to other jobs during the pandemic because of their own health issues. This has crossed boundaries and has shown the versatility of staff.**
- **The Fire Safety and Governance review. This was highlighted in ARAC and has been monitored via the Committee. The Capital programme has also been reported to PPPAC.**
- **There has been potential for tension regarding what sits where, in which committee; however there are inextricable links between items, such as training for example. H&S training-related matters should be reported in more detail to the HSAC and issues arising from the overall performance on training discussed in the People committee can be passed to the HSAC to deal with in more detail, but still at a strategic level.**
- **Members of this Committee are also members of other HB committees such as PPPAC and ARAC.**
- **In the scrutiny and discussions at this Committee when presenting information on fire compliance and investment planning, this wider knowledge of other committees provided additional knowledge which was helpful in the wider scrutiny of fire safety plans.**
- **Providing assurance that health and safety now forms part of each of the Directorates Quality/Safety & Governance Committees**
- **This committee has made good use of recording issues and actions required and has requested updates of progress in a timely and appropriate manner.**
- **Any concerns or issues are raised with other relevant committees and especially at Board level.**
- **As above and also the membership reflects an alignment and encouragement of close working relationships, while avoiding duplication.**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Health Board Response</b>
Provide a summary of the trade union health and safety meeting to Mandy Rayani after it's held.	This is outside of the remit of the Committee's terms of reference. However this will form part of the formal reporting

	process of the Health & Safety Team. Further to this, TU representatives are including within the core membership of the committee.
Whilst at present there is a reduction in COVID-19 infections, it is important that the Health Board is conscious of staff health and wellbeing. Whilst a number of areas have had opportunities for gardens etc., it is acknowledged that this is not possible on other sites. Therefore, the need to ensure equity is visible when sharing the information.	Recognising this is outside the remit of the Committee, the HDdUHB Chair has established the Rest & Recovery Advisory Group in order to identify support for staff recovery.
As the Fire Audit is rolled out, or as a result of further fire inspections, similar working across Committees will be necessary.	This will be an item for consideration at the Committee Chairs' meeting which will be established in the near future.
Maintaining the tracker between committees which captures what has been passed to another committee/ sub-committee to scrutinise will be helpful.	The Governance Team maintain a Board Level Committee Tracker, which could be shared at the Committee Chairs' meetings to ensure actions are being progressed.
It would be helpful to see a report produced for the Director of Operations to demonstrate what actions have been implemented following items raised at the previous HSAC. This would demonstrate that actions have been followed up at an operational level.	Representatives of the Fire Safety Team attend operational meetings to progress actions from HSAC. This will be further discussed with the Chair/Lead Exec for the Committee and the Director of Operations.
More liaison and discussion with the Chairs of other committees to highlight or identify areas of concern/ triangulation – i.e. staff safety issues.	This will be an item for consideration at the Committee Chairs' meeting which will be established in September 2021.

#### **Question 4**

The Committee works **intelligently**. This means it draws on a diverse range of reliable data (both quantitative and qualitative) to triangulate information and reveal themes or patterns in regard to health and safety compliance. It uses a range of key indicators to monitor the performance of plans and initiatives to ensure that robust and effective safety management systems are in place to deliver the Health Board's health, safety and security objectives and to fulfil its statutory duties. This relies upon the provision of accurate data, and upon accurate interpretation of the data provided.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

#### **Responses:**

**Re. the newly delivered Datix which has been put into place - we could use the information gathered from that to identify the needs and the training elements to support the weak areas.**

**Monitoring of PADR compliance, mandatory training.**

**Receiving assurance on uptake of H&S training.**

**The introduction of a H&S Update Report is taking us a step in the right direction where it brings together related/ linked matters. The development of the H&S measures and the new reporting against the dashboard will further help to enable triangulation of the measures and in turn ensure a more analytical perspective.**

**In delivering papers on fire enforcement work a critical requirement has been to match major project delivery dates to agreed enforcement dates with MWWFRS. In initial reports to the committee a summary review of this was included and, under scrutiny, a request was made to provide much fuller detail of the alignment of contractual works to fire enforcement dates.**

**I believe this was a very helpful requirement to give full assurance on timely delivery of these works.**

**Incident data primarily related to violence and aggression has been presented to the committee which showed the numbers, type and consequence of the events. Plus the support provided to staff as well as demonstrating assurance in pursuing criminal sanctions against perpetrators.**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Health Board Response</b>
With the information being collected from the new form of Datix, could an outcome report be presented to HSAC outlining the issues identified, in order to establish whether there are trends across the Health Board.	The H&S Update report could include trends where identified.
Need to ensure that ALL staff have protected time to undertake learning.	This is outside of the scope of the Committees terms of reference. This is an operational matter and should be monitored by line managers.
Now there is a baseline, receiving updates on training, highlighting areas of concern.	The H&S Update Report will include this data at regular intervals during the year. This will be reviewed by the Lead Executive.
As above (ie. The introduction of a H&S update report and the development of the H&S measures). Having the analysis provided through the H&S update report will enable richer discussion at Committee (identifying trends, hotspots and celebrating improvement).	As above, the H&S Update Report could include this data at regular intervals during the year. This will be reviewed by the Lead Executive.
Please refer to Q1.Pt 2 (Given the current status on delivery of enforcement measures together with other reports delivered on Fire Safety i.e. Risk assessments, training statistics etc., it could be considered a more	This approach could be discussed with the report writer. However, whichever format is presented the information provided needs to enable the Committee to receive assurance



tabular approach in the shape of a dashboard type presentation would be more effective with a short SBAR introducing these stats.)	on the work being progressed. This will be reviewed by the Lead Executive
A need to present regular reports on incident statistical with the aid of the Health and Safety dashboard. Providing assurance that incidents are being investigated and lessons learned.	As above, the H&S Update Report could include this data at regular intervals during the year.
Whilst these meetings have been held virtually during the pandemic, would it be possible for the meetings to be held at sites throughout HDdUHB, including community settings and highlight H&S issues/ themes relevant to that site on a rolling basis and also provide IMs with the opportunity to walk around and meet staff to discuss the issues 'in real time'.	<p>This links to the site visits work that is being undertaken and will be reported back to a future Board Seminar meeting. The schedule could link to an H&amp;S issues or aligned to the patient safety walkabouts that are reported through QSEAC.</p> <p>The potential to rotate meetings with the option for officers to still join meetings virtually. The rotating of meetings will be limited by environment and availability of rooms.</p>

### **Question 5**

The Committee facilitates **learning**. This means it works openly and honestly, encouraging contributions from attendees which represent a fair and reasonable reflection of the realities faced across all services. The Chair sets the leadership tone and is supported by other Independent Members and Executive Members in facilitating and protecting this learning space. The style is based upon robust support/ robust challenge.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

### **Responses:**

- **Developing training for managers and supporting the Health and Safety team to do teams training.**
- **Also increasing the training within Health and Safety and COSHE to all newly developed managers and employed managers for service level.**
- **Not sure that I understand the question with respect to learning. The committee encourages contributions from all its members. It is in itself a learning environment.**
- **The committee has seen improvement in the attention to H&S by operational management and the move for the H&S team to be advisers in those meetings rather than taking the lead on all issues.**
- **I believe there is open and honest discussion at the meeting and within the majority of reports. Officers who attend to present the reports are encouraged to be open and transparent.**

- **Highlighting to the committee the current position with the HSE Improvement Notice compliance and being able to feel comfortable in describing any challenges/ barriers to progress.**
- **The committee provides a constructively challenging but appropriately supportive environment.**
- **There have been steady improvements in the standard of the presenters and reports during this period.**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Health Board Response</b>
Promote more online learning utilising ESR and teams at this time.	This is outside of the remit of the committee however the ESR team already provide an expansive on-line learning programme for staff aligned to their role within the Health Board and their area of work.
To keep encouraging everyone to contribute.	This is outside of the remit of the committee however online ESR learning and the quarterly Health & Safety leaflet shared with staff will take this forward.
Moving to having deep dive into sites/ clinical areas on H&S matters.	This has already been agreed, areas have been identified and will be included within the HSAC work programme.
Continue to facilitate honest discussion and acknowledge the risks being managed, escalating to Board when assurance cannot be provided or out-with the organisations ability to deliver- that way the service will continue to be open and honest but also engage in the improvement work required.	The Health Board has committed to being open and honest with the public it serves, by continuing to live stream Board meetings during the pandemic. In addition, all papers and minutes of Board Level Committees, are available to view on the Health Board's website.
No real need to improve – perhaps at the start of the meeting for the Chair to reiterate the need for members to be open and honest when reporting and sharing concerns.	Linked to above response. The Health Board has committed to being open and honest with the public it serves, by continuing to live stream Board meetings during the pandemic. In addition, all papers and minutes of Board Level Committees, are available to view on the Health Board's website. A reminder will also be issued regarding the role of an assurance committee,
As point 4 - visiting different sites could improve greater understanding and learning about the environmental demands and situations which can impact progress with certain issues and promote active debate situationally.	This links to the site visits work that is being undertaken and will be reported back to a future Board Seminar meeting. The schedule could link to an H&S issues or aligned to the patient safety walkabouts that are reported through QSEAC.  The potential to rotate meetings with the option for officers to still join meetings virtually. The rotating of meetings will be

limited by environment and availability of rooms.

**Question 6**

The Committee champions **continuous improvement**. This means it adopts a mindset and methodologies which enable it to lead and oversee a clear journey of improvement in respect of the Health Board’s health, safety and security objectives, and the fulfilment of its statutory duties.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

**Responses:**

- **The development of the Health and Safety Assurance Committee and being able to give assurance at Board level – we have been waiting for a long time for this to be put in place and it’s a very good development.**
- **It must look at Health and Safety proactively. This was not so in the past and the HSE Improvement Notices have ensured that H&S has now got the high profile in the HB that it should have.**
- **The improvement in the confidence of the H&S lead and the development of the team.**
- **I believe this is evident through the progress made on the H&S agenda during the last year.**
- **There is a real sense of wanting to drive improvement throughout the discussions and feedback to officers.**
- **I feel this is clear with the interests shown by each of the committees' members as to a shared goal to improve Health and Safety management and to strive to be the best in NHS Wales**
- **This committee provides a challenging and supportive environment and this supports and can facilitate improvement.**

*Please share at least one idea for improving the Committee’s effectiveness in this domain over the coming year.*

Suggestions Made for Improvement	Health Board Response
Promote greater understanding of Health and Safety at manager and service delivery manager level, ensuring that people are aware that Health and Safety is a legal requirement.	This is outside the remit of the committee however ESR online learning and the quarterly Health & Safety leaflet shared with staff will take this forward.
To encourage staff to fill out DATIX appropriately should situations arise. Ensure regular training for all staff on DATIX regularly as new staff arrive in the HB.	This is outside of the scope of the Committees terms of reference. This is an operational matter and should be monitored by line managers.
As the Committee has only been established for just over a year and it has operated during COVID-19, going forward,	Where necessary report writers will be invited to present at HSAC.

having other members of the team attending for a specific items, e.g. Violence and Aggression would be welcome.	
Manage expectation with clear achievable timelines for delivery being agreed through executive leads.	In agreement, however this is outside of the scope of the Committees terms of reference.
Promote the work of the Committee via a global '7 minute briefing' or similar format, sharing some of the topics tackled by the Committee over a 12-month period.	Whilst this is outside of the remit of the Committee's terms of reference, the Health & Safety and Fire Service teams could take this forward.
The IM walk around.	This links to the site visits work that is being undertaken and will be reported back to a future Board Seminar meeting. The schedule could link to an H&S issues or aligned to the patient safety walkabouts that are reported through QSEAC.

### **Question 7**

The Committee works **proactively**. This means it is organised in its work plan, sensitive to the dynamic environment in which the Health Board operates, and searching in its enquiries. It is curious, and willing to pursue demanding issues in the interests of achieving Health and Safety compliance and in promoting the sustainable use of resources to achieve better outcomes. It uses the organisation's risk management processes effectively to scrutinise risks and ensure that long-standing risks and issues do not become normalised or tolerated beyond the Board's risk appetite.

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

#### **Responses:**

- **By developing an improved workforce team within Health and Safety and employing more people. We now have Leads in identified areas, for example violence and aggression, fire, building inspections, and investigations.**
- **Ensuring compliance with the 2-metre social distance and the wearing of face masks. This is law in Wales and must be adhered to. It also means that office space and hot-desking has had to be reviewed.**
- **The whole approach to the HSE visits and INs**
- **This is evident through the agenda setting. The deep dive type of approach into risks allocated to the Committee is enabling members to see the detail at an appropriate level.**
- **Simply having scrutiny of the Health and Safety themed Corporate Risk Register.**
- **Monitoring, oversight and challenge of management of risks.**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Health Board Response</b>
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Each Health and Safety team member who has a responsibility for a dedicated area could do a biannual update report presented to the Health and Safety committee for reassurance. I know this is just a newly developing team and they haven't been able to do site inspections as such, but hopefully we could get some progress reports on that.	To discuss further with the Chair and Lead Executive Director to review if this should be incorporated into the work programme.
That any new plans for offices and new builds takes into account the need for single rooms for patients, office spaces needs to be appropriate. Reduce hot-desking as this means total removal of previous person's work items. Encourage home working where possible and feasible.	Whilst this is outside of the remit of the Committee's terms of reference, the programme business case for the new hospital has noted the increase in home working and has included these changes in the plans, for consideration.
There is sometimes a temptation for some individuals to want to engage in operational detail at Committee however this is managed well by the Chair. Having the work plan also ensures that members feel comfortable that matters will be brought back/ dealt with. Moving to a 3- year strategic work plan will help, but such a plan will need to be iterative and be regularly reviewed.	In agreement, Committee work programmes need to be agile in order to respond to emerging issues.
Use of PowerPoint slides as a standard way to present the risk register item.	In order to ensure consistency, risk reports need to be presented in the agreed Health Board format. However, when a deep dive in a specific area has been requested, Power Point slides could be used to present the data.
Continue to address non- compliance of risk management.	In agreement, the H&S Update Report could include this data at regular intervals during the year.

### **Question 8**

Are there any domains of effective assurance which you think are not covered above? What are they?

### **Responses**

- **The level of incidents reported and what is being done to prevent reoccurrence.**
- **For that/ those missing domain/s.....**

*Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.*

### **Responses:**

- **Staff training - due to COVID we've had issues with moving and handling training, fire training, et cetera which are strongly impacted by our Health and Safety act.**
- **No domains not covered**

*Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.*

<b>Suggestions Made for Improvement</b>	<b>Health Board Response</b>
Develop more online learning packages and team training - this could extend after the COVID-19 release as it may allow more people to attend. If this is not affective in the future then we can go back to classroom learning.	This is outside of the remit of the Committee's terms of reference. The ESR team already provide an expansive on-line learning programme for staff aligned to their role within the Health Board and their area of work.
All domains covered	No response required.
(Re. the level of incidents reported and what is being done to prevent reoccurrence) Perhaps inclusion within the Director of Operations report.	Any concerns identified could be included within the Fire Safety Update Report.

### **Question 9**

Extraordinary question for 2020/21 relating to COVID-19

The Committee has sought to play a proactive role in the COVID-19 response, specifically in terms of assurance around health and safety risks and other implications arising from the pandemic. It has made a range of adjustments to reflect the rapidly changing circumstances that the Health Board has faced. In your view:

1. *What went well?*

**Responses:**

- **We had a quick response in relation to social distancing and measuring and identifying space for people to work; also a quick response on people working from home being given the appropriate equipment; also the fact that patients are allocated iPads and are being allowed access to phones and FLO teams during their isolation.**
- **We have managed to meet via Teams regularly and that has worked well. It is important though that members of the Board are visible to staff and going forward I think we need to have on-site visits by the members to see for themselves.**
- **Getting the Committee up and running.**
- **The ability to flex and be pragmatic about attendance at meetings.**
- **The rise in status of the importance of robust H&S management arrangements to ensure the safety of staff during a pandemic that could have had a catastrophic impact on their health.**
- **The interaction of working closely with various departments throughout the pandemic and the sense of a common goal to help each other at a time of uncertainty.**

- **Personal protective equipment management despite the occasional supply chain concerns.**
- **Implementation of social distancing measures and the buy-in from the staff and patients.**
- **Establishments of Field Hospitals in record time**
- **Maintaining a focus on H&S despite all the other demands and pressures on operational and managerial staff dealing with the COVID pandemic.**

2. *Even better if...?*

**Responses:**

- **Look at promoting elements of homeworking in the future as we already have an issue with workspace.**
- **We continue to support staff and show all appreciation and not just to those who get the employee or the team of the month. This is because everyone deserves that accolade.**
- **Ideally, social distancing measures could have been implemented sooner and perhaps in line with retail and other although this was achieved whilst juggling other priorities.**
- **Staff maintained accurate written evidence of external decision making ie MWWFS**

3. *What learning points should we take with us post-COVID?*

<b>Suggestions Made for Improvement</b>	<b>Health Board Response</b>
Not overfill spaces for people to work in - have more hot desk and homeworking.	This is outside of the scope of the Committees terms of reference. This is an operational matter and should be monitored by line managers.
That staff are adaptable and resourceful, but they need to be thanked more frequently.	At Board meetings throughout the pandemic, the HDdUHB Chair has expressed thanks to all staff for their commitment and dedication. This is outside of the scope of the Committees terms of reference.
The opportunity Teams has provided for engagement and valuing people's time, but don't continue to hold all meetings in the virtual space- don't underestimate the impact of people being in the room.	As social distancing regulations decrease, it will be possible for more Members to attend meetings in person. However, the option to join meetings virtually will be maintained.
Empowerment to just get on and do the job.	In agreement, however this is an operational matter and outside of the scope of the Committees terms of reference.

Teamwork and collaboration with departments working across the Board, including both Primary and Secondary care.	In agreement.
Advantages of working safely at home – need to potentially invest financially in this agenda topic.	This is outside of the scope of the Committees terms of reference. This is an operational matter and should be monitored by line managers.
How staff have maintained but challenged traditional ways of working and how a mix of virtual and in-person meetings would make the committee more effective.	In agreement, the option to join meetings virtually will be maintained.

### Argymhelliad / Recommendation

The Health and Safety Assurance Committee is requested to receive assurance that the actions as described above will be taken forward as part of wider governance review.

### **Amcanion: (rhaid cwblhau)**

#### **Objectives: (must be completed)**

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self assessment and evaluation of the Committee's performance and operation, including that of any sub-committees established.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives:	Not Applicable

### **Gwybodaeth Ychwanegol:**

#### **Further Information:**

Ar sail tystiolaeth: Evidence Base:	HSAC Self-Assessment Questionnaire 2020/21 HSAC Terms of Reference
Rhestr Termâu: Glossary of Terms:	Included within the body of the report
Partïon/ Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diodelwch: Parties/	Board Secretary



Committees consulted prior to H&SAC:	
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<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	Not Applicable
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	Not Applicable
<b>Gweithlu: Workforce:</b>	Not Applicable
<b>Risg: Risk:</b>	Not Applicable
<b>Cyfreithiol: Legal:</b>	Not Applicable
<b>Enw Da: Reputational:</b>	Not Applicable
<b>Gyfrinachedd: Privacy:</b>	Not Applicable
<b>Cydraddoldeb: Equality:</b>	Not Applicable