

<b>Enw'r Pwyllgor / Name of Committee</b>	Health and Safety Committee (HSC)
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Mrs Judith Hardisty, UHB Vice-Chair
<b>Cyfnod Adrodd/ Reporting Period:</b>	Meeting held on 6 March 2023
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:</b>	
<p><b>Planning Objective Review of Existing Security Arrangements:</b> The Committee received an update on the Health Board's Security Arrangements Review, which has been undertaken to establish a baseline level of compliance against specific security management arrangements including physical systems and processes. Work will commence to prioritise areas of focus; further discussions took place at the In Committee meeting.</p> <p><b>Health and Safety Update:</b> The Committee received the Health and Safety Update Report with key highlights including improved access to pregnancy risk assessment, following feedback that the New and Expectant Mothers / Birthing Parents Procedure and associated risk assessments do not appear in an intranet search since corporate policies were relocated to the Internet site. For assurance, the Health and Safety team has been working with the Communications Team to rectify this. As such, there is now a new collaborative page on the Occupational Health intranet site that provides information for pregnant workers and includes both the Procedure and quick links to both of the Pregnancy Care Plan risk assessment forms.</p> <p>Members noted that the Manual Handling Team has been actively working with the Pembrokeshire Local Authority Releasing Time To Care (RTTC) and Manual Handling lead to introduce the concept of Single Handed Care (manual handling) training to Health Board staff. The Team is now integrating the principles and practice of single handed care into all manual handling across Health Board sites, with a particular focus on new staff being instructed during foundation training, and the Local Authority will lead on training for carers. The model is aimed at improving safe discharge from hospital without unnecessary delay. The joint working is recognising that a single-handed care focus will support a whole systems approach to right sizing care in both community and acute settings. It is intended that this work will be extended into Carmarthenshire and Ceredigion.</p> <p>The Committee received an overview of the violence and aggression incidents across the Health Board; a more detailed deep dive will be included within the next Health and Safety Update Report, for the meeting scheduled for May 2023.</p> <p><b>Operational Risks Report:</b> The Committee received an update on the Operational Risks assigned to HSC and was pleased to note that the developments and level of scrutiny of risks taking place from Directorates is significant. The frequency of risk updates is being reviewed to ensure updates are provided in a timely manner for presentation at the monthly Executive Team meetings. The Chair was pleased to note the reduction in risk score for Risk 222 Asbestos Contact, due to the Estates team having a greater understanding of the likelihood of the unknown 'Asbestos Containing Materials' (ACMs)</p>	

across the Health Board sites, which reflects the update provided at the previous HSC meeting.

The Director of Nursing, Quality, and Patient Experience undertook to request that all Datix Risks over three years are provided by the Directorates and these will be scrutinised by the Executive Team.

**Fire Safety Update:** The Committee received an update on the completion date for the Fire Enforcement Notice (FEN) Phase 1 project (All remaining horizontal escape routes at Withybush Hospital (WGH), all remaining work at St Caradog's and St Non's, all work at Kensington, St Thomas, Springfield, Sealyham, and Pembroke County Blocks) at WGH remains on programme for end of July 2023. Given the complexity of the project, the date is being closely managed and an update on any future changes will be provided if required. The Mid and West Wales Fire and Rescue Service (MWWFRS) has noted that they will look to revisit the Health Board prior to the current proposed end date for this FEN (March 2023) and a four week extension has been agreed.

As part of the development of the Phase 2 Business Justification Case (BJC), the initial outturn capital cost forecast has raised concerns in terms of the level of capital expenditure required for the work. Clarity on the financial elements on the current scope of work is expected by the end of March 2023. The next step will be to meet with MWWFRS with the full support of NHS Wales Shared Services Partnership (NWSSP) in establishing the most appropriate way forward for Phase 2 work. At this point, discussion will take place with Welsh Government (WG) to consider the revised scope of project and financial envelope.

Referring to Glangwili Hospital (GGH) Phase 1 for all remaining works for horizontal escape routes at GGH, the completion date remains on programme for November 2023. MWWFRS have agreed a 6 – 7 week extension. The Committee noted the pressures being experienced by staff due to the nature of the scheme and also received an update on challenges experienced through a sub-contractor evidencing costings as part of the WG requirements. The Committee received assurance that funding for lift improvements/ replacements are being included as part of an estates project business case to WG for 2023/24.

Members were pleased to note that Level 1 fire safety training has now achieved 80% for the first time. Level 2 fire safety training has increased by 3% from the previous report.

**Health and Safety Regulations – Control of Vibration at Work Regulations 2005:** The Committee received assurance in regards to the Health Board's compliance with the Control of Vibration at Work Regulations 2005, along with general duties linked to these regulations in the Management of Health and Safety at Work Regulations 1999. The Health and Safety Team met with their equivalents in Powys Teaching Health Board (PTHB) to discuss the circumstances that led to issuing Improvement Notices in 2019 for their management of Hand Arm Vibration Syndrome (HAVS), mainly regarding risk assessment and training. These Improvement Notices were confirmed as complete in April 2020, however the Health and Safety Executive (HSE) investigation into the associated historic cases continued, resulting in PTHB being fined £160,000 + Costs (£5599) + Fees for Intervention (FFI) (c£10k) for their HAVS-related failures. They may also face personal injury claims following the prosecution.

The Health and Safety Manager has met with the Occupational Health lead for Hywel Dda University Health Board (HDdUHB) and learned that there are currently no known cases of HAVS-related conditions within the Health Board according to their records. A Control of Vibration at Work Policy is in development, the Document Approval Form (DAF) for which has been approved by the Policy Coordination Officer in January 2023. The first draft of the Policy was presented to the Health and Safety Advisory Group for initial comment and discussion on 8 February 2023. The Health and Safety Manager is in the process of arranging HAVS Management Training for the Health and Safety Team, Estates Operations Compliance Team and an Occupational Health Representative. It is hoped that this course will be delivered in March 2023. A number of actions are underway to mitigate the risk going forward; following the findings of PTHB, the Health Board has decided to focus on Estates staff in the first instance as they were identified by PTHB as the highest-risk users. Once underway, the work will be extended in 2024 to consider lower risk areas (as identified by PTHB) using vibrating equipment. Discussion took place on scoping areas of focus for HSE to confirm compliance across the Board.

**Policies for Approval:** The following policies were presented and **APPROVED** at the Committee.

- **Policy 144:** Operational Maintenance Policy
- **Policy 202:** Asbestos Policy
- **Policy 242:** Fire Safety Policy
- **Policy 393:** Confined Space Policy
- **Policy 403:** Water Safety Policy
- **Policy 442:** Severe Weather Gritting Policy: Further clarity will be included on the Equality Impact Assessment relating to the impact for people with disabilities and sight difficulties and an update will be included in the Table of Actions for the next meeting)
- **Policy 541:** Contractor Control Policy: The frequency of auditing will be specified and further clarity on the asbestos training for staff and contractors will be included within the Policy.
- **Policy 293:** Smoke Free Policy: The Policy was approved however some key points were raised:
  - The Policy will be amended to 'Nicotine Therapy alternative will be offered within 4 hours of patient admission' rather than 1 hour.
  - The report will be amended to reflect that there are no security personnel to enforce the Policy.
  - The method in which to capture patient referrals for nicotine therapy is being explored.
  - Further information on how the Policy applies to those who live on staffed Health Board premises to be shared with the Chair.

**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:** Trade Union members have raised concerns regarding the Section 136 suites and the Gorwelion Community Health Centre premises not being fit for purpose. The Director of Nursing, Quality and Patient Experience undertook to

initiate a review of all Mental Health 136 suites across the organisation and feedback to the HSC.

- **Health and Safety Update:** Traffic management and access concerns raised across the three acute hospital sites, which are felt to be reflective of the current operational pressures. Actions to mitigate the risks are being explored with Operational Leads and the Director of Nursing, Quality and Patient Experience will feed back to the Director of Operations as well as seek clarity on the WGH Air Ambulance Protocol which has an impact on the traffic management.
- **Fire Safety Update:** The Committee highlighted that the installation of the doors as part of the fire safety improvements will need to be in line with the work underway as part of security improvements to ensure compatibility.

**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:**

9 May 2023