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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board

MINUTES OF THE OPERATIONAL HEALTH AND SAFETY GROUP MEETING

Held on Friday 6th July 2018
Board Room
Baglan HQ

Present

Darren Griffiths (DG)	Assistant Director of Strategy	Strategy
Debra Rees (DR)	Quality and Safety Manager	PC/Comm SDU
Malcolm Lerwell	Site Manager	POW SDU
Angharad Higgins	QSI Manager	NPT SDU
Eve Jeffery	Assistant Head of Operations	Mental Health/LD
Paul Dunning (PD)	Head of Wellbeing Services	HR
Steve Davies (SD)	Trade Union Representative	UNITE
Maria Stolzenberg	Head of Risk and Assurance	Nursing
Laurie Higgs (LH)	Head of Health & Safety	Strategy
David Murphy (DM)	Deputy Head of Health & Safety	Strategy

Apologies

Susan Jones (SJ)	Head of Operations	NPT SDU
Joe Hale (JH)	Trade Union Representative	UNISON
Matthew Fisher (MF)	Site Operational Manager	SGH SDU
Des Keighan (DK)	Assistant Director of Strategy (Estates)	Estates
Joanne Jones (JJ)	Head of Support Services	Planning
Suzanne Holloway (SuH)	Head of Quality and Safety	MGH SDU
Nigel Hill (NH)	Trade Union Representative	UNISON
Elaine Grant (EG)	Secretary	Planning

Part A – Standing Items

		Action
H&S 2018 017	<u>Minutes of Last Meeting</u> The minutes of the meeting on Friday 4 th May 2018 were accepted and approved as a true record of the meeting.	
H&S 2018 018	<u>Matters Arising/Action List</u>	
	H&S 2017 056 FFI Glanrhyd <u>Closed</u>	Advised to pay HSE FFI by ABMU solicitor N/A

	H&S 2017 058 Evacuation sheets <u>Open</u>	Training has commenced for ward staff in Central Ward Block Singleton. Manual Handling coaches to train on bed evacuation sheets. Decontamination procedure agreed for bed evacuation sheets	SGH Unit
	H&S 2017 061 Capital funding <u>Open</u>	£215 available for hoist replacement in 2018-19. Remaining hoists will require bid to discretionary capital.	DG
	H&S 2017 062 Fire representation SSP <u>Closed</u>	No recent ABMU fire meeting but will attend as required	
	H&S 2017 065 COSHH procedure <u>Open</u>	COSHH review to be undertaken 2018-19	LH
	H&S 2017 070 Unit management arrangements <u>Open</u>	Included in 2018-19 Health and safety Plan	All

H&S 2018 019	<p><u>Review Health and Safety Plan: ABMU 2018-19</u></p> <p>The draft Health and Safety plan for 2018-19 was made available for the group. It was noted that dates for action were currently blank and LH would update the document and recirculate.</p>	LH
H&S 2018 020	<p><u>Position Statement Unit Health and Safety Plans 2018-19</u></p> <p>POW: ML reported 2018-19 annual plan being developed. Work undertaken to identify non-unit representation at their Health and Safety Group. Trade Unions represented</p> <p>PC/Comm: DR reported 2018-19 annual plan developed. Unit Group structure being reviewed.</p> <p>NPT: AH reported 2018-19 annual plan in draft. Various actions taken including safe access systems for ward (wandering patients), fire compartmentation update, V&A issues for confused patients, H&S walkabout programme in place. They had also had a recent business continuity incident that tested their arrangements for significant power cut</p> <p>MH_LD: EJ reported 2018-19 annual plan being developed. H&S group active. Annual report being developed. Health and Safety newsletter for staff being developed. Work ongoing for decommissioning of Cefn Coed Hospital and associated security of empty buildings.</p> <p>Singleton: No report</p> <p>Morrison: No report</p>	
H&S 2018 021	<p><u>Key Performance Indicators (KPI) for 2018-19</u></p> <p>The group considered that the current set of key performance indicators would be suitable for the period 2018-19. Additional indicators would also be included for progress with fire safety risk assessments. The group discussed the effectiveness of the ESR system to monitor training performance and concluded that at present there was a poor link to the risk profile of individual staff and the ability to run reports was difficult. It was agreed that the group should review the system.</p>	H&S Group
H&S 2018 022	<p><u>Update to ABMU Risk Profile</u></p> <p>The Group agreed to update the ABMU Health and Safety risk profile to reflect new or changed risks.</p> <p>For risks held on the DATIX system with a score of 16+ storage at POWH requires capital funding</p> <p>MS stated that as part of the review of management systems in ABMU the DATIX risk register will be examined. LH and MS to meet to discuss possible systems.</p> <p>ST noted that Asbestos does not appear on the ABMU risk profile. Recent concerns regarding Singleton Hospital. DK to report to group</p>	MS/LH DK
H&S 2018 023	<p><u>ABMU Incident statistics Q1 2018</u></p> <p>The Group noted a reduction in overall incident rates from Q4 2017 to Q1 2018 with no obvious general trends.</p>	

<p>H&S 2018 024</p>	<p><u>RIDDOR (April 2018-June 2018)</u></p> <p>The Group reviewed RIDDOR reports. There were no obvious trends.</p> <p>AH asked whether Safety Representative can report to HSE a RIDDOR incident. LH replied stating that the RIDDOR regulations require organisations to appoint a nominated lead to report to HSE. HSE do not encourage direct reporting of RIDDOR by Trade Unions and provide other routes for them to raise any concerns.</p>	
<p>H&S 2018 025</p>	<p><u>Assurance and Learning Report May 2018</u></p> <p>LH informed the group that there had been no recent meeting of the Assurance and Learning Group (recent workshop held)</p>	
<p>H&S 2018 026</p>	<p><u>Reports from Enforcing/Inspecting Authorities/</u></p> <p>HSE Letter</p> <p>The group noted the HSE letter to ABMU of the 19th May 2018. ML confirmed that there is an action plan in place for A&E in POWH. New arrangements are now in place to control access at night.</p> <p>Inspection regime HSE 2018</p> <p>ML, PD and LH reported that HSE were proposing to undertake thematic audits across the UK. Likely topics include violence and aggression, Musculo-Skeletal Disease (MSD) and stress</p> <p>UVc and HPV Update</p> <p>Both system currently suspended</p> <p>SD reported that there may be a developing concern with Chlorine-releasing agents</p>	
<p>H&S 2018 027</p>	<p><u>Reports from Sub Groups</u></p> <ul style="list-style-type: none"> • <u>Sharps</u> <p>LH reported that the group had recently met and reviewed the risk profile for ABMU. Concerns arising was requests from some areas to return to non-safety engineered products and these were being refused unless clearly justified by risk assessment. Annual plan developed focusing on 5 key areas of review of risks including reviews of risk assessment and the replacement of insulin pens.</p> <ul style="list-style-type: none"> • Fire safety <p>Report to follow</p> <ul style="list-style-type: none"> • Asbestos <p>Report to follow</p> <ul style="list-style-type: none"> • Water safety <p>Report to follow</p>	<p>LH</p>

	<ul style="list-style-type: none"> • Security Report to follow • Medical Gas Safety Report to follow • Low Voltage Electricity Report to follow 	
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Part B – Work Planned Topics

H&S 2018 028	<p><u>Radon Gas Monitoring in ABMU</u></p> <p>The Group reviewed current arrangements in ABMU. Though some testing had been undertaken there was not a comprehensive system to comply with the requirements of the Ionising Radiation Regulations 2017 (IRR17). LH reported that tests had been undertaken in the potential high risk location of Murton clinic and the results were satisfactory. The paper recommended that financial support be sought to develop a comprehensive testing programme. This was approved by the Group and a paper will be submitted to the ABMU Health and Safety Committee</p>	ABMU HS Comm
H&S 2018 029	<p><u>Cladding at Singleton Hospital</u></p> <p>DG reported that following a fire engineer’s report ongoing work was taking place to minimise the risk. This report recommended immediate, medium and long-term action.</p> <p>New evacuation strategies and training had been introduced into the affected areas.</p> <p>Further work is being undertaken to review the effectiveness of existing fire doors in the area. Discussions are taking place regarding possible legal action against the supplier etc. of the system.</p>	
H&S 2018 030	<p><u>Update to Hoist Replacement Programme 2018</u></p> <p>LH confirmed that monies had been released from the 2018-19 capital programme to manage replacement of hoists in Princess of Wales, Neath Port Talbot Hospitals and Mental Health units. DR asked about Maesteg hospital and LH stated that these hoists would be identified against one of the three areas shown.</p> <p>There was a shortfall of approximately £90.000 and a separate bid would be submitted to the ABMU capital programme. In the interim the assigned capital has been reviewed and allocated on a risk-assessed basis.</p>	LH DG
H&S 2018 031	<p><u>Fire Safety Audit Review 2017-18</u></p> <p>The group received the fire safety audit submitted to Shared Services Partnership in May 2018.</p> <p>JJ and other members stated that the current ESR system for reporting fire safety (and other training) was not suitable and it was extremely difficult to obtain accurate training figures. In addition, significant amounts of training is recorded on the nursing metrix or for other training separate databases are in place. DG requested that a report is made to the</p>	ABMU H&S Group

	Group on the fire safety training of staff in ABMU and that an entry is made on ABMU health and safety risk register to record concerns around systems to record training.	LH
H&S 2018 032	<u>Review Internal Audit Action Plan Fire Safety</u> The group noted the content of the review. Continued issues around the closure of risk assessment actions and the need to inform Units of their high-risk areas of fire safety management. LH confirmed that fire safety Advisers attend all-wales meetings where they receive regular updates from Shared Services Fire Safety Advisers and Shared Services Fire Safety Advisers will be invited to attend ABMU Fire Safety Groups.	
H&S 2018 033	<u>ABMU Annual Report 2017-18</u> The group received the report and DG requested comments back to LH in two weeks. In particular units should review the section of the report concerning their health and safety management arrangements and the work of their Health and Safety groups.	All

Part C – Other Business

		Action
H&S 2018 034	<u>AOB</u> None	
H&S 2018 035	<u>Date and Time of Next Meeting</u> To be confirmed. Need to review current arrangements and coordinate with ABMU Health and Safety Committee dates	

Action Log: Health and Safety Group May 2018

Minute Reference	Action	By Whom	Action Status	Condition
H&S 2017 058	Evacuation sheets/Fire report	SGH Unit	Training has commenced for Fire Wardens in Singleton Hospital. Cascade training to commence. Work ongoing on decontamination procedure for evacuation sheets	Open
H&S 2017 061	Capital funding	DG	Awaiting funding for remaining hoists	Open
H&S 2017 062	Fire representation SSP	LH	Awaiting next group meeting	Open
H&S 2018 003	Action Plan 2018-19	LH	Develop plan	Open
	Review Unit, Estates and Facilities H&S arrangements	Units etc.	Develop plan	Open
H&S 2018 009	Health and safety policy review	LH	Review policies identified in Annual Plan	Open
H&S 2018 010	Review fire training reporting arrangements	Ops H&S Group	Review use of ESR etc.	Open
H&S 2018 016	Meeting arrangements	LH	Review against ABMU H&S Group	Open
H&S 2018 019	Review H&S Plan	LH	Update target dates etc.	Open
H&S 2018 021	Updated KPIs	LH	To include fire safety risk assessments	Open
H&S 2018 022	Risk Profile	LH/MS	Review DATIX etc.	Open
H&S 2018 028	Radon gas monitoring	ABMU HS Comm	Review arrangements and funding	Open
H&S 2018 030	Hoist replacement programme	DG/LH	Funding etc.	Open
H&S 2018 031	ESR review	Ops H&S Group	See H&S 2018 010	open