

Abertawe Bro Morgannwg University Health Board	
Health and Safety Committee	
Date of Meeting: 20th April 2018	
Agenda item: 3 a)	
Subject	Position Statement
Prepared by	Dr Laurie Higgs, Head of Health and Safety Mr Darren Griffiths, Assistant Director of Strategy
Approved by	Siân Harrop-Griffiths, Director of Strategy
Presented by	Siân Harrop-Griffiths, Director of Strategy Mr Darren Griffiths, Assistant Director of Strategy

1. Introduction

In November 2015 the Health Board produced a Health and Safety Improvement Plan. The key focus of the original plan was to update Health and Safety systems and to support the developing arrangements in the then, newly formed Service Delivery Units (SDU). The term “Health and Safety” includes areas such as fire and continues to focus on key topics that are considered as key risks in the organisation. These are:-

- Management systems for health and safety
- Fire safety
- Violence and aggression
- Manual handling

The plan was reviewed and revised to take account of the present situation in the Health Board, emerging risks and opportunities to improve the general management of health and safety. Reference is also made to the Health and Safety Executive (HSE) strategy entitled ‘Helping Great Britain Work Well’; this strategy includes areas of action to be taken in the public sector.

The 2017/18 Plan built on the principle that risk assessment forms the basis of managing health and safety. It required Service Delivery Units and other management units to both implement relevant ABMU-wide initiatives but also to develop, based upon their individual risk profile, service improvements for health and safety relevant to them. These local initiatives were then recorded in the Health and Safety Improvement Plan for each Unit and management unit.

The previous plan gave high focus to developing Abertawe Bro Morgannwg University (ABMU) Health and Safety arrangements such as policy review and supporting the new Service Delivery Units. It was not comprehensive across all

management functions that may have lower levels of risk (e.g. office safety in Finance). The 2017/18 took cognisance of this and gave focus to the development of a more comprehensive strategy.

An emerging risk in 2016 was the interrelationships between Service Delivery Units and others such as Estates and Support Services that use the same site or support the work of the Unit. In particular, the requirement for cooperation and coordination in areas such as emergency preparedness is essential along with a clear understanding of areas of control.

In 2017/18 additional focus was be made on the requirement to ensure that health and safety systems are efficient. In particular cost-effective methods of correctly addressing risks faced by groups of staff is important in the current financial climate. In addition, corporate health and safety resources will need to be used effectively. This will require careful consideration of areas such as leadership, risk assessment, training systems, and monitoring. Possible outcomes include greater local ownership and management of risk, improved safety performance and possible release of scarce nursing and other resources.

2. ABMU Health and Safety Plan 2017/18

2.1 General

The plan was developed and regularly monitored by the Health and Safety Committee, Service Delivery Units and management units.

2.2 General Health and Safety Targets for 2017/18

The Health and Safety plan for 2017/18 was primarily designed to

- Continue the modernisation of Health and Safety arrangements
- Develop effective arrangements for the management of health and safety at all levels of the Health Board
- Improve the cooperation and coordination between Health and Safety and other departments such as Occupational Health
- Use risk assessment and other information to identify key actions (including modifications to existing control measures) at Corporate, Service Delivery Unit and other management areas
- Review training and competency arrangements to ensure that they are risk based, effective and meet the needs of the Health Board
- Reflect UK-wide or Wales health and safety initiatives such as those developed by enforcing authorities

2.3 Health Inspectorate Wales Standards & HSG 65

In 2014 Health Inspectorate Wales standards were reviewed and a new Health and Safety management standard developed. This was based upon the Plan/Do/Check/Act principles and is consistent with the management of Health and Safety (HSG 65) published by the Health and Safety Executive (HSE).

HS 65 Principles	
Plan	<ul style="list-style-type: none"> • Where are we and where do we need to be? • What do we want to achieve, who is responsible, timescales? • How did we know it worked, performance indicators, outcomes etc? • Is the plan suitable for management levels, risks etc in ABMU?
Do	<ul style="list-style-type: none"> • Know what risks you have got and decide priorities • Organise to deliver the plan • Implement the plan
Check	<ul style="list-style-type: none"> • Has the plan been effectively implemented • What are indicators telling you about performance? • Do not rely on accident statistics
Act	<ul style="list-style-type: none"> • Review plans and update as required • Take action on lessons learnt

The Health and Safety standard is underpinned by 11 management principles



2.4 Helping Great Britain Work Wells Strategy

During the development of this plan HSE published its strategy to improve the management of health and safety in Great Britain. There are six key areas of focus with separate strategies being developed for 11 industry sectors including public services.



The likely impacts on ABMU are:-

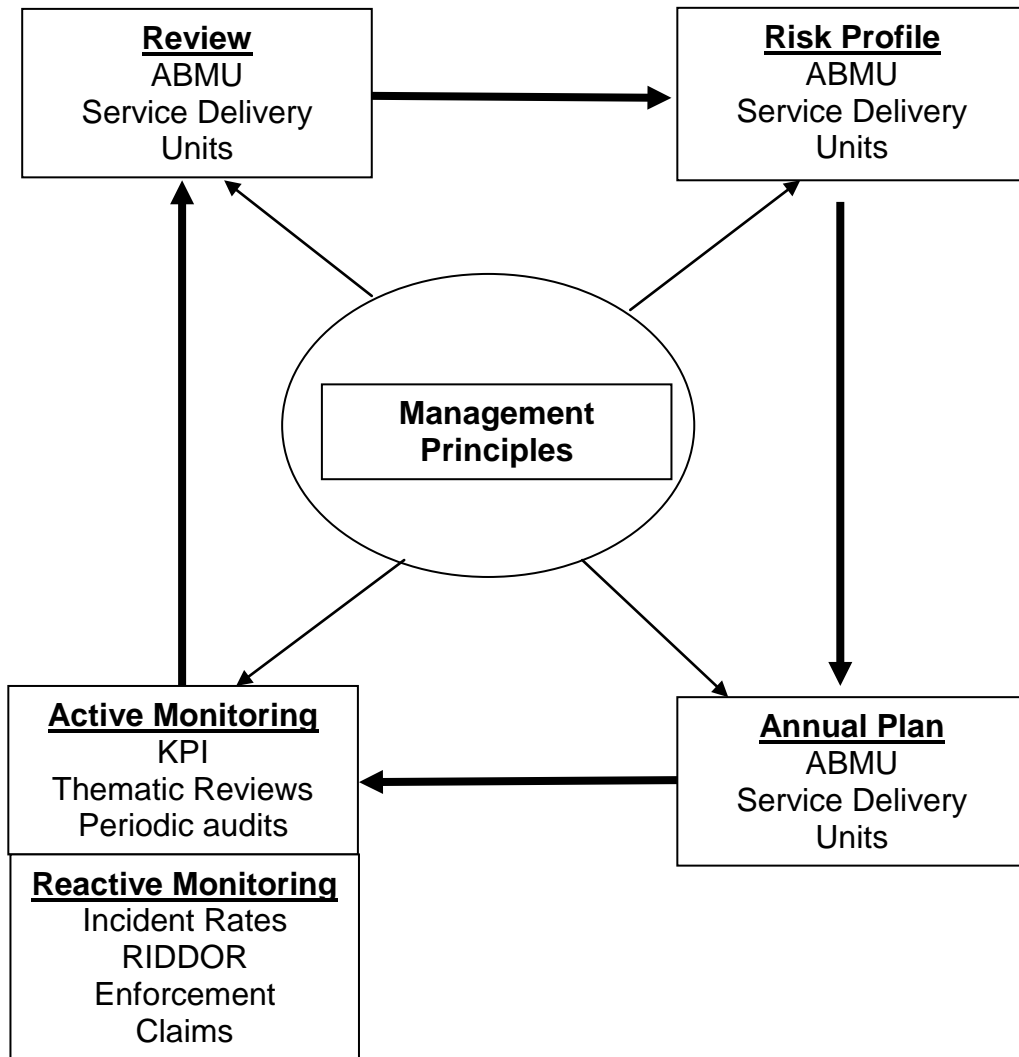
- Reinforce the need for effective ownership of Health and Safety at all levels of the Health Board.
- Give additional focus on the public sector targets of tackling ill health in the areas of musculoskeletal disease (MSD) and stress.
- Ensuring that effective appropriate measures are in place to control risk
- Considering how ABMU through its work with its suppliers and contractors can improve their health and safety
- Responding to how healthcare changes and the advancement in technology that may give opportunities to improve health and safety

Where practicable elements of the strategy will be identified in the overall ABMU Health and Safety Plan for 2017.

3. Implementing the Plan

3.1 General

The plan is based upon a cycle of continuous improvement and review that is based upon the risk profile of the organisation and is underpinned by principles of health and safety management.



3.2 Risk Profile

The ABMU Health and Safety plan includes information held in the ABMU Risk Profile. This identified key Health and Safety issues and for 2017/2018 indicated management reorganisation as a key risk to be managed. In accordance with the ABMU Risk Management Strategy Service Delivery Units also need to manage risk as applicable to their areas of control.

3.3 Annual Plan

The Health and Safety Annual plan was intended to give focus to ABMU and the new Service Delivery Units on beginning to develop arrangements for the management of health and safety and for risks identified on the ABMU risk register. Supporting documents included programmes for health and safety policy review and thematic reviews.

3.4 Active and Reactive Monitoring

Monitoring of the plan and overall ABMU performance was based upon a number of indicators including Key Performance Indicators (KPI), thematic reviews, periodic audits etc.

3.5 Review

The plan was regularly monitored by the ABMU Health and Safety Committee and Service Delivery Unit Committees (Health and Safety/Governance etc)

3.6 Management Principles

The 11 core principles of the Management System underpin all elements of the ABMU Health and Safety Plan. The tables which follow set out the current position against each of the elements of the plan.

The committee will note that some areas as scored red. For ease, these are listed below along with an explanation of the reason for the red assessment and an indication of next steps.

Leadership and Accountability

Action	By	Comments
COSHH procedure:	Health and Safety	Not yet developed. This will also link into the specific section on COSHH. Important area and needs to be considered in the work plan for 2018/19.
Non SDU Management Units	H&S Committee	Have not yet been brought under the umbrella of the Health and Safety Committee. However, low risk e.g. office environments. Also linked as red under communications section as to how they receive relevant information. Will incorporate in 2018/19 planning.
First Aid Procedure	H&S Committee	Was to have been reviewed in March 2018 meeting cancelled for bad weather. Reschedule in new work plan.
Occupational Health	Occ Health	Change in leadership in occupational health caused a break in continuity. New leadership is in place and consideration will be given to a way forward in 2018/19.

Fire Safety

Action	By	Comments
Management Competency	H&S Committee	Currently no training schemes for managers and partially reflects resources. Could be considered amber to reflect the work being undertaken in Singleton around ward specific plans owned by each ward manager but no health board solution in place as yet. Consider in new work plan.
Fire safety compartmentation	Fire Safety Committee	We are unsure of the integrity of fire safety compartment particularly where it is above ceiling. Some drawings may be inaccurate or missing. Develop a plan with capital colleagues for a structure review of compartmentation.
Fire Plans	Service Delivery Units	Most areas do have some form of a plan and work being undertaken at Singleton to make them more sophisticated. Not all areas are at a common standard. Will be targeted when new fire safety advisor starts (additional resource).

Violence and Aggression

Action	By	Comments
Lone Workers	Service Delivery Units	Units were unable to work with national lone worker system. Therefore units are reliant on local systems. Review required of local arrangements to manage the risk.

COSHH

Action	By	Comments
Procedure	Health and Safety	Lack of updated procedure (see above).

VDU

Action	By	Comments
Procedure	Health and Safety	Lack of updated procedure. To be incorporated into 2018/19 work plan.
Provision of eyesight tests etc.	Health and Safety/Occ Health	Currently 2 parallel systems reflecting previous arrangements in Bridgend and Swansea Trusts and managed in Occupational Health and Health and Safety. Requires review to be incorporated in work plan for 2018/19.

3.7 Supporting Documents

The following documents support the annual plan and whilst not included in this update, form routine parts of the reporting framework to the previous Health and Safety Committee which is soon to be reconstituted as a Health and Safety Group beneath the newly formed Committee.

Appendix A ABMU Corporate Health and Safety Risk Profile

Appendix B Programme of Health and Safety Thematic Reviews

Appendix C Key Performance Indicators (KPI)

Appendix D Programme of Health and Safety Policy Review

ABMU Health and Safety Plan 2017-18

1.	Target	To have health and safety owned and effectively managed at all levels of the Health Board
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Leadership & Accountability			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop, maintain and review progress against the Health and Safety plan for 2017-18 Risk: H&S Management HSM1 + HSE Strategy	ABMU-wide Health and Safety plan	H&S Comm	May 2017
Develop, maintain and review progress against the SDU Health and Safety Improvement plan for 2017-18 as it applies to its areas of its control Risk: H&S Management HSM 2 + HSE Strategy	Service Delivery Unit Health and Safety plan incorporating relevant areas of ABMU Health and Safety plan and actions specific to the risk profile of the Service Delivery Unit.	Service Delivery Units	July 2017
Further development of required ABMU-wide Health and Safety Policies (Risk: H&S Management HSM 1 + HSE Strategy) HSE Strategy 2017-2020	Control Of Substances Hazardous to Health (COSHH)	H&S Comm	May 2017
	Management of Contractors (non Estates)	H&S Comm	July 2017
	First Aid at Work	H&S Comm	Sept 2017
	Display Screen Equipment (DSE)	H&S Comm	Nov 2017
Develop health and safety procedure for each SDU Risk H&S Management HSM 2 + HSE Strategy	Confirm and record areas of control ,specific arrangements, roles and responsibilities, cooperation and coordination with other Service Delivery Units, employers etc for the management of health and safety within the Service Delivery Unit (SDU)	Service Delivery Units	July 2017
Confirm Health and Safety Management arrangements in non SDU management units Risk: H&S Management HSM 3 + HSE Strategy	Confirm and record areas of control, specific arrangements, roles and responsibilities, cooperation and coordination with other management units etc	Finance, Planning, HR, Corporate, Nursing, Medical Director etc	Sept 2017

Competent People			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review training and competency arrangements in principle areas of health and safety risk to ensure that they are risk focussed, effective and value for money, Risk: Fire 2, V&A 1, MH, 1 + HSE Strategy	Risk-focussed training and competency systems owned at all levels of the organisation	Health and Safety Comm	July 2017
Develop systems to support the necessary competencies needed for line managers etc to effectively manage health and safety in their areas of control Risk: Fire 2, V&A 1, MH, 1 + HSE Strategy	Managers who understand their roles and responsibilities and lead their teams	Health and Safety Comm	Sept 2017
Managers to have a clear understanding of their training and competency arrangements for their areas (Risk: Fire 1, V&A 1, MH, 1	Clear understanding of their arrangements to have competent staff and record on training needs analysis	Service Delivery Units	Nov 2017

Compliance Assurance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Periodic thematic reviews of health and safety risk topics at ABMU level Risk: H&S Management HSM1	Programme of reviews linked to work of the Health and Safety Committee to include:-	Head of Health and Safety	March 2017
	Training and Competency arrangements	H&S Comm	May 2017
	Health and Safety Annual Report	H&S Comm	May 2017
	Coding structures for DATIX	H&S Comm	July 2017
	Reporting and Investigation of fire incidents	H&S Comm	July 2017
	Fire Safety (link to Fire Safety audit)	H&S Comm	Sept 2017
	First aid provision	H&S Comm	Sept 2017
	Occupational Health arrangements	H&S Comm	Nov 2017
Safety with Medical Sharps	H&S Comm	Nov 2017	

Compliance Assurance (cont)			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Periodic thematic reviews of health and safety risk topics at SDU and management unit level Risk H&S Management HSM2	Thematic review programme based upon risk profile of units etc	Service Delivery Units	July 2017
Monitor Unit progress against Health and Safety Plan Risk H&S Management HSM1	Check progress for their elements of the plan	H&S Comm	Sept 2017
Periodic reporting to Quality and Safety forum committee progress with plan Risk H&S Management HSM1	Confirm when quality and safety forum is formed	Head of Health and Safety	Feb 2018

Risk Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review risk registers for ABMU, SDU and Management Units Risk H&S Management HSM1 HSM 2 + HSE Strategy	Develop programme of risk register reviews	Head of Health and Safety	May 2017
Review of risk registers applicable to Unit Health and Safety Risk H&S Management HSM1 HSM 2 + HSE Strategy	Periodic review of unit risk registers	Service Delivery Units	July 2017
Review Risk registers for SDU Risk H&S Management HSM1 HSM 2 + HSE Strategy	Service Delivery Units have risk register that they own and manage Risks > 16 will also be reviewed by ABMU H&S Committee	Service Delivery Units	July 2017

Learning From Events			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review of significant incidents in ABMU Risk H&S Management HSM1 HSM 2 + HSE Strategy	Periodic reports to Health and Safety Committee/Service Delivery Unit Committees	Health and Safety committee	As required
Review of significant incidents affecting NHS Wales etc Risk H&S Management HSM1 HSM 2 + HSE Strategy	Identify any emerging themes Develop action plans etc	Head of Health and Safety	As required
Review of HSE Improvement notices etc Risk H&S Management HSM1 HSM 2 + HSE Strategy	Identify any emerging themes Develop action plans etc	Health and Safety committee	Ongoing review Sharps
Review of significant Fire safety correspondence etc Risk H&S Management HSM1 HSM 2 + HSE Strategy	Identify any emerging themes Develop action plans etc	Health and Safety committee	As required
Review of claims management experience for health and safety Risk H&S Management HSM1 HSM 2 + HSE Strategy	Periodic reports to committee/Service Delivery Unit Health and Safety/Governance Committees	Service Delivery Units	As required
Monitor and review H&S incidents Risk H&S Management HSM1 HSM 2 + HSE Strategy	Periodic reports to committee/Service Delivery Unit Health and Safety/Governance Committees	Service Delivery Units	As required
Linking Incidents Risk H&S Management HSM1 HSM 2 + HSE Strategy	Link to Risk Profile, H&S Improvement Plan etc	Service Delivery Units	As required

Occupational Health			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop Health surveillance sub-group Risk Occ Health OH1	Occupational Health sub-group will produce health surveillance action plan	Occupational Health/H&S	Nov 2017
Review and Update of Occupational Health & Wellbeing service within ABMU Risk Occ Health OH1	Occupational Health to provide Annual Update	Occupational Health and Wellbeing	Nov 2017
Develop systems to improve the management of Display Screen Equipment Risk VDU VDU1 + HSE Strategy	Review of systems for risk assessment, eyesight tests glasses, training etc	Occupational Health/H&S	Mar 2018

Asset Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Improve the use of risk assessments to inform capital programmes Risk H&S Management HSM1	Health and Safety committee to be aware of capital and other investment programmes as necessary	Head of Health and Safety	Nov 2017
Management of current stock and new needs for manual handling equipment as existing stock falls out of manufacturer support Risk Manual Handling MH2 + HSE Strategy	Develop replacement programme for manual handling equipment in ABMU	Head of Health and Safety	Sept 2017

Managing Contractors			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop ABMU-wide policy for the management of non-estates contractors Risk H&S Management HSM1+HSE Strategy	Policy (and risk assessment documentation?)	Asst director of Estates	Sept 2017
Use Policy to support HSE strategy to improve SME management HSE Strategy	New contracts etc	All	Ongoing

Communications			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review membership of ABMU Health and Safety Committee to include non-Service Delivery Unit representation Risk H&S Management HSM 2 HSM 3 +HSE Strategy	Identify key attendees, roles and responsibilities	Director of Strategy	July 2017
Develop appropriate Health and Safety communication and consultation arrangements in Service Delivery Units Risk H&S Management HSM 2	Active Health and Safety governance and communication arrangements/Committee	Service Delivery Units	July 2017

Emergency Preparedness			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review key policies Risk H&S Management HSM1 +HSE Strategy	Firearms	Security grp	TBC
	Hospital Lockdown	Security grp	TBC
	Bomb Threat/Suspect packages	Security grp	TBC
	Lone worker	H&S Comm	July 2017
Develop Service Delivery arrangements Risk H&S Management HSM2 +HSE Strategy	As identified in Policy etc	Service Delivery Units	TBC

Measuring Performance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop Key Performance Indicators for ABMU Health and Safety Committee Risk Performance Perf 1	Key indicators to be reviewed at all ABMU H&S meetings	H&S Comm	July 2017
Review Fire Safety Audit Risk Performance Perf 1	Monitor by Health and Safety Committee. Include key outcomes in updated H&S Plan	H&S Comm	Sept 2017
Health and Safety Annual Report 2016-17 Risk Performance Perf 1	Update Health and Safety Annual Report for 2015-17 financial year	Head of Health and Safety	May 2017
Develop Key Performance Indicators for Service Delivery Unit Risk Performance Perf 2	Key indicators to be reviewed at all Service Delivery Units H&S meetings	Service Delivery Units	Nov 2017

2.	Target	To have fire safety owned and effectively managed at all levels of the Health Board
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Leadership & Accountability			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review resources, roles and responsibilities etc to deliver fire safety policy effectively <u>Risk Fire F1</u>	Identify key staff including general, specialist, fire response teams, fire wardens and managers	Head of Health and Safety	July 2017
Ensure effective arrangements for the management of fire safety at Service Delivery Unit and Management Unit level <u>Risk Fire F1</u>	Identify key staff including fire response teams, fire wardens and managers	Service Delivery Units	July 2017

Competent People			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review arrangements to ensure clear policy regarding fire safety training and maintenance of competencies <u>Risk Fire F2</u>	Identify methods of training etc delivery Identify resources to deliver those skills Identify methods of checking competencies including during training, post training etc Recorded training needs analysis	Head of Health and Safety	Sept 2017
Fire safety: Develop support (including training) to enable managers to discharge their duties under the Regulatory Reform Order (Fire) 2005 <u>Risk Fire F3</u>	Identify methods of training etc delivery Identify resources to deliver those skills Identify methods of checking competencies including during training, post training etc Recorded training needs analysis	Head of Health and Safety	Sept 2017

Compliance Assurance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Improve the action taken following fire safety risk assessments <u>Risk Fire F1</u>	Confirm the process of management of fire safety assessments and report to Health and Safety Committee	Health and safety committee/ Fire Safety Committee	Sept 2017
Monitor progress with risk assessments as they affect Service Delivery Units and Management units <u>Risk Fire F1</u>	Assurance that key actions have been taken	Service Delivery Units	Sept 2017
Monitor progress with risk assessments as they affect Estates action <u>Risk Fire F1, F8</u>	KPIs for Estates management action	Health and safety committee/ Fire Safety Committee	May 2017

Risk Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop ABMU fire safety risk register (included in ABMU Health and Safety risk register) <u>Risk Fire F1</u>	Report to ABMU Health and Safety Committee	Health and safety committee/ Fire Safety Committee	May 2017

Learning From Events			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Improve the reporting and investigation of fire safety incidents with all events recorded on DATIX <u>Risk Fire F9</u>	Review roles and responsibilities for investigation of fires and false alarms etc to ensure consistent approach across ABMU.	Service Delivery and management units	July 2017

Occupational Health			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
N/A			

Asset Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Conduct (rolling) review of fire safety compartmentation (including above ceiling) across main sites <u>Risk Fire F8, F10</u>	Upgrading of and accurate fire drawings Identification of and progression with remedial works Integration of accurate database into maintenance schedules e.g. fire doors	Fire Safety Committee/ Director of Strategy	Capital funding to be identified
Conduct (rolling) review of fire safety cause and effect systems across main sites <u>Risk Fire F1</u>	Cause and effect matrices Identification of and progression with remedial works Integration of cause and effect into maintenance schedules	Fire Safety Committee/ Director of Strategy	Capital funding to be identified
Develop plans for fire safety capital investment and other necessary improvements <u>Risk Fire F8</u>	Formal linking of fire risk assessments into capital programmes Linking fire safety system replacement and upgrade into capital programme	Fire Safety Committee/ Director of Strategy	Nov 2017

Managing Contractors			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop contractor management policy for non-estates work that may affect fire safety arrangement including contractor induction and control <u>Risk Fire F1 + HSE Strategy</u>	Effective management of contractors	Asst Director Estates	July 2017

Communications			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Improve the level of fire safety matters reviewed at Service and Management Health and Safety Committees <u>Risk Fire F1</u>	Service Delivery Units receive assurance on fire safety issues	Fire Safety Committee/ Director of Strategy/ Service Management Units	July 2017

Emergency Preparedness			
Principal Actions	Key Outcomes		
Confirm all properties have a fire emergency plan for each site confirming roles and responsibilities, coordination with other Service Delivery and Management units etc <u>Risk Fire F7</u>	Annual review of main site plans as part of fire Safety audit	Service Delivery Units	Sept 2017
Confirm all wards and departments have effective fire evacuation plans <u>Risk Fire F4 & F7</u>	Confirm plans are in place and suitable and sufficient	Service Delivery Units	July 2017
Review wards and departments where bed or other evacuation methods are difficult due to design or other feature in the area <u>Risk Fire F4</u>	Local procedures, training as appropriate, links to capital programme etc	Service Delivery Units	July 2017
Develop agreed standard for fire drills across ABMU <u>Risk Fire F6</u>	Number and types of fire drills, fire drill programme etc	ABMU Health and Safety Committee	May 2017

Measuring Performance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Fire Safety Audit Risk Fire F1	Completion of on time and effectively managed	Head of Health and Safety	May 2017
Confirm progress with undertaking of fire risk assessments Risk Fire F1	Include within updated Fire Safety Policy Escalation of concerns in accordance with revised strategy for management of the risks Use of data to inform remedial action	Head of Health and Safety	July 2017

3.	Target	To have manual handling owned and effectively managed at all levels of the Health Board
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Leadership & Accountability			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review resources to deliver policy effectively Risk Manual Handling MH1	Confirm responsibilities of Service Delivery Units and Head of Health and Safety	Head of Health and Safety	July 2017

Competent People			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review training and competency systems (as part of ABMU-wide review of key H&S risks) Risk Manual Handling MH1	Clear policy on training and competency	Head of Health and Safety	July 2017

Risk Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Identify effective equipment replacement programme Review training and competency systems (as part of ABMU-wide review of key H&S risks) Risk Manual Handling MH2 +HSE Strategy	Risk based programme seeking capital funding etc	Head of Health and Safety	Sept 2017

Compliance Assurance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop systems to review ward and dept manual handling performance Risk Performance Perf 1)	Programme of independent assessments feeding into governance at all levels of ABMU	Head of Health and Safety	July 2017

Learning From Events			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Maintain continuous review of manual handling incidents etc at all levels of ABMU Risk Performance Perf 1)	Ongoing	ABMU & SDU Health and Safety Committees	Sept 2017

Occupational Health			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review incidents and ill health associated with MSD across ABMU Risk HS Management HSM1 +HSE Strategy	Ongoing	ABMU & SDU Health and Safety Committees	Sept 2017

Asset Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Replacement programme for hoists and other manual handling equipment Risk Manual Handling MH2 +HSE Strategy	Replacement programme for hoists and other manual handling equipment	ABMU Health and Safety Committees	Sept 2017

Managing Contractors			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review current arrangements for LOLER inspections Risk Manual Handling MH2 +HSE Strategy	Release of resources for other manual handling work and improvement in efficiency of LOLER system	Head of Health and Safety	Nov 2017

Communication			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
N/A			

Emergency Preparedness			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Utilise manual handling expertise in the development of evacuation strategies for 'difficult' patients Risk Fire F4	Effective evacuation Strategies	Head of Health and Safety/Service Delivery Units	Mar 2018

Measuring Performance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop system to assure Service Delivery Units manual Handling arrangements effective and implemented Risk Manual Handling MH1, MH2	Annual cultural review and feedback to Service Delivery Units Governance and monitoring systems	Health and Safety Service Delivery Units	September 2017

4.	Target	To have Violence and Aggression owned and effectively managed at all levels of the Health Board
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Leadership & Accountability			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Link violence and aggression into the work of the Service Delivery Unit Health and Safety /Governance Committee Risk HS Management HS1	Imbedded into SDU Governance Committee work	Service Delivery Units	November 2017

Competent People			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review training and competency systems (as part of ABMU-wide review of key H&S risks) Risk V&A VA1, VA2	Effective risk focussed training and competency systems	Head of Health and Safety/Service Delivery Units	November 2017
Improve staff safety when managing patients where aggression may be related to medical or clinical issues in general hospitals Risk V&A VA1, VA2	Review of general arrangements including incident rates, claims etc	Health and Safety Service Delivery Units	November 2017

Compliance Assurance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Annual Thematic report to ABMU Health and Safety Committee Risk Perf Perf 1	Annual Thematic report to ABMU Health and Safety Committee via Annual Report	Health and Safety Service Delivery Units	May 2017

Risk Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Understand risks, control measures and training needs for individual staff groups Risk HS Management HS1	Documented risk assessments for all ABMU wards and departments	Head of Health and Safety/Service Delivery Units	November 2017

Learning From Events			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Maintain continuous review of all V&A Incidents Risk H&S Management HS1	Incident Reviews at ABMU and Service Delivery Unit level	Health and Safety Service Delivery Units	Sept 2017

Occupational Health			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review support offered by Occupational Health Service, Stress Management etc Risk Occ Health OH1 +HSE Strategy	Improved management of stress	Head of Health and Safety/Occ Health	Sept 2017

Asset Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
N/A			

Managing Contractors			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Understand risks, control measures and training needs for individual staff groups and contractor input Risk V&A VA1, VA2 +HSE Strategy	Effective risk focussed training and competency systems	Head of Health and Safety/Service Delivery Units	November 2017

Communications			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Link violence and aggression into the work of the Service Delivery Units Health and Safety Committee Risk H&S Management HSM2	Incident Reviews at ABMU and Service Delivery Unit level	Health and Safety Service Delivery Units	Sept 2017

Emergency Preparedness			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review lone worker arrangements Risk V&A VA3	Confirm safety systems in place for staff working alone	Service Delivery Units	Nov 2017

Measuring Performance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Annual Thematic report to ABMU Health and Safety Committee Risk Perf Perf 1	As part of ABMU Annual report	Health and Safety Service	May 2017

5.	Target	To have COSHH owned and effectively managed at all levels of the Health Board
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Leadership & Accountability			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop COSHH Procedure for ABMU Risk COSHH CSH 1	COSHH procedure	Head of Health and Safety	May 2017

Competent People			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
As above			

Risk Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Consider effective management arrangements for the range of COSHH issues in ABMU Risk HS Management HS1 + HSE Strategy	COSHH procedure	Head of Health and Safety	May 2017

Compliance Assurance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
NA			

Learning From Events			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review all chemical safety and biological safety incidents Risk HS Management HS1	Ongoing	ABMU & Service Delivery Unit H&S Comm	July 2017

Occupational Health			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Develop new health surveillance arrangements for ABMU Risk Occ Health OH1 + HSE Strategy	Develop health surveillance procedure based upon risk profile of ABMU	Health and Safety/Occupational Health	Nov 2017

Asset Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
N/A			

Managing Contractors			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Include consideration of COSHH management in new control of contractors policy Risk HS Management +HSE Strategy	Effective management of contractors	Asst Director Estates	July 2017

Communication			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
N/A			

Emergency Preparedness			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
To be included in updated COSHH Policy <u>Risk HS Management HS1</u>	COSHH procedure	Head of Health and Safety	May 2017

Measuring Performance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
TBC			

6.	Target	To have Display Screen Equipment safety owned and effectively managed at all levels of the Health Board
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Leadership & Accountability			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Revise ABMU Policy <u>Risk VDU VDU1 + HSE Strategy</u>	Updated Display Screen Policy	Head of Health and Safety	Nov 2017

Competent People			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Determine training needs analysis <u>Risk VDU VDU1 + HSE Strategy</u>	Updated Display Screen Policy	Head of Health and Safety/Service Delivery Units	Nov 2017

Risk Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Identify staff to whom Policy applies <u>Risk VDU VDU1 + HSE Strategy</u>	Update Display Screen Policy	Head of Health and Safety/Service Delivery Units	Nov 2017

Compliance Assurance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
TBC			

Learning From Events			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
TBC			

Occupational Health			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
Review management of eyesight tests, spectacles, health surveillance requirements etc Risk VDU VDU1 + HSE Strategy)	Updated Display Screen Policy	Head of Health and Safety/Occ Health	Nov 2017

Asset Management			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
TBC			

Managing Contractors			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
TBC			

Communication			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
TBC			

Emergency Preparedness			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
TBC			

Measuring Performance			
Principal Actions	Key Outcomes	By Whom	Target/Key Milestones/KPI
TBC			

4. Recommendations

The Health and Safety Committee is asked to:-

- **Note** the position of the implementation of the 2017/18 Health and Safety Plan
- **Note** the action proposed to resolve the red assessed actions