

<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 2 <sup>nd</sup> November 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>Health and Safety Executive (HSE) Enforcement Action Update:</b> the Committee received the Health and Safety Executive (HSE) Enforcement Action Update report, noting that each action is discussed in detail at the regular Control Group meetings. Noting that a number of Improvement Notices and Material Breaches are due for completion by 27th November 2020 and 29th January 2021, Members received assurance that the team has a degree of confidence that deadlines will be achieved given only minor actions relating to these notices require completion. Members were informed that a training needs analysis would be undertaken before agreeing an appropriate way forward for Prevention and Management of Violence and Aggression (PAMOVA) training, with the preferred option to be presented to a future HSAC meeting. Members were further informed of the differing and inappropriate forms of V&amp;A experienced by staff during the COVID-19 pandemic and assurance was received that in the absence of face to face V&amp;A training, online training is supporting staff in these areas. Members welcomed the progress made to date, and commended the Health, Safety and Security Team for their continued work towards compliance with the notices served by the HSE.</p> </li> <li> <p>• <b>Health and Safety Report:</b> the Committee received the Health and Safety Report outlining the activity of the team during the previous 6 months, advising that the recent additional capacity had served to progress the requirement to undertake environmental audits in all departments. Members were advised that following each audit, an Estates and a Service Management action report is prepared, outlining any key themes identified with predetermined timeframes for completion. Members noted the key themes identified following the environmental audits of departments, in particular the challenges relating to infrastructure. Members were advised that the work of the Control Group is fostering a change of culture across the organisation, with managers starting to take ownership of their actions to progress. However, it was recognised that cultural changes take time to become embedded and whilst funding constraints may also inhibit progress, it was acknowledged that HSAC are not in a position to provide a resolution. Members requested clarification on the reduction in V&amp;A incidences, which it was noted may be due to lower attendances at hospital sites during the pandemic, and for assurance it was agreed that the data would be reviewed to establish any trends. Members welcomed the presence of the Health and Safety team at ward/service level, providing a level of confidence that an increased number of staff will report incidents, safe in the knowledge that adequate support is now available to take the complaint forward.</p> </li> </ul>	

- 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 progress relating to the Fire Enforcement Notices and Letters of Fire Safety issued by the Mid and West Wales Fire Rescue Service (MWWFRS) on WGH and GGH. Members were advised that a productive meeting between the Health Board, Welsh Government and the Mid and West Wales Fire & Rescue Service (MWWFRS) took place on 2nd October 2020, resulting in new timelines being agreed in principle. For assurance purposes, it was proposed that once the confirmatory correspondence is received from the MWWFRS, it should be shared with Members and the risk and assurance team in order to update the relevant sections of the audit tracker.
- Fire Safety Audit System Report 2019/20:** the Committee received the Fire Safety Audit System Report 2019/20, advising that all NHS Boards in Wales are mandated by Welsh Government (WG) to submit an annual fire audit, providing an overview of each Health Board's current position and identifying areas for improvement, however due to COVID-19, this year's submission has been delayed. Whilst recognising that this process is outside of the control of the Health Board, Members commented that the outcome does not align to a number of the findings within the Fire Safety Governance Review and as such does not provide HSAC with an assurance on fire safety following the review. It was agreed that this would be discussed between the Health Board's Head of Assurance & Risk and the Director of Estates, Facilities and Capital Management.
- Risk 813 - Fire Safety Management Report:** the Committee received the Risk 813 - Fire Safety Management Report, outlining the background to fire safety challenges and the investment plans which have now been established. Recognising the lack of fire safety ownership at local hospital management and operational levels, the team involved has increased engagement with on-site visits, which has increased departments understanding of their responsibilities to manage their own area. Members noted that discussions have taken place regarding a reduction in the current risk score of 15, and were advised that once the capital schemes have been completed, this may be possible. Members further noted that for the Board to accept this score, it will require an assurance on when it is likely to reduce and details of the mitigations that will enable this to occur. It was therefore suggested that a review be undertaken once the new management training has been completed. It was agreed that the risk would be reviewed, taking into account the comments of Members.
- Risk 718 - Failure to Undertake Proactive Health and Safety Management Report:** the Committee received the Risk 718 - Failure to Undertake Proactive Health and Safety Management Report, noting that the risk has been de-escalated following an increase of staff within the Health and Safety Team, which has enabled the team to take a more proactive approach to health and safety management. Members welcomed the additional resources progressed by the Director of Estates, Facilities and Capital Management, and acknowledged the work undertaken by the team in order to reduce the risk score.

- **273 – Manual Handling Policy and 649 – Workplace, Slips, Trips and Falls Policy:** the Committee received the Manual Handling and Workplace, Slips, Trips and Falls Policies for approval, noting that both policies have been updated following consultation, where required. Members approved both policies for publication and implementation.

**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:**

- **Fire Safety Audit System Report 2019/20 –** concerns relating to the process for completing the annual fire audit, where the outcome does not align to a number of the findings within the Fire Safety Governance Review and as such does not provide HSAC with an assurance on fire safety following the review. This will be raised in discussion between the Health Board's Head of Assurance & Risk and the Director of Estates, Facilities and Capital Management.

**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:**

17<sup>th</sup> February 2021