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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



AN EXAMPLE

Meeting Date	7th August 2018	Agenda Item	2b
Report Title	ABMU Health and Safety Improvement plan 2018-19		
Report Author	Dr Laurie Higgs, Head of Health and Safety		
Report Sponsor	Siân Harrop-Griffiths, Director of Strategy		
Presented by	Siân Harrop-Griffiths, Director of Strategy		
Freedom of Information	Open		
Purpose of the Report	This paper informs the Health Board of the Health and Safety Work Plan for 2018-19. A proposed plan was brought to the inaugural meeting of the newly formed Health and Safety Committee and this paper serves as an update.		
Key Issues	The Health Board has moral, legal and financial duties to ensure that it manages health, safety and fire efficiently. Part of this duty is to develop an effective plan to improve health and safety performance.		
Specific Action Required)	Information	Discussion	Assurance
			✓
Recommendations	Members are asked to approve the work plan		

HEALTH AND SAFETY COMMITTEE WORKPLAN

1. INTRODUCTION

This paper informs the Health Board of the Health and Safety Improvement Plan for 2018-19. The plan seeks to give direction of all areas of the Health Board on key actions to improve the management of health and safety.

2. BACKGROUND

There is a legal duty placed on the Health board to effectively plan its management of health and safety. Each year an annual improvement plan is developed that gives direction on key actions to be taken by all areas of the Board. The plan is based upon risk profiles, emerging issues, changes in legislation, lessons learnt and many other factors. It applies equally to actions taken by the Board and its Service Delivery Units and other management functions such as Estates, Facilities etc.

3. GOVERNANCE AND RISK ISSUES

Governance and Assurance							
Link to corporate objectives	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access	Demonstrating value and sustainability	Securing a fully engaged skilled workforce	Embedding effective governance and partnerships	
			✓	✓	✓	✓	
Link to Health and Care Standards	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources
	✓	✓	✓	✓			✓
Quality, Safety and Patient Experience							
Effective management of health and safety should not be seen as a burden on an organisation but as a key component of its duty of care to those who may be affected by what it does or even its omissions. Ensuring the safety of all should be a key value of the organisation.							
Financial Implications							
Apart from its legal and moral duty to protect the health and safety of those affected by its acts or omissions where NHS organisations have been prosecuted by the Health and Safety Executive large fines have been imposed. Four £1M fines have been issued following patient fatalities whilst they were under the care of the NHS in England. Fines are now based upon an organisations turnover rather than its profits.							
Failure to manage health and safety is likely to result in increased costs associated with staff sickness and absence, property and equipment damage, service disruption and the potential for litigation.							
Legal Implications (including equality and diversity assessment)							
The Health and Safety at Work Act 1974 places a legal duty on the Health Board to effectively plan, implement, monitor and review its health and safety performance.							

This paper support the development of a health and safety improvement plan for 2018-19 that will assist the Health Board to demonstrate its commitment of good health and safety management.

Staffing Implications

None

Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)

By working in safer and more sustainable ways the Health Board will ensure that future generations are protected from harm.

Report History

The 2017-18 Health and Safety Improvement plan has previously been reviewed by the ABMU Health and Safety Committee.

Appendices

Appendix 1 – schedule of work plan timings

1.0 Situation

The newly constituted Health and Safety Committee requires a work plan for the year ahead (2018/19). The work plan should ensure that the committee is able to gain assurance on key areas of Health and Safety operations and to ensure that all policy reviews are undertaken on a timely basis.

2.0 Background

The previous Health and Safety Committee developed a work plan for 2017/18 and implemented this plan through the year. An Annual Report covering this period is scheduled for Health and Safety Committee consideration in May 2018.

A detailed work plan for 2018/19 is required.

3.0 Assessment

A review has been undertaken of the work plan developed by a neighbouring health board.

The table attached as **Appendix 1** to this report sets out the key areas of work proposed for the newly constituted Health and Safety Committee and contains routine work elements to enable assurance assessments to be made, along with a schedule of unit attendances at committee and a timetable for the timely review of policies and procedures.

The proposal is draft only and is constructed to enable the committee to consider its core business and timetable of policy review to enable a final work plan for the year to be endorsed at the May 2018 Health and Safety Committee meeting.

It would be beneficial for the Health and Safety Committee to debate the draft work plan to ensure that it is fit for purpose for assurance purposes for the year ahead.

4.0 Recommendations

The Health and Safety Committee is asked to approve the revised work plan.

APPENDIX 1

Meeting Date / Agenda Item	April 2018	August 2018	Sept 2018	Dec 2018	Apr 2019
Confirm Terms of Reference	<input checked="" type="checkbox"/>				
Health and Safety Plan 2018/19 Status Updates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health and Safety Risk Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Health and Safety Annual Report		<input checked="" type="checkbox"/>			
Current policy review					<input checked="" type="checkbox"/>
HSE/Fire etc. enforcement report			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Agree a position in respect of COSHH for agreement by H&S Committee			<input checked="" type="checkbox"/>		
First Aid procedure review			<input checked="" type="checkbox"/>		
VDU Procedure Review				<input checked="" type="checkbox"/>	
Eyesight test system review and consolidation				<input checked="" type="checkbox"/>	
RADON gas Monitoring Review			<input checked="" type="checkbox"/>		
Fire audit report (Shared Services system)			<input checked="" type="checkbox"/>		
Review of fire safety arrangements at Singleton Hospital		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Internal Audit Health and Safety Review	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Internal Audit Fire Safety Review		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Review of Service Delivery Units (Delivery Unit leads to attend and present)		<input checked="" type="checkbox"/> SGH	<input checked="" type="checkbox"/> MGH	<input checked="" type="checkbox"/> POW	<input checked="" type="checkbox"/> PC/Comm
Review of non-Service Delivery areas (leads to attend and present)			<input checked="" type="checkbox"/> Estates		<input checked="" type="checkbox"/> Facilities
Develop thematic review programme			<input checked="" type="checkbox"/>		
Thematic Review: Manual Handling			<input checked="" type="checkbox"/>		
Thematic Review: Violence and Aggression				<input checked="" type="checkbox"/>	
Review of Backlog Maintenance				<input checked="" type="checkbox"/>	
Review of Food and Nutrition				<input checked="" type="checkbox"/>	
Review of Education and Awareness					<input checked="" type="checkbox"/>
Review and confirm Health and Safety arrangements for patient safety (Health and Safety at Work Act Section 3)					<input checked="" type="checkbox"/>
Initial Review ABMU and Cwm Taf reorganisation					<input checked="" type="checkbox"/>
Thematic Review: Occupational Health				<input checked="" type="checkbox"/>	
Planning for Health and Safety Improvement Plan 2019/2020				<input checked="" type="checkbox"/>	

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Confirm Health and Safety Improvement Plan 2019/2020					<input checked="" type="checkbox"/>