

ABM University LHB
Unconfirmed Minutes of the Health and Safety Committee
held on 20th April 2018 in the Board Meeting Room, Health Board HQ

Present:

Martyn Waygood	Independent Member (in the chair)
Maggie Berry	Independent Member
Jackie Davies	Independent Member
Siân Harrop-Griffiths	Director of Strategy
Steve Davies	Staffside
Darren Griffiths	Assistant Director of Strategy (Planning and Performance)
Laurie Higgs	Head of Health and Safety
Des Keighan	Assistant Director of Strategy (Estates)

In Attendance:

Kathryn Jones	Assistant Director of Workforce and Organisational Development (OD)
Pam Wenger	Director of Corporate Governance
Liz Stauber	Committee Services Manager

Minute

Item

Action

01/18

WELCOME AND INTRODUCTIONS

Martyn Waygood welcomed everyone to the first meeting of the Health and Safety Committee as a board-level committee and introduced himself as the chair. He added that patients, staff and visitors were entitled to be supported with health and safety, but until now, the issues had been considered at board-level through the Quality and Safety Committee, which already had a significant agenda. Therefore by establishing this committee, the board was demonstrating its commitment to health and safety.

Martyn Waygood offered his thanks to Siân Harrop-Griffiths, Darren Griffiths and Pam Wenger for their assistance in establishing the committee.

02/18

APOLOGIES FOR ABSENCE

Apologies for absence were received from Hazel Robinson, Director of Workforce and Organisational Development (OD); Chris Morrell, Director of Therapies and Health Science; Sandra Husbands, Director of Public Health and Nigel Hill, staffside.

03/18

DECLARATIONS OF INTEREST

Jackie Davies advised that her brother was a lead inspector for the Health

and Safety Executive in Cardiff.

04/18 MATTERS ARISING

There were no matters arising.

05/18 TERMS OF REFERENCE

Draft terms of reference for the Health and Safety Committee were **received**.

In discussing the terms of reference, the following points were raised:

Siân Harrop-Griffiths suggested that the head of support services be included within the membership as well as internal audit as an observer. This was agreed.

Kathryn Jones queried as to whether occupational health should be represented at the committee. Darren Griffiths advised that the original health and safety committee was to become an operational group reporting to the committee and occupational health was already a member of this, as were the units.

Siân Harrop-Griffiths commented that the reporting structure to the committee needed to be clear, as did links with the Quality and Safety and Workforce and OD committees. She added that an organogram would be useful. Des Keighan concurred, stating that there were a number of sub-groups to the original committee.

Maggie Berry advised that the sub-structure sounded similar to that of the Quality and Safety Committee and she was undertaking work with Pam Wenger to reduce the work programme. She added that a similar focus on priorities and statutory objectives could be applied to the Health and Safety Committee structure.

Laurie Higgs commented that in the previous year, four UK organisations had been fined by the Health and Safety Executive. As such, there needed to be clarity as to the functions of the Quality and Safety and Health and Safety committees so as to not lose sight of any issues.

Des Keighan queried the mechanism through which health and safety policies would now be approved. Martyn Waygood advised that the committee would agree them and report it to the board as part of its chair's report.

Pam Wenger stated that the role of the committee was of assurance and the operational detail would be considered by the health and safety group and its sub-structure. She added that the most appropriate way forward would be for the group to provide an exception report to the committee at

PW

each meeting, providing high-level updates as to the issues discussed and for this to be included in the terms of reference. This was agreed.

PW

Pam Wenger commented that she would also expect exception reports from the units and if any significant risks were identified, the service directors should be invited to discuss and to be held to account.

Maggie Berry noted the inclusion of ABM Community Health Council within the membership. Martyn Waygood advised that a letter had been sent to its chair inviting a representative to be nominated.

Resolved: The terms of reference be **approved**, subject to the discussed amendments.

PW

06/18 POSITION STATEMENT

A report outlining the current position in relation to health and safety was **received**.

In introducing the report, Darren Griffiths highlighted the following points:

- Internal audits had been undertaken of a number of health and safety areas and identified areas for improvement;
- Each year an annual plan was developed to outline the work of the year ahead with an annual report highlighting what was achieved;
- The report provided an honest critique of the current position and aligned challenges with the risk profile;
- A number of the entries on the 2017-18 work plan were not completed and these were highlighted as 'red' within the report;
- Some entries were amber which reflected where work had started but would not be completed until it was implemented board-wide.

In discussing the report, the following points were raised:

Martyn Waygood thanked Darren Griffiths for the report, adding that it was a helpful paper.

Maggie Berry stated that there needed to be a baseline for the units and corporate functions to take grip and prioritise needs accordingly. She added that all needed to understand their responsibilities and look at issues in totality rather than in silos. Siân Harrop-Griffiths responded that these were useful points to consider and she would discuss with Pam Wenger the potential for a board development session to raise awareness for the members. Martyn Waygood responded that this was essential as the health board was not immune from Health and Safety Executive guidelines and should an incident occur, would be potentially at risk. He added that the

board needed to be aware and mindful of this.

Siân Harrop-Griffiths advised that the number of 'red' and 'amber' statuses within the health and safety work plan was reflective of the challenges and pressures on the department however a plan was now required to move them to 'green'.

Martyn Waygood commented that tackling ill health and stress was critical but it was not clear how supportive the health board currently was, therefore this was something for the committee to consider in due course. He added that there were also issues surrounding fire safety and it was incumbent on the board to support the service to address these.

Martyn Waygood referenced lone workers and stated that there was no sense of the system in place to support such staff given the potential risks.

Maggie Berry stated that food hygiene needed to be given consideration and also the health board's headquarters should be considered as an additional unit to ensure it was also meeting its responsibilities. Darren Griffiths commented that some non-service unit areas were included within the plan, such as estates and hotel services, and this could be extended further.

Pam Wenger commented that the report was a helpful assessment to enable the committee to guide the areas which were 'red'. She added that it would be beneficial to understand the level of risk as once the committee was fully established, the agendas could be structured to concentrate on the high-priority areas.

Des Keighan advised that emergency preparedness and violence and aggression was now a wider remit due to security and counter terrorism requirements.

Martyn Waygood stated that going forward, plans should include timelines as to when key actions would be achieved. He noted the intention to develop a maintenance programme, adding that he would like to receive further details in due course.

Darren Griffiths undertook to work with Pam Wenger to develop the position statement to reflect the discussion.

DG

Resolved:

- The report be **noted**.
- Position statement be updated in in-line with the discussions.

DG

07/18

DRAFT WORK PLAN

A report setting out a draft committee work plan for 2018-19 was **received**.

In introducing the report, Darren Griffiths highlighted the following points:

- The work programmes for other health boards' health and safety committees had been reviewed for comparison;
- Additional items could be considered, including backlog maintenance, food and nutrition and education and awareness;
- A holistic approach was required.

In discussing the report, the following points were raised:

Martyn Waygood supported the inclusion of backlog maintenance as it was directly linked to health and safety. He added that he would also welcome the inclusion of food safety.

Jackie Davies noted the entries for policy reviews in 2019 and sought clarity as to why they would not be considered earlier. Darren Griffiths responded that they could be brought forward should the committee require it however the dates reflected the expiration date of the current versions.

Martyn Waygood queried as to whether sharps and lone workers should also be included. Darren Griffiths commented that a significant amount of work had already been undertaken in relation to sharps and as such, performance was improving, but a focus could be given to ongoing compliance.

Martyn Waygood sought details as to whether the health board had a lone worker system. Kathryn Jones advised that there was a policy in place. Jackie Davies added that there were inconsistencies in the application of the policy and use of devices across the services. Maggie Berry stated that it was not just the responsibility of staff to ensure they adhered to the policy but it was incumbent on management to determine if their staff were doing so. Steve Davies concurred, adding that there needed to be an element of supervision. Martyn Waygood summarised that it would be useful for the committee to have an overview of some of the areas.

Siân Harrop-Griffiths suggested that, for the foreseeable future, the committee receive an update at every meeting regarding the cladding issues at Singleton Hospital. She added that while the situation was in hand, it would be useful for the committee to have an oversight. This was agreed.

Pam Wenger commented that it would be useful for the committee's work plan to identify the highest risks in order for members to consider areas on which to focus.

SHG

Resolved: The 2018-19 work plan be **approved**, subject to the suggested changes.

SHG

08/18 RISK REGISTER

A report setting out the health and safety risk register was **received**.

In introducing the report, Darren Griffiths highlighted the following points:

- The risk register was a work in progress;
- An additional fire safety officer had been recruited, increasing the size of the health and safety team from 13 to 14 but the risk remained red given the number of staff across the health board which they supported;
- Some units had a strong health and safety focus whereas there was room for improvement within others. There were also cultural challenges to address;
- Manual handling was also a red risk as while there was capital monies to provides resources at some sites, not all were covered;
- It would be beneficial for the operational group to review the register prior to the committee receiving an updated version.

In discussing the report, the following points were raised:

Martyn Waygood stated it would be useful for the operational group to review the register as there were some entries for which it was surprising that the risk score was low, for example the evacuation procedure for less-able staff. Pam Wenger responded that the issues relating to scoring were not unique to this register as the board-wide system was not as robust as it could be and she was working with the risk management team to develop the corporate process. She added that she would be happy to support Darren Griffiths to develop this one.

Maggie Berry commented that it was disappointing to hear that not all units were as focused as they could be on health and safety, as at a healthcare standards scrutiny panel several years ago, assurance had been given by all the units that they had established health and safety committees. Pam Wenger advised that this could be raised as part of the units' attendances.

Jackie Davies stated that the poor compliance with mandatory and statutory training was concerning. Steve Davies concurred, querying whether the right people on the 'shop floor' had health and safety training. He added that the service directors and other unit senior managers should also have awareness.

Martyn Waygood stated that the board should undertake health and safety training. Pam Wenger advised that the majority of members were compliant.

Siân Harrop-Griffiths commented that it was the units' knowledge and understanding which was critical as the level of risk differed but all needed to see it as every day business and wards needed to have staff trained. Darren Griffiths advised that the training programme was in the process of

being modernised to deliver courses which were tailored to the area in which staff worked. He added that these were held onsite so not only provided knowledge specific to the clinical area, but staff did not have to leave the ward.

Martyn Waygood queried as to where compliance with mandatory training was logged. Kathryn Jones responded that it was recorded within the electronic staff record however the system had not yet been rolled-out as efficiently as it could but this would improve once everyone had access. Darren Griffiths undertook to bring performance metrics to a future meeting.

DG

Resolved:

- The report be **noted**.
- Performance metrics outlining compliance with mandatory training be received at a future meeting.

DG

09/18 ANY OTHER BUSINESS

There was no further business and the meeting was closed.

10/18 DATE OF NEXT MEETING

The next scheduled meeting was noted to be 11th June 2018.