

<b>Enw'r Pwyllgor / Name of Committee</b>	Health and Safety Assurance Committee (HSAC)
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Mrs Judith Hardisty
<b>Cyfnod Adrodd/ Reporting Period:</b>	Meeting held on 7 <sup>th</sup> September 2020
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:</b>	
<ul style="list-style-type: none"> <li> <p><b>Chairs Action for Ratification - 814 Fit-Testing for Respiratory Protective Equipment (RPE) Procedure:</b> the Committee was advised that an update had been required to procedure 814 Fit-Testing for Respiratory Protective Equipment (RPE), and that in the absence of a Committee meeting, Chair's Action had been undertaken to approve the procedure. Members were satisfied with the approach taken and ratified the Chair's Action relating to 814 Fit-Testing for Respiratory Protective Equipment (RPE) Procedure.</p> </li> <li> <p><b>Health and Safety Executive (HSE) Enforcement Action Update:</b> the Committee received the Health and Safety Executive (HSE) Enforcement Action Update report following the meeting held with the HSE on 25th June 2020. Members noted that the HSE subsequently requested a response to 12 specific follow-on questions, with the responses included within the update. Whilst HSE feedback on these responses is still awaited, the absence of any requests for further clarity is viewed as positive. Members acknowledged the interdependences between the outstanding Improvement Notices (INs) and Material Breaches (MBs), recognising that additional funding would be required in order to close a number of these actions. However, it was emphasised that the financial risk of non-compliance should outweigh the funding required in order to comply. Members welcomed the comprehensive report providing an assurance to the Committee in relation to the work undertaken, whilst recognising that further progress is required, and that this trajectory is expected to continue in order to reach full compliance against the notices served by the HSE.</p> </li> <li> <p><b>Violence and Aggression Update:</b> the Committee received the Violence and Aggression Update report providing Members with the detail on the continuing work to comply with the INs issued by the HSE in relation to Violence and Aggression (V&amp;A) Management within the Health Board. Following queries raised regarding the presence of Police Community Support Officers (PCSO) across the Health Board, the Committee was advised that PSCO presence has now been reinstated in Prince Philip Hospital (PPH). In regard to other Health Board sites, whilst the Police undertake regular patrols as part of their beat, the aspiration is for a PCSO on all acute hospital sites. The Committee noted the increase of V&amp;A incidents reported on DATIX during July compared with June 2020, which may be due to the targeted approach to increase staff awareness of what constitutes such an incident. It was acknowledged that staff working in challenging areas across the Health Board would more likely experience repeated V&amp;A incidents, however assurance was received that all staff are receiving improved support following the appointment of a V&amp;A Case Manager. The Committee received</p> </li> </ul>	

assurance that the V&A Case Manager is monitoring on a monthly basis, any correlation between staff sickness and retention within areas more likely to be subject to V&A which will be aligned to ESR data. Members commented on the challenge involved in interpreting the trajectory of incidents from the two months of data presented, and from the limited information provided, the Committee agreed that only limited assurance had been received. Additional narrative was requested to be included in the next report to the Committee in order to provide further assurance on progress.

- **Development of a Toolkit for the Review of Staff Testing Positive for COVID-19:** the Committee received the Development of a Toolkit for the Review of Staff Testing Positive for COVID-19, which is being developed at an All-Wales level to ensure consistency of investigations. It was noted that the development has been supported by the Health Board and will assist to influence further actions in relation to COVID-19. Confirmation was received that the toolkit has been designed by the Head of Patient Experience (HOPE) Network and will only be used to assist an investigation following the positive testing of a member of staff, and that whilst the toolkit has been initiated in other Health Boards, to date, it has not been required in Hywel Dda.
- **Process for Needle Stick Injuries:** the Committee received the Process for Needle Stick Injuries report following a concern raised by the HSE during their inspection in July 2019 where the absence of glove guidance was noted during a training session undertaken with staff. Whilst this guidance has now been revised with staff mandated to use gloves, in order to comply with the subsequent IN served by the HSE, the Health Board needs to demonstrate that robust systems are in place to manage and monitor needle stick injuries. The Committee received assurance that the needle stick injury process will be implemented in all Health Board facilities and that the process will be circulated to all staff by Global email and also via a Health and Safety newsletter currently under development. Members welcomed the report and agreed that following implementation, it would be beneficial to include details relating to trend data in future reports, outlining whether improvements have been identified.
- **Update on Fire Enforcement Notices and Letters of Fire Safety issued by the Mid and West Wales Fire Rescue Service (MWWFRS) on WGH and GGH):** the Committee received the update on Fire Enforcement Notices and Letters of Fire Safety issued by the Mid and West Wales Fire Rescue Service (MWWFRS) on WGH and GGH. In relation to actions for WGH, whilst receiving formal agreement from Welsh Government (WG) and support from the MWWFRS relating to the Programme Business Case (PBC), Members noted that the Health Board has been asked to proceed at risk for the advanced works programme involved totalling £350k; following these advanced works, it is anticipated that WG may be in a position to support funding for the additional work required. However, following a recent tendering process, no company initially expressed an interest in tendering for the advanced works programme; following discussions with the NHS Wales Shared Services Partnership - Specialist Estates Services (NWSSP-SES), one company has now expressed

interest to participate. In relation to plans for GGH, whilst confirmation was received that the advanced works programme is currently on schedule, survey work has been delayed due to COVID-19 restrictions. Once the PBC is submitted to WG, the Health Board suspects similar challenges to those experienced for WGH in relation to financial support from WG. For assurance purposes, confirmation was received that a joint meeting with WG and MWWFRS has been scheduled for 2<sup>nd</sup> October 2020 to discuss the overall programme of delivery. The Committee received a verbal update relating to correspondence received from the MWWFRS following HSAC papers issue, with Members commenting on the challenge involved in assimilating the information contained, and therefore being in a position to reach assurance. Given that the report does not include up to date information detailing the agreed deadlines from the MWWFRS, it was proposed that the report be updated to include the revised timelines and shared with Members. Following continued challenges experienced by the Fire Safety Team in receiving written confirmation from the MWWFRS in support of the verbal agreements made, the Committee directed that this concern be escalated to Board.

Subsequent to the HSAC meeting, Members received an updated report including the revised timelines, and confirmation of correspondence issued to the MWWFRS on 10<sup>th</sup> September 2020 on behalf of the Chief Executive requesting written confirmation of the verbally agreed timescales in respect of GGH.

- **Fire Safety Governance Update and Action Plan:** the Committee received the Fire Safety Governance Update and Action Plan including updates on progress made in achieving the recommendations targeted for delivery in July and August 2020. Whilst welcoming the progress made to date, Members raised concerns regarding the confusing colour coding within the action plan and requested that this be reviewed to provide appropriate assurance to the Committee, proposing adoption of the Red/Amber/Green (RAG) classifications instead.
- **Corporate Risks Assigned To HSAC:** the Committee received the Corporate Risks Assigned to HSAC report, advising that Executive Directors have established a new process for reviewing risk registers during Executive Team (ET) meetings. Whilst there is no change in the risk score for *Risk 813 – Failure to fully comply with the requirements of the Regulatory Reform Order (Fire Safety) 2005 (RRO)*, Members were aware of the significant work undertaken as evidenced within the Fire Safety Governance Update and Action Plan discussed earlier in the agenda.
- **Operational Risks Assigned to HSAC:** the Committee received the Operational Risks Assigned to HSAC report, highlighting in particular *Risk 652 Security on all four acute hospital sites*, acknowledging that whilst significant work has been undertaken during COVID-19, the risk score remains at 8 due to the additional work required. Members discussed the appropriateness of tolerance scores for a number of the Operational Risks, and whilst acknowledging that tolerance scores are agreed by Board, Members were advised that tolerance scores have also

been discussed during ET risk discussions with further discussions regarding the Health Board's risk appetite required.

**Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer /**

**Matters Requiring Board Level Consideration or Approval:**

- None

**Risgiau Allweddol a Materion Pryder /**

**Key Risks and Issues/ Matters of Concern:**

- **Update on Fire Enforcement Notices and Letters of Fire Safety issued by the Mid and West Wales Fire Rescue Service (MWWFRS) on WGH and GGH):** given the continued challenges experienced by the Fire Safety Team in receiving written confirmation from the MWWFRS in support of the verbal agreements made, the Committee directed that this concern be escalated to Board.

**Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /**

**Planned Committee Business for the Next Reporting Period:**

**Adrodd yn y Dyfodol / Future Reporting:**

In addition to the items scheduled to be reviewed as part of the Committee's work programme, following up progress of the various actions identified above will be undertaken.

**Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:**

To be confirmed.