

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 11 September 2023
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p><u>Corporate Risks Assigned to the Health and Safety Committee</u></p> <p>The Committee received a report on the management of corporate risks aligned to the Committee. Progress on the risk to patients and staff due to a lack of assurance of safe estate, because of reinforced autoclaved aerated concrete (RAAC), at Worthybush Hospital (WGH) has been made since the previous Health and Safety Committee meeting. There is currently no risk to patients. Where patients are within affected areas, those areas are fully propped. Contractors and engineers have provided full assurance that work has been completed correctly and the areas are safe. There will be weekly checks to ensure the props remain in place. Rooms without propping are out of use and locked.</p> <p>Capital funding has been received from Welsh Government to undertake repair work. However, further detailed inspections are required on the ground floor area.</p> <p>The RAAC risk score will be reviewed at the next Executive Risk Group meeting.</p> <p>It was confirmed that a new variant of Covid-19 has slightly increased the risk in relation to epidemiology. However the overall corporate risk remains the same in relation to the pandemic response risk.</p> <p><u>Operational Risks Assigned to the Health and Safety Committee</u></p> <p>The Committee received a report on the management of operational risks aligned to the Committee. Three risks were highlighted to the Committee. All three risks have scored against the Safety – Patient, Staff or Public 'impact' domain:</p> <ul style="list-style-type: none"> • 708 - Risk of staff safety due to inappropriate storage solutions associated with patient files / documents affecting Ceredigion Community Sites. (Risk Score 12) • 951 - Risk of avoidable harm to staff and patients due to incorrect Fire Alarm System reporting at WGH. (Risk Score 12) • 222 - Risk of avoidable harm to patients, visitors, staff and contractors due to contact with asbestos containing materials. (Risk Score 8) <p>No further questions or comments were raised during the meeting.</p> <p><u>Health and Safety Update</u></p> <p>The Committee received a Health and Safety update report providing an update on topical Health and Safety subjects including Health and Safety Executive (HSE) statistics for 2022/23 on fatalities due to working at heights, a points of ligature update, and an update on oxygen cylinder handling.</p>	

Concerns were raised over oxygen cylinders being stored in ward areas. The estates department are looking to increase the training provision to include training porters and maintenance assistants and have also set up a 'cylinder management group'. This issue will form part of the agenda at the next meeting.

It was confirmed that induction training for managers includes oxygen cylinder handling training. The estates department are training staff to ensure they understand how to handle cylinders safely. The Cylinder Management Group would be asked to discuss this further at their next meeting.

Contractors have been asked to cover any pipes or beams at the end of the working day, where feasible

The HSE report included several fatalities due to working at height. To mitigate this risk within the Health Board, the Health and Safety team will be working closely with estates colleagues over the next few months to focus on compliance. There has been one non-fatal incident at Glangwili Hospital (GGH) recently and this has prompted the team to look further into this issue. It was confirmed that the 'working at heights policy' applies to contractors as well as staff. Risk assessments and method statements are submitted before work commences.

In relation to points of ligature, all 36 locations across mental health and learning disabilities have been assessed. Training is also provided to anyone who attends the induction training for managers across the Health Board.

Concerns were raised about contractors on site and ensuring the sites must be left secure at the end of the working day. There is a large amount of works being undertaken on sites at present due to the RAAC and fire safety work, however teams have been instructed to replace ceiling tiles as quickly as possible.

The need to raise awareness of risk assessments was highlighted as an action to ensure staff are aware and keep them up to date.

Security Management Update

The Committee received a report providing an update on progress being made against the recommendations highlighted within the Security Management Review paper reported to the Committee on 6 March 2023. The corporate risk assessment (1328) has been updated and has resulted in the risk score increasing from 12 to 16 as whilst there have been some improvements, there remains some concerns were raised in respect of portering staff undertaking a security role and the pace of fully implementing the new CCTV system, and staff ID badges.

It was confirmed that work to install new security cameras was due to be completed within the next 6 weeks in GGH and would then begin in Bronglais Hospital (BGH) and Withybush Hospital (WGH).

The security action plan indicated a new system would be in place and complete for staff ID badges by the end of February 2024, however there was concern regarding the long deadline. There is a group set up to manage this process as it involves multiple departments.

A discussion would take place with the workforce and organisational development team regarding strengthening arrangements to collect ID badges from staff when they leave the Health Board.

Mental Health 136 Suite Accommodation Update

A report was introduced to the Committee providing findings from the review undertaken at the Health Board's 136 suite facilities located across the Mental Health and Learning Disability (MHL) Directorate.

A review has taken place to check environmental conditions and operational arrangements of the service and facilities. This included the risks and impacts associated with staff and patient safety. The review included a number of concerns raised by the HSE, and work has now been undertaken to address those concerns. Five sites have been visited, two of which are operational and were in use at the time of the review. One site was a community based site, and there were also adult and age-appropriate sites visited.

There were other aspects that were of concern from an environmental perspective, which had led the MHL Directorate to revise and review the way in which 136 facilities are provided. The MHL team are now working on some immediate plans around those concerns. The details of those plans will be submitted to the MHL Directorate Business Planning and Performance Group at the end of September.

The MHL Directorate are looking to establish a 136 suite in Morlais Ward, GGH, and feel it should be fairly straight forward to implement. With regards to the Gorwellion facilities in Aberystwyth, it was felt that given the arrangements there, not just from an environmental perspective, but also from a staffing and from a business continuity perspective, it would be more appropriate for to look towards working with partners to stand that down and to seek an alternative method of managing 136 suites from the Ceredigion perspective.

Concerns were raised that this was not included on the risk register at the Mental Health Legislation Committee and given 136 is a particular area of focus, there were no risks associated with the implementation. This issue would be raised with the MHL Directorate by the Assurance and Risk Team.

Fire Safety Update Report

The Committee received a report providing an update on the progress made in managing the following areas of fire safety:

- Fire Enforcement Notices/Letters of Fire Safety Matters
- Fire safety management

Formal approval has been received from Mid and West Wales Fire and Rescue Service (MWWFRS) for the phase 1 work in WGH, due for completion in October 2023. £6.4 million funding has been received from Welsh Government to complete phase 1.

A detailed plan is due to be submitted to MWWFRS on 11 September 2023 setting out the proposal for a reduced scope of works. It is anticipated that the plan will be approved and phase 2 work in WGH can begin in October 2023.

The approved programme for phase 1 work in GGH had been extended to May 2024, however MWWFRS have only been able to confirm an extension to February 2024, as they work to 6 month schedules. The estates team were confident that phase 2 work in GGH would continue after May 2024.

A scheme for work within BGH was waiting to be developed. Engagement on this process is underway with Welsh Government and NHS Wales Shared Services.

The audit tracker submitted to the Committee contained two reports marked with a red RAG rating, however the issues have now been resolved. Four outstanding fire risk assessments remain outstanding as priority was given to phase 2 work. These should be resolved in the next two weeks.

It was confirmed that fire safety work has been incorporated into the RAAC repair work in Ward 9 at WGH, and that Estates Funding Advisory Board (EFAB) work within South Pembrokeshire Hospital had been fast-tracked to ensure completion before the decanting of wards in WGH due to RAAC.

Reinforced Autoclaved Aerated Concrete (RAAC) Update

The Committee received a report providing an update on the status of RAAC planks within the Health Board estate, with specific reference to the WGH site.

Safety propping was in place in almost all areas (bar a small number of single rooms, outlined below), and the areas had now been re-occupied. The estates team are ensuring propped areas remain safe. Contractors and engineers have formally confirmed work has been completed correctly. There will be weekly checks to ensure the props remain in place.

Several areas are closed including outpatients, the gym area and the main kitchen area. Work on Ward 9 due to be completed by the end of September, Ward 7 is due to be completed before Christmas. Work on Ward 12 is due to be completed in October. Allocation of £12.8 million received from Welsh Government.

Work on all areas with safety propping will be completed next financial year (to begin in April 2024).

Signage is in place apologising for the disruption, and further signs will be installed to redirect patients, for example where wards have been moved.

Initial desk top surveys at managed GP practices are due to be completed by the end of September. Several areas have already been visited and confirmation received that there is no RAAC in the building, based on the age profile. However, engineers will also visit those areas to provide confirmation.

The risk score will be reviewed. There will however be risks related to capacity reductions, therefore there will be a focus from estates risks to disruption to services risks.

Health and Safety Regulations – Estates Low Voltage (LV) Electricity Compliance – Audit Tracker

The Committee received a report on the Electricity at Work Regulations 1989 which provided an update on the progress that has been made from the low voltage (LV) audit actions previously reported to the Committee in August 2022.

The report provided three key recommendations:

1. To have minimum of three Authorised Persons (AP) working at GGH: There was previously only one AP working in GGH. There are now two APs in place.
2. Designated site AP office: This currently remains a work in progress.
3. Procurement of safety equipment: A process has begun to ensure the safety equipment available meets the full list stated in the Welsh Health Technical Memorandums.

Robust checks are in place, and fixed wire testing will be undertaken. Any areas deemed a high risk are scheduled for emergency repair work.

Policies For Approval:

Policy 258: Waste Management Policy

The Committee noted the position and approved the extension request for 6 months.

Policy 273: Manual Handling Policy

The Committee approved the revised and updated 273 – Manual Handling Policy – (Version 4).

Policy 649: Workplace Slips Trip and Falls Policy

The Committee approved the revised and updated 649 - Workplace Slips, Trips & Falls Policy (Version 3).

Policy 770: Medical Laser Safety Policy

The Committee approved the revised and updated 770 – Medical Laser Safety Policy (Version 3).

Policy 1132: Control of Vibration Policy

The Committee approved the new 1132 – Control of Vibration at Work 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 Health and Safety Committee highlights the following risks/concerns to the Board:

- There were concerns that actions within the security action plan were not progressing sufficiently.
- Local work will be undertaken regarding violence and aggression.
- Further work is being undertaken on ligature safety.

- Further work is required regarding mental health 136 suites.
- Work continues on RAAC in Withybush Hospital.
- Work is being undertaken to build assurance in the workplace regarding low voltage safety. This is being overseen by the Electrical Safety Group.

**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:

Monday 13 November 2023