

Swansea Bay University Health Board

**Unconfirmed**

**Minutes of the Meeting of the Health and Safety Committee  
1st December 2020 via Microsoft Teams**

**Present**

Maggie Berry Independent Member (in the chair)  
Tom Crick Independent Member

**In Attendance:**

Pam Wenger Director of Corporate Governance  
Leah Joseph Corporate Governance Officer  
Mark Parsons Assistant Director of Health and Safety  
Christine Williams Interim Director of Nursing and Patient Experience  
Joanne Jones Head of Support Services (to minute 105/20)  
Louise Joseph Assistant Director of Workforce and OD  
Laurie Higgs Head of Health and Safety  
Jacqui Evans Interim Assistant Head Risk & Assurance (to minute 105/20)

Minute No.		Action
91/20	<b>APOLOGIES</b>	
	Apologies for absence were received from: Hazel Lloyd, Head of Patient Experience; Jackie Davies, Independent Member; Kathryn Jones, Interim Director of Workforce and Organisational Development, Sian Harrop-Griffiths, Director of Strategy; Craige Wilson, Deputy Chief Operating Officer; Chris White, Chief Operating Officer/ Director of Therapies and Health Science; Des Keighan, Assistant Director of Operations.	
92/20	<b>WELCOME / INTRODUCTORY REMARKS</b>	
	The chair welcomed everyone to the meeting.	
93/20	<b>DECLARATION OF INTERESTS</b>	
	There were no declarations of interest.	
94/20	<b>MINUTES OF THE PREVIOUS MEETING</b>	

	The minutes of the meetings held on 1 <sup>st</sup> September 2020 were <b>received</b> and <b>confirmed</b> as a true and accurate record.	
<b>95/20</b>	<b>MATTERS ARISING</b>	
	<p>i. <u>79/20 Physical Distancing</u> Mark Parsons noted that physical distancing across the organisation has improved, however the message is being reinforced with challenges remaining in communal and clinical handover areas.</p> <p>ii. <u>80/20 Morrison Hospital Flooring</u> Mark Parsons assured committee members that flooring repairs and replacement remain on the work programme for 2021, however he will make enquiries regarding progress.</p>	<b>MP</b>
<b>96/20</b>	<b>ACTION LOG</b>	
	<p>i. <u>132/19 Caswell Clinic</u> Mark Parsons advised that updated quotes have been received and he will monitor the progress.</p> <p>ii. <u>51/20 Electrical Testing at Gorseinon Hospital</u> Mark Parsons highlighted that the electrical testing report remains outstanding. Once received, an action plan will be collated if remedial works are required.</p>	
<b>Resolved:</b>	The action log was <b>received</b> and <b>noted</b> .	
<b>97/20</b>	<b>COMMITTEE WORK PROGRAMME 2020-21</b>	
	The committee's work programme for 2020-21 was <b>received</b> and <b>noted</b> with an understanding that the programme may flex if required.	
<b>98/20</b>	<b>HEALTH AND SAFETY PLAN UPDATES</b>	
	<p>A report providing an update on the Health and Safety plan was <b>received</b>.</p> <p>In introducing the report, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> <li>– The report detailed the recommendations outlined by the Health</li> </ul>	

	<p>and Safety Executive (HSE);</p> <ul style="list-style-type: none"> <li>– Progress of the action plan was affected by the COVID-19 pandemic;</li> <li>– The action plan timescale has been changed to 2021/2022 which provides a more realistic approach;</li> <li>– The red, amber and green rating will be used from April 2021.</li> </ul> <p>In discussing the report, the following points were raised:</p> <p>Tom Crick highlighted that there could be financial implications following the effects of COVID-19, and queried if the cost was reflected in the risk register. Mark Parsons advised that a large amount of funding came from the historical HSE recommendations in 2019/20, and there are good health and safety management processes in place.</p> <p>Maggie Berry requested that the inclusion of a regular Health and Safety Newsletter is incorporated into the action plan.</p>	
<b>Resolved</b>	<ul style="list-style-type: none"> <li>– The update to the timescale of the action plan was <b>approved</b>.</li> <li>– The report was <b>noted</b>.</li> </ul>	
<b>99/20</b>	<p><b>CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSSH)</b></p>	
	<p>A report providing an update on Control of Substances Hazardous to Health Regulations (COSSH) was <b>received</b>.</p> <p>In introducing the report, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> <li>– Following a COSSH internal audit, there was a need for an overarching Health Board wide procedure relating to COSSH;</li> <li>– The next steps are to be addressed by March 2021 which includes water safety. It is important to identify the actions completed alongside the next steps going forward.</li> </ul> <p>In discussing the report, the following points were raised:</p> <p>Maggie Berry queried if there was a section within the statutory and mandatory training that included COSSH. Mark Parsons confirmed that the training does not delve into that amount of detail surrounding COSSH, however Laurie Higgs is working on a piece of work which will include basic COSSH elements. Laurie Higgs advised that the training package will focus on chemical spillages in the work place.</p> <p>Maggie Berry suggested that clinical practices are included in COSSH audits going forward. Pam Wenger advised that there is work ongoing to</p>	

	<p>develop the internal audit plan for 2021, and she would lead on this action.</p> <p>Maggie Berry queried whether the amount of drinking water and ice machines are an unknown quantity across the organisation. Mark Parsons advised that he would check with the estates department and report back to committee members. Maggie Berry highlighted that the machines need to be maintained on a regular basis. Tom Crick supported Maggie Berry's comments.</p> <p>Mark Parsons advised that following COVID-19, there have been delays with signing off Accountable Person (AP) and Responsible Person (RP) by the authorised engineer.</p>	<p><b>PW</b></p> <p><b>MP</b></p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>– Clinical practices to be included in COSSH audits going forward;</li> <li>– The quantity of drinking water and ice machines to be confirmed at April's committee;</li> <li>– The report was <b>noted</b>.</li> </ul>	<p><b>PW</b></p> <p><b>MP</b></p>
<b>100/20</b>	<b>INSPECTIONS AND AUDITS</b>	
	<p>A report providing an update on inspections and audits was <b>received</b>. In introducing the report, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> <li>– On 16<sup>th</sup> October 2020 the project board agreed a business case for the Singleton Hospital Cladding Replacement. The business case for early funding has been submitted to Welsh Government and the health board awaits sign off;</li> <li>– The expected completion date for the cladding work is August 2023. There are strict guidelines around the removal of asbestos, and as such the timescale is lengthy;</li> <li>– The audit report includes Health and Safety and Fire audits over the past two years.</li> </ul>	
<b>Resolved:</b>	The report was <b>noted</b> .	
<b>101/20</b>	<b>HEALTH AND SAFETY RISK REGISTER</b>	
	<p>A report providing an update on the Health and Safety risk register was <b>received</b>.</p> <p>In introducing the report, Jacqui Evans highlighted the following points:</p>	

	<ul style="list-style-type: none"> <li>– The risks that are currently assigned to the Health and Safety Committee are Health and Safety Infrastructure; Fire Safety Compliance; and Environment of Premises;</li> <li>– Two new risks have been added to the COVID-19 Risk Register: Nosocomial transmission and Sustainable Services;</li> <li>– The mass vaccination programme is a risk that is relevant to the Health and Safety Committee.</li> </ul> <p>In discussing the report, the following points were raised:</p> <p>Tom Crick highlighted concerns surrounding workforce requirements regarding the Health and Safety Infrastructure risk. Mark Parsons advised that he chairs the National Institution of Occupational Safety and Health (IOSH) Group meeting and he is constantly in contact with people who want to work in Wales, and specifically in the Swansea Bay area. Tom Crick queried if the requirements of specific qualifications or skilled people were a challenge. Mark Parsons advised that all levels in governing bodies are sought and development and support would be provided.</p> <p>Maggie Berry found the presentation of the risk register effective, but queried whether the COVID-19 risks should be reported into the committee. Pam Wenger advised that at agenda planning sessions, the committee chairs are now reviewing the highest risks for their committee and requesting deep dives on these risks. She added that this will provide assurance to committee members of how the risks are being managed. Maggie Berry confirmed that this approach would be taken for April's committee agenda planning session.</p>	
<b>Resolved:</b>	The report was <b>noted</b> .	
<b>102/20</b>	<b>DEEP DIVE INTO WATER SAFETY PLAN</b>	
	<p>A Deep Dive into the Water Safety Plan was <b>received</b>.</p> <p>In introducing the report, Christine Williams highlighted the following points:</p> <ul style="list-style-type: none"> <li>– Water Safety Committee has re-established following an internal audit recommendation, with the terms of reference having been agreed;</li> <li>– There is insufficient resources to complete all water tests and a separate business plan is being developed to identify funding requirements to improve compliance;</li> <li>– Legionella testing was paused throughout the COVID-19</li> </ul>	

	<p>pandemic.</p> <ul style="list-style-type: none"> <li>- There are a number of areas within the health board that does not have adequate service drawings, and this is being pursued by Capital colleagues;</li> <li>- The health board engaged the specialist contractor to undertake the water management risk assessments. Whilst there are completed water risk assessments for all the health boards' properties there is concern about the robustness of the reports. The health board has finalised the specification and is looking to tender for these services in November 2020.</li> </ul> <p>In discussing the item, the following points were raised:</p> <p>Mark Parsons advised that Legionella testing is not a legal requirement, and the health board has been working above standards in respect of proactive testing. He advised that he would query procurement's involvement with the tender for water risk assessments.</p> <p>Tom Crick highlighted that there may be potential exposure for the health board and this needs to be reviewed. Pam Wenger advised that as this was a follow up audit, it would be worthwhile to check with the Head of Internal Audit that this is featured in the internal audit programme.</p> <p>Maggie Berry highlighted that there are still a number of issues regarding service drawings. Mark Parsons advised that the developer went into administration and as such a survey needs to be completed first, Maggie Berry noted that this is essential.</p>	<p>MP</p> <p>PW</p>
<p><b>Resolved:</b></p>	<ul style="list-style-type: none"> <li>- Mark Parsons to query procurement's involvement with the tender for water risk assessments.</li> <li>- Pam Wenger to check with the Head of Internal Audit that the Water Safety Plan features in the internal audit programme for 2021.</li> <li>- The report was <b>noted</b>.</li> </ul>	<p>MP</p> <p>PW</p>
<p><b>103/20</b></p>	<p><b>SINGLETON HOSPITAL SERVICE GROUP REPORT</b></p>	
	<p>The Singleton Hospital Service Group report was <b>received</b>.</p> <p>In introducing the report, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> <li>- Fire Risk Assessment has already been identified with inpatient areas remaining a priority;</li> <li>- A Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Deep Dive took place and it was identified</li> </ul>	

	<p>that 4 did not meet the criteria, however learning has been shared.</p> <p>In discussing the item, the following points were raised:</p> <p>Tom Crick highlighted that cladding at Singleton Hospital remains a public and political interest. He was pleased to see that the RIDDOR processes have been revived and is content with the approach and position.</p> <p>Mark Parsons advised that the staff deaths following the pandemic have not been reported to RIDDOR as the health board is currently unable to determine if the virus was hospital or community acquired. He added that there is possibly a potential backlog of 1000 hospital acquired cases; however information is being collated with the assistance of the occupational health and human resource teams. Committee members agreed that a special in-committee meeting would take place in March for this item to be discussed in detail.</p> <p>Christine Williams advised that a report is going to December's Quality and Safety Committee in relation to Nosocomial transmissions. The report will provide a detailed update of the outbreak and the measures in place. The All Wales toolkit is being used in the investigations to provide assurance.</p> <p>Maggie Berry noted that long term security at Singleton Hospital was unfunded, and queried how it is currently being funded. Joanne Jones advised that she has not received confirmation of a long term funding option, however this has been approved on a short term basis. The short term funding was agreed to support the security of the car parks and also monitoring the number of people on the sites.</p>	
<p><b>Resolved:</b></p>	<p>The report was <b>noted</b>.</p>	
<p><b>104/20</b></p>	<p><b>KEY ISSUES: HEALTH AND SAFETY OPERATIONAL GROUP</b></p>	
	<p>A report providing an update on Health and Safety Operational Group was <b>received</b>.</p> <p>In introducing the report, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> <li>– The last Health and Safety Operational Group meeting took place on 4<sup>th</sup> November 2020;</li> <li>– Individual Service Group Representatives provided updates on health and safety issues within their respective areas;</li> <li>– Health and Safety updates were also received from the Estates, Support Services, Security and Head Quarters corporate</li> </ul>	



departments.

- A specific section has been introduced for trade union colleagues' topics, as this was previously covered under any other business.
- The Health and Safety Operational Group approved the Manual Handling policy on 4<sup>th</sup> November 2020;
- Statutory and Mandatory training is being maintained, however compliance is between 75% and 90% at Neath Port Talbot and Singleton Hospitals, 65% and 81% at Morriston Hospital, 81% and 90% in Primary Care and 77% and 90% in Mental Health;
- Violence and aggression is the highest incident across the organisation;
- Due to the number of COVID-19 outbreaks, the HSE requested a meeting which took place on 19<sup>th</sup> October 2020. Overall the HSE were content with the measures that the health board had in place prior to the outbreak and the processes in place to identify areas. The HSE was also content where additional improvements can be made and the ability to share the learning across the health board.
- Personal protective equipment supplies are good locally, between 6 to 10 days. NHS Wales Shared Services Partnership (NWSSP) winter plan aims to have 24 weeks of supply and have sourced additional warehousing to accommodate the storage of PPE supplies;

In discussing the item, the following points were raised:

Tom Crick queried how the health board would describe the relationship with HSE. Mark Parsons advised that he believed the relationship was good and the feedback recently received was good. Christine Williams informed committee members that the HSE outbreak meeting was challenging yet positive. The level of discussion was well received and the health board was open and transparent with the ability to provide a level of assurance with evidence. Tom Crick noted that this was a positive position for the health board.

Maggie Berry noted the estates work to improve the airflow rates, but queried the compliance rates. Mark Parsons advised that there is a challenge to retrospectively confirm the airflow compliance rates. He advised that the Assistant Director of Operations is managing this piece of work and ventilation issues are being reviewed. Maggie Berry requested that an update is brought to March's Health and Safety In-Committee meeting.

Maggie Berry queried if staff are challenging people who are not physically distancing. Joanne Jones advised that her team has received support from Mark Parsons in relation to moving furniture to ensure

**DK**



	<p>areas are following physical distancing, however there are issues due to the limited time for breaks, seating areas and queues in the restaurant. Joanne Jones assured committee members that the team are doing all they can to abide by the physical distancing requirements.</p> <p>Maggie Berry requested that the manual handling policy is updated to reflect 'service groups' instead of 'delivery units'. Tom Crick requested that Statutory and Mandatory training compliance be referred to Workforce and OD. Laurie Higgs advised that COVID-19 may have affected face-to-face competency assessments.</p>	TC
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>- The Manual Handling Policy was <b>endorsed</b> subject to minor amendments.</li> <li>- Statutory and Mandatory training compliance be referred to Workforce and OD.</li> <li>- Ventilation and air flow rates to be added to in-committee action log for March's Health and Safety In-Committee;</li> <li>- The report was <b>noted</b>.</li> </ul>	TC DK
<b>105/20</b>	<b>SITE RESPONSIBILITY</b>	
	<p>A spreadsheet providing an update on site responsibility was <b>received</b>.</p> <p>In discussing the item, the following points were raised:</p> <p>Pam Wenger noted that the accountability officer differs to the contactable person for a building, and as such she would not be the contact for the building and this would need to be amended to the Corporate Services Manager. She highlighted that she is indeed the accountability officer, and suggests that two columns are added to reflect the difference.</p> <p>Mark Parsons confirmed that he would update the spreadsheet to reflect this and recirculate the document to obtain both the contact and the accountability names for each building within the health board. Maggie Berry requested an update at July's Health and Safety Committee.</p>	MP
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>- The spreadsheet to be amended to reflect accountability and contact columns, recirculated and an update be received in July 2021.</li> <li>- The spreadsheet was <b>noted</b>.</li> </ul>	MP
<b>106/20</b>	<b>HEALTH AND SAFETY NEWSLETTER</b>	
	<p>A report providing an update on Health and Safety Newsletter was <b>received</b>.</p>	

	<p>Tom Crick found the newsletter clear and concise with important messages, however he was concerned how often people read it.</p> <p>Mark Parsons advised that the follow up newsletter has been put on hold due to operational pressures. Maggie Berry suggested the newsletter is added to the Health and Safety Operational Group agenda, and this item is discussed further at March's In-Committee meeting.</p>	
<b>Resolved:</b>	The health and safety newsletter was <b>received and noted.</b>	
<b>107/20</b>	<b>ITEMS TO REFER TO OTHER COMMITTEES</b>	
	<u>106/20 Statutory and Mandatory training compliance</u> be referred to Workforce and OD.	
<b>108/20</b>	<b>ANY OTHER BUSINESS</b>	
	Maggie Berry noted the special in-committee meeting which was due to be scheduled for March 2021. She thanked staff during this difficult time and also to all who attended virtually today in light of the operational pressures.	
<b>109/20</b>	<b>DATE OF NEXT COMMITTEE MEETING</b>	
	The next scheduled in-committee meeting is 2 <sup>nd</sup> March 2021 and the next public committee meeting is 1 <sup>st</sup> April 2021.	