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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	3rd December 2018	Agenda Item	4a
Report Title	ABMU Health and Safety Improvement Plan 2018/19 Update		
Report Author	Dr Laurie Higgs, Head of Health and Safety		
Report Sponsor	Siân Harrop-Griffiths, Director of Strategy		
Presented by	Darren Griffiths, Associate Director of Performance		
Freedom of Information	Open		
Purpose of the Report	This paper informs the Health Board of the current position in respect of the 2018/19 Health and Safety Improvement Plan		
Key Issues	The improvement plan requires that Units manage elements of the plan and in particular show leadership by developing their own local plan and monitoring arrangements.		
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance
	✓		
Recommendations	<p>The ABMU Health and Safety Committee is asked to: -</p> <ul style="list-style-type: none"> • note the change in the reporting style to being an exception based report • note the current exceptions to the planned position and the actions being taken to address this 		

1. BACKGROUND

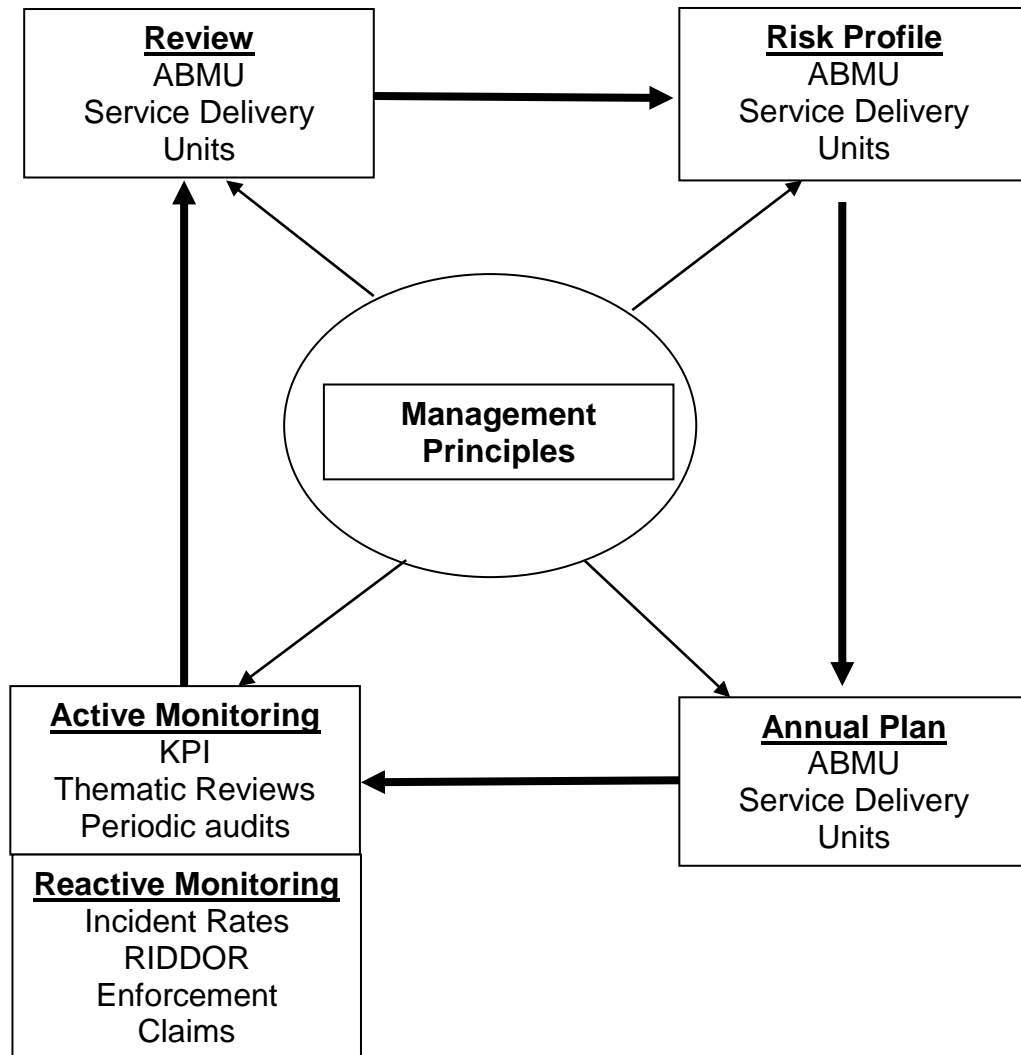
The 2018/19 Health and Safety Improvement Plan sets out the component actions for the Health Board to better manage its health and safety risks. It permits elements of performance to be monitored but gives freedom, based upon their risk profile, for management units to focus on key matters that affect them.

The plan is owned and managed by the Operational Health and Safety Group but each unit is required to interpret the plan and to implement its requirements.

This report has been revised to become an exception report and indicates areas where elements of the plan have not been achieved and actions to address those deficiencies.

2. INTRODUCTION

The 2018/19 Health and Safety Improvement Plan includes elements such as the ABMU Health and Safety risk register, emerging risks and horizon scanning and builds on the principles of Act, Plan, Do and Check.



3. RECOMMENDATION

The ABMU Health and Safety Committee is asked to: -

- note the change in the reporting style to being an exception based report
- note the current exceptions to the planned position and the actions being taken to address this

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										
Developing strategies to improve the management of health and safety for all										
Financial Implications										
Potential resources required within elements of the plan.										
Legal Implications (including equality and diversity assessment)										
The plan will demonstrate that health and safety is planned and monitored in the Health Board.										
Staffing Implications										
No immediate concerns										
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)										
None										
Report History		The Operational Health and Safety Group has approved this report.								
Appendices		Appendix A: Exception Report, Progress report for the plan.								

Review of ABMU Health and Safety Improvement Plan 2018-19

	Improving in all or some areas
	No or limited progress

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	Risk Register	Current Position	Comments	By Whom	Target/ Key milestones KPI
Units to develop effective systems to manage health and safety	HSM2	Units operating at different H&S standards Operational management attendance at meeting patchy Issues with frequency of meetings	3/5 Committees have met recently Primary Care and Community Unit setting up dedicated Health and Safety Committee (transfers from Governance Committee)	Units	October 2018
Units to develop maintain and review progress against Unit Health and Safety plan 2018-19 as it applies to their areas of control etc.	HSM2	Limited number of formal plans agreed		Units/ Estates/Support Services	October 2018
Action		<ol style="list-style-type: none"> 1. Develop programme of Health and Safety Group meetings for units etc. 2. Confirm that the content of the meetings demonstrate good governance of health and safety 3. Based upon risk profile develop Unit action Health and Safety Improvement plan e.g. risk register, training needs analysis, review and analysis of incidents, monitoring etc. 4. Improve the attendance of operational management so that they understand their roles, actions and these matters are monitored 		Units etc.	April 2018

Communications

Principal Actions	Risk Register	Current Position	Comments	By Whom	Target/ Key milestones KPI
Review membership of ABMU Ops H&S Comm. to include non-Service Delivery Unit representation	HSM1 HSM2 HSM5	Certain lower risk management areas of ABMU not represented at Ops H&S Comm.	Identify key attendees, roles and responsibilities	Head of Health and Safety	October 2018
Action	<ol style="list-style-type: none"> 1. Review Ops Health and Safety Group terms of reference including potential effects of ABMU reorganization 2. Invite management units to attend 3. Support them to develop effective health and safety management arrangements 			Head of Health and Safety	June 2019

2.	Target	To have fire safety owned and effectively managed at all levels of the Health Board
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Competent People

Principal Actions	Risk Register	Current Position	Comments	By Whom	Target/ Key milestones KPI
Review arrangements to ensure clear policy regarding fire safety training and maintenance of competencies	F2	<p>Fire Safety policy sets out ABMU approach</p> <p>Current training largely confined to training of groups of staff rather than focussed local training</p> <p>Ongoing issues with resources and their priorities. e.g. updating of fire risk assessments</p>	<p>Singleton Unit has implemented programme of local training using fire Wardens</p> <p>Need to develop ABMU-wide arrangements</p>	Head of Health and Safety	November 2018
Action			<ol style="list-style-type: none"> 1. Develop comprehensive training need analysis and agree at Operational Health and Safety Group 2. Confirm that fire safety training arrangements will give an enhanced role to Fire Wardens regarding training of their colleagues in local fire safety matters 3. Develop implementation programme 4. Develop system for the training of managers in fire safety 	Head of Health and Safety	April 2019

Emergency Preparedness

Principal Actions	Risk Register	Current Position	Comments	By Whom	Target/ Key milestones KPI
Conduct fire drills to test effectiveness of general site arrangements etc.	F4 F7	Ops H&S Comm.has agreed a fire drill standard for the organisation 2 x Drills held in Princess of Wales Hospital 1 x Drill held in Neath Port Talbot Hospital 1 x Evacuation in Fendrod Ward, Cefn Coed	Assurance regarding site arrangements can be tested. Resources focussed primarily on developing risk assessments and management of Singleton cladding	Head of Health and Safety Units	October 2018
Action	1.Conduct fire evacuation drills in Singleton and Morriston Hospitals 2.Confirm fire drill programme for 2019-20			Head of Health and Safety Units	April 2019

3.	Target	To have manual handling owned and effectively managed at all levels of the Health Board
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Asset Management					
Principal Actions	Risk Register	Current Position	Comments	By Whom	Target/ Key milestones KPI
Replacement programme for hoists and other manual handling equipment	MH2	Hoist fleet largely upgraded by capital funding of £450k	Further capital funding of £90k to complete programme	Capital prioritisation group	October 2018
Action	1. Funding for programme required			Capital prioritisation group	Feb 2019

4.	Target	To have Violence and Aggression owned and effectively managed at all levels of the Health Board
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No matters at present

5.	Target	To have COSHH owned and effectively managed at all levels of the Health Board
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No matters at present

6.	Target	To have Display Screen Equipment safety owned and effectively managed at all levels of the Health Board
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No matters at present