

Enw'r Pwyllgor / Name of Committee	Health and Safety Committee (HSC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Mrs Judith Hardisty, UHB Vice-Chair
Cyfnod Adrodd/ Reporting Period:	Meeting held on 14 th November 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 and Safety Update: The Committee received an update on the activities of the Health and Safety Team for the period September 2022 to November 2022. The report focused on Manual Handling; Personal Injury Update; Management of Violence and Aggression (PAMOVA)/Reducing Restrictive Practice; and Policy updates. Members were concerned by the rising number of violent/aggressive assaults on healthcare staff. The Chair requested a detailed review of the situation, to be presented at the next Health and Safety Committee on 9th January 2023. Members were advised of Health Board processes for dealing with such incidents, and of the work undertaken by the Prevention of Violence and Aggression team. <p>The Committee received assurance that work has progressed, and improvements have been made in relation to the health and safety themes.</p> Contractor Control of Asbestos Update: The Health and Safety Regulations: Control of Asbestos Update Report was presented to the Committee, which outlined the recent high-level review assessing the protocols the Health Board has in place to ensure adequate arrangements to manage asbestos. Members were advised that due to the nature and age of the Health Board estate, management surveys, remedial works and removal undertaken under major capital schemes are necessary to evidence that the Control of Asbestos Regulations are met. They were also advised that management is more important than the grading of asbestos-containing materials and that frequent reinspection generates an overall score which is included in the Asbestos Management Plan, alongside a risk level and a management action. A brief report will be shared with members which references the different types of asbestos, how they are managed, the rules which apply to each and how training is prioritised. <p>The Committee received assurance that work has been undertaken and is underway to support full compliance with the regulations.</p> Prevent and Contest Update: The Update on CONTEST CYMRU - Protect Duty report was received by the Committee, which outlined the strategic oversight of security management across NHS Wales. The Vaccine Security Group will be relaunched as the Wales Healthcare Security Group (WHSG) and will aim to achieve combined operational excellence and emergency preparedness; achieve civil contingencies national occupational standards; and improve staff confidence. The Group will also aim to update the NHS Wales Security Management Framework and Standards. <p>The Committee received assurance that the Preparedness, Resilience and Response Group and Security Management Group will be used to formally monitor progress with identified risks as detailed in this report.</p> 	

- **Fire Safety Update Report:** The Committee received the Fire Safety Management Update Report, identifying progress made in managing Fire Enforcement Notices (FEN)/Letters of Fire Safety Matters (LoFSM), Fire Safety Management and Fire Safety Governance. The Audit Tracker and Fire Safety Governance Review Action Plan were included as appendices. Members were advised that modifications to the programme for works on phase 1, WGH, around the deteriorating state of the fire doors have been identified on site. The programme indicates a delay to the completion date of around 4 months to July 2023. Further to the recently submitted Business Justification Case, Members were advised that a senior Welsh Government advisor has indicated that draft guidance to the Minister is presently being written regarding the approval of c.£8m funding, and approval of the Decant Ward is anticipated by the end of November 2022. Members noted that due to technical issues regarding Fire Stopping at GGH phase 1, a 7-month extension to November 2023 has been submitted to MWWFRS, who appreciate and understand the challenges facing the Health Board and have agreed that Fire Stopping can be undertaken in two stages. The Committee noted good progress re Additional Letters of Fire Safety Matters at Tregaron Hospital, GGH and Bronglais General Hospital (BGH).

Members were advised that a consolidated LoFSM for Prince Philip Hospital has now been received from MWWFRS; the action plan is complete and MWWFRS are fully aware of this position. A whole site survey of all Fire Doors has been undertaken, together with a full survey of all Fire Compartmentation. The Capital costs to deliver this work are now in development and the work to achieve full compliance will involve a circa 3 year programme. This will be set out for consideration by MWWFRS in a meeting planned for mid November 2022. Regular discussions have already been held with MWWFRS, so they are fully aware of the status of this work. HDdUHB is currently bidding for substantial funding as part of the Estates Funding Advisor Board (EFAB) programme established by WG. The outcome of this will provide clarity on Fire Safety investments for the next 2 years. It is anticipated that there will be additional Capital needs for this programme beyond the next 2 years, which will require a Business Case approach to secure the required investment. This work will be planned during the 2-year period, so that Capital can be released and a continuous programme of work maintained. Members were informed that Level 1 and Level 2 Fire Safety Training compliance has moderately increased; however, acknowledged the significant operational pressures on staff in the current climate. Level 3 training compliance is very moderately reduced. Fire safety training has been escalated to the Senior Operational Business Meeting, where a greater emphasis will be placed on training uptake and the message will be reinforced to acute staff. Concerns were expressed around future implications for fire safety, should WG funding become unavailable. A report will be presented at a future Committee, outlining the potential risks.

The Committee received assurance from the content of the report and the work achieved to strengthen fire safety compliance and noted that an update will be scheduled for a future HSC meeting.

- **Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) Update:** The Committee received the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) Update report summarising the Health, Safety and Security team's drive to promote the RIDDOR reporting

requirements and timeframes, through discussions at the Quality and Safety Groups across the Health Board, and by delivering targeted training sessions. Members noted that timeframe compliance has increased.

The Committee received assurance from the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) Update report that the Health Board is operating in compliance with the RIDDOR regulations, with the exception of reports being submitted in a timely fashion.

- **Policies for Approval:** The Committee received and approved 770 – Medical Laser Safety Policy (Version 2). which had previously been reviewed and approved by the full membership of the Radiation Protection Group.
- **Request For Extension to Review: Smoke Free Policy:** The Committee noted the content of the draft Smoke Free Policy currently out for consultation and approved the presentation of the final policy with its associated Impact Assessment at the January 2023 Health and Safety Committee.
- **Request For Extension to Review: Full Lockdown Policy; Violent Patient Warning Policy:** The Committee approved the extension to the review dates of the following policies until 30th April 2023:
 - 761 – Violent Patient Marker Procedure
 - 749 – Lockdown 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:

The rising number of violent/aggressive assaults on healthcare staff.

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:

9th January 2023

Enw'r Pwyllgor / Name of Committee	Health and Safety Committee (HSC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Mrs Judith Hardisty, UHB Vice-Chair
Cyfnod Adrodd/ Reporting Period:	Meeting held on 9 th January 2023
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> Table of Actions from the meeting Held on 14th November 2022 and Matters Arising: The Committee noted information on Health and Safety Regulations: Control of Asbestos Regulations 2012 – The Different Grades of Asbestos Containing Materials (ACM's). The Committee queried whether the Health Board was an outlier with regard to asbestos and the age of the estate and noted that the majority of Health Boards in England and Wales were in a similar position. The Committee also noted that due to the age of the estate, and spending on asbestos control since 2010, Hywel Dda University Health Board is in a much better position than some Health Boards. All sites across the three counties hold electronic versions of Asbestos Management Plans and Registers, with additional hard copies held at each acute site, providing access for any visiting contractor/estates personnel. <p>The Committee commended the team on the work undertaken to date and expressed their thanks for the proactive approach which has been adopted.</p> Outcome Report/Action Plan of HSC Self-Assessment Process: The Committee considered the report and welcomed the suggestion for updates from the Trade Union Health and Safety meetings to the Committee. The Board Secretary will pursue the matter with the Vice-Chair and the Staff-Side Representative with a view to updating the Terms of Reference accordingly and presenting to Board for approval in March 2023. <p>The Committee received assurance that actions from the HSC Self-Assessment 2021/22 are being progressed within the agreed timescales.</p> Planning Objectives Update Report: The Committee received the Planning Objectives (PO) Update report and noted that the following PO aligned to the HSC is on track. <p>PO 3L: By March 2023 to undertake a review of the existing security arrangements within the Health Board with particular reference to strengthening the following areas:</p> <ul style="list-style-type: none"> ○ Physical Security ○ Automated locks ○ CCTV ○ Access Control Systems ○ Intruder Alarms ○ Communication Systems ○ Human Factors ○ Patient and Staff Personal Property ○ Local Management and staff ownership 	

- **Health and Safety Update:** The Committee considered the Health and Safety Update report which evidenced personal injury cases between April 2021 and March 2022. The data presented has been collated with assistance from NWSSP (NHS Wales Shared Services Partnership) Legal and Risk Services. The report provided narrative around the proactive work undertaken by the Health, Safety and Security Team and Directorates to try to reduce the number of incidents and subsequent number of civil claims submitted against Hywel Dda University Health Board (HDdUHB).

The Committee requested assurance that the Health Board is doing everything it can to avoid slips, trips and falls and noted that HDdUHB is keen to establish a trajectory of continuing improvement.

The Committee received assurance that HDdUHB is consistently receiving and settling fewer civil claims than other Health Boards and Trusts across Wales and that where improvements have been made to the Health and Safety management, there is a correlation to the number of claims received. Also, that where claims are received, certain of these are able to be defended successfully.

- **Corporate Risks Assigned to HSC:** The Committee considered the report presented by the Board Secretary, who highlighted that Risk 813: Failure to fully comply with the requirements of the Regulatory Reform Order (Fire Safety) 2005 (RRO) - has not changed significantly and was reviewed by the Executive Risk Group recently. The Head of Assurance and Risk will update Corporate Risk 813 to update review dates and the risk score if possible.

The Director of Nursing, Quality and Patient Experience confirmed that beds/ chairs/ patients should not under any circumstance be placed in front of fire doors; and patients will not be waiting in corridors due to the issues this may present in the event of an evacuation. The Director of Operations advised that as the Health Board has improved their identification of risk, operational issues and challenges are identified far earlier, which in turn presents challenges due to staff capacity. Early inspections which have provided assurance to the Fire Service with regards to the management of fire safety, have raised operational and delivery challenges when bed availability pressures are at their greatest. The Committee noted that challenges exist relating to the supply chain, which impact upon the completion of some works.

- **Operational Risks Assigned to HSC:** The report was considered by the Committee and de-escalated risks were noted. Further work is required by the Risk and Assurance team with risk owners, and the updated report will be presented at March 2023 HSC.
- **Management Regulations - Deep Dive into Violence & Aggression:** The Committee noted that further discussions are required with the Executive Team regarding the resources and structure of the violence and aggression team and how they support areas of individual patient need and response. The team currently assists in clinical areas to find a solution which avoids an aggressive incident and focusses on prevention, safe management of patients and informing care plans. The Executive Team discussion will focus on ensuring that the resource is as responsive as it needs to be.

The Committee noted that 60% of all incidents reported are violence and aggression related; and that the Violence and Aggression Case Manager follows up all incidents. Concerns were expressed regarding areas of acute care where staff are dealing with abuse and verbal threats by members of the public and patients and the Committee was advised that during the coming year, there would be a focus on thresholds which will involve communicating 'no tolerance' messaging to those who exhibit abusive and threatening behaviour to staff; and to the public.

The Committee agreed that a deep dive into Mental Health violence and aggression incidents would prove informative.

- **Fire Safety Update Report:** The Committee received the Fire Safety Management Update Report, identifying progress made in managing Fire Enforcement Notices (FEN)/Letters of Fire Safety Matters (LoFSM), Fire Safety Management and Fire Safety Governance. The Audit Tracker and Fire Safety Governance Review Action Plan were included as appendices. Members were advised that the first Quarterly Review meeting with the Mid and West Wales Fire and Rescue Service (MWWFRS) was held on 8th December 2022 to present the Health Board's position and seek a formal response. All enforcement issues and LoFSM were raised alongside a focussed planning update, timelines, and available funding. The review was well-received, and these meetings will be taken forward on a regular basis. The Committee noted that the project associated with Withybush Hospital (WH) Decant Ward was fully approved by Welsh Government (WG) on 22nd November 2022, in the sum of £8.313m. The programme for this project is now established, with design and off-site manufacture of the Ward structure underway and a physical start on site planned for late March 2023. It is envisaged that works at Bronglais Hospital (BH) Residential Blocks will be completed by mid-January 2023 and MWWFRS will undertake their visit to sign off these works when they are complete. Substantial progress has been made regarding the Estates Funding Advisory Board (EFAB) from WG relating to Prince Philip Hospital (PPH) and South Pembrokeshire. A four-stage programme has been developed and the specific content of work within each of the four stages has been set out for consideration by MWWFRS.

Since the last update to HSC in November 2022, HDdUHB has been successful in securing an additional circa £10m investment in fire safety. This brings the total approved WG Project funding for the Fire Programme to circa £40m (excluding Phase 2 WH and GH and future Business Cases on BH and PPH to follow).

Fire Safety Training – As of 4th January 2023, fire safety training compliance is as follows:

Level 1 fire safety training has increased to 79.9%

Level 3 fire safety training has decreased to 50.72%

Concern was raised on the percentage of take-up of Level 3 training, indicating that 211 members of staff undertake a critical piece of work to support the Health Board in the management of the situation in the event of a fire. Additional sessions will be offered on a flexible basis to bring these percentages up to circa 80% by 1st Quarter of 2023/24.

- **Contractor Control Regulations:** The Committee received the Estates Control of Contractors report which provides an interim update following a previously submitted paper (11th July 2022) on arrangements and protocols in place for the management of Estates Contractors.

- **Request for Extension to Review: Fire Safety Policy:** The Committee received and considered the Fire Safety Policy 242 – Request for 3 Months Extension of Time to complete document review, and approved the request.

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:

- The positive progress regarding Asbestos and Health and Safety.
- Further work concerning trajectories relating to key Health and Safety actions.
- Review of the Terms of Reference to include Trade Union Health and Safety Meeting Updates.
- A deep dive into Mental Health Violence and Aggression incidents
- Further work in acute areas and messaging to the public and patients on violence and aggression thresholds.
- The total approved WG project funding for the Fire Programme currently amounts to circa £40m, which has facilitated considerable progress in Fire Safety.
- Whilst HDdUHB has made significant progress in identifying risk, challenges exist relating to the supply chain, which impact on the completion of certain works.
- Positive progress on Level 1 Fire Training, although Level 3 Fire Training is a concern. Actions are underway to increase and offer more flexible training.
- Risk 813: Failure to fully comply with the requirements of the Regulatory Reform Order (Fire Safety) 2005 (RRO) on the Corporate Risk Register will be reviewed with a view to reducing the risk score.

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:

6th March 2023