

Enw'r Pwyllgor / Name of Committee	Health and Safety Committee (HSC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Mrs Judith Hardisty, Vice-Chair
Cyfnod Adrodd/ Reporting Period:	Meeting held on 10 th January 2022
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Health & Safety Committee Self-Assessment 2020/21 Action Plan: The Committee received the HSC Self-Assessment 2020/21 Action Plan report, providing a progress update following the completion of a questionnaire to consider the effectiveness of the HSC during 2020/21. The Committee was pleased to note that all actions resulting from the recommendations had been completed and received assurance from the self-assessment action plan report presented. • Health and Safety Update: The Committee received the Health and Safety report, providing an update on the activities of the Health and Safety Team for the period November – December 2021, focusing on the Manual Handling Team's work, concerns associated with compliance with the Lifting Operations and Lifting Equipment Regulations (LOLER) and Omicron planning arrangements. The Committee was apprised of concerns raised at the Medical Devices Group (MDG) relating to the current compliance (67.67%) with LOLER and its approved Code of Practice, and it was noted that the matter would be discussed further at the MDG in February 2022. A further report would be presented to the HSC in March 2022 with representatives of the Clinical Engineering Team and Therapies & Health Science Department in attendance. • Health and Safety Regulations: The Committee received the Health and Safety Regulations: Control of Substances Hazardous to Health (COSHH) 2002 (as amended) report, noting the wide range of hazardous substances in use across HDdUHB, and the situations where there may be a risk of exposure to dust, fumes, asphyxiants, carcinogens, asthmagens, and work-associated biological agents. The Committee received assurance that COSHH work is progressing and is kept under the focus of the H&S Team and that a further update would be presented to the HSC in July 2022. • Health and Safety Performance Standards & Targets: The Committee received the Health and Safety Performance Standards and Targets report, setting out the Health, Safety and Security Department's objective of using information available to assure the HSC that throughout HDdUHB, arrangements to control health and safety risks are in place; comply with the law as a minimum; and operate effectively. It was noted that there is no single reliable measure of health and safety performance and what is required is a "basket" of measures or a "balanced scoreboard", providing information on a range of health and safety activities. With this in mind, the Health, Safety and Security Team have agreed Key Performance Indicators (KPIs) to enable HDdUHB to better measure and monitor health and safety performance. It was emphasised that this is a topic which the Health and Safety Executive is focused upon, and although work is progressing in terms of leading indicators, further focus on areas for progression 	

is being undertaken. The Committee received assurance from the report that work is progressing in relation to how health and safety is being measured.

- **Fire Safety Update Report:** The Committee received the Fire Safety Report, providing an update regarding progress in managing Fire Enforcement Notices (FEN)/Letters of Fire Safety Matters (LoFSM), Fire Safety Management, and Fire Safety Governance. The Committee noted the update concerning the overboarding works and that as a result of the required significant work, the anticipated completion date is now the end of December 2022. The Committee further noted that the completion of three doorsets at Glangwili General Hospital (GGH) remain outstanding as a result of COVID-19 restrictions and that discussions are being undertaken with MWWFRS in respect of signing off the Enforcement Notices associated with these works. The Committee also noted that Welsh Government approved the sum of circa £16.5m in November 2021 for GGH Phase 1 works, with work commencing during the week of 17th January 2022. In terms of Level 3 Fire Safety training, the Committee was assured that whilst compliance remains very low, this will continue to be monitored carefully.
- **Operational Security Model Update:** The Committee received a verbal update with regard to the Operational Security Model, noting that this would be incorporated into the new Security Planning Objective (PO).
- **Deep Dive: Corporate, Directorate and Service Risks Review:** The Committee received a presentation relating to a deep dive of the Corporate, Directorate and Service H&S themed risks, noting that there are currently 572 risks recorded on Datix which are scrutinised by the H&S Team periodically in order to review their scores, and 48 risks where the HSC is identified as the lead Committee. The Committee noted that as part of an exercise to review operational risk registers, all risks are being updated by the Assurance & Risk Team to ensure there is standardisation in terms of risk scores and identification. Assurance was provided that all H&S risks, at all levels, are being managed and actively reviewed.
- **Planning Objectives (PO) Update:** The Committee received the PO report, providing an update on the progress made in the development of the two POs under the Executive leadership of the Director of Public Health that are aligned to the HSC:
 - 4H – Review and refresh the Health Board’s emergency planning and civil contingencies/public protection strategies and present to Board by December 2021. This should include learning from the COVID-19 pandemic.*
 - 4I – Achieve Gold level for the Defence Employers Recognition scheme by March 2022.*The Committee was pleased to note that PO 4I has been achieved and is therefore closed. Congratulations was expressed to HDdUHB for gaining the Defence Employer Scheme Gold Award in recognition of the support provided to the Armed Forces Community. In regard to PO 4H, the Committee noted that this has been deferred due to the COVID-19 pandemic and the new major trauma network. It is anticipated that the Major Incident Plan would be presented to the HSC in the Summer or Autumn of 2022.
- **Policies for Approval:** The Committee approved the following:
 - Procedure 767 – New and Expectant Mothers/Birthing Parents Procedure (Version 2).
 - Update Policy & Procedure 703 – Control of Substances Hazardous to Health (COSHH) Policy & Procedure (Version 2).

- Approval to the Extension of Health and Safety Policies (Policy 749 Lockdown Policy and Policy 431 Latex Policy).
- Policy 323 – Closed Circuit Television (CCTV) Policy.
- Policy 382 – Estates Ventilation Policy.
- Policy 434 – Medical Gas Policy.
- Procedure 696 – First Aid at Work Procedure (Version 2).
- Policy 170 – Lone Worker Policy.

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:

- **Health and Safety Update** - The HSC is aware of concerns relating to the inspection of hoist equipment and is monitoring the situation. A further update will be presented to the HSC in March 2022 with representatives of the Clinical Engineering Team and Therapies & Health Science Department in attendance.
- **Health and Safety Regulations/Fire Safety Update Report** - Assurance is provided to the Board that work relating to COSHH and fire safety is being progressed, with a further updates scheduled to be presented to the HSC.

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:

14th March 2022