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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>01 December 2020</b>	<b>Agenda Item</b>	<b>2.2</b>
<b>Report Title</b>	<b>COSHH &amp; Water Safety Update</b>		
<b>Report Author</b>	Mark Parsons, Assistant Director of Health & Safety		
<b>Report Sponsor</b>	Christine Williams, Interim Director of Nursing & Patient Experience		
<b>Presented by</b>	Mark Parsons, Assistant Director of Health & Safety		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The purpose of this report is to provide the Health and Safety Committee with an update on the processes in place to manage the Control of Substances Hazardous to Health (COSHH) effectively.		
<b>Key Issues</b>	<p>The COSHH internal audit identified that:</p> <ul style="list-style-type: none"> <li>• There was a need for an overarching Health Board wide procedure relating to COSHH,</li> <li>• There was inconsistency across the departments reviewed in the approach to risk assessment and the management of COSHH,</li> <li>• Roles and responsibilities were not clearly defined for the role of Head of Health and Safety, the Health and Safety Committee and associated departmental managers and governance arrangements,</li> <li>• There was a need for periodic monitoring or auditing for Health and Safety (COSHH) compliance,</li> <li>• There was a need to measure and record risk assessments and ensure that a process was in place to escalate risks to the health &amp; safety risk register.</li> <li>• There was inconsistency in incident reporting and the sharing of lessons learnt.</li> </ul>		
<b>Specific Action Required (please choose one only)</b>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Recommendations</b>	<p>Members are asked to :</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> the report</li> </ul>		

# **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) UPDATE**

## **1. INTRODUCTION**

The purpose of this report is to provide the Health and Safety Committee with an update on the processes in place to manage Water Safety and the Control of Substances Hazardous to Health (COSHH) effectively.

## **2. BACKGROUND**

### **2.1 Internal Audit 2018/19**

As part of the internal audit plan which was commissioned in order to evaluate the processes and procedures that support the management and control of water safety and substances hazardous to health (COSHH), within the University Health Board a limited assurance assessment rating was received by internal audit in relation to COSHH in 2018-2019 and 2019/20.

Duties under the Health and Safety at Work etc. Act 1974 extend to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provides a framework of actions designed to assess, prevent or control the risk from bacteria like legionella and take suitable precautions and prevent/reduce their exposure to employees, contractors or other people of substances than can cause harm.

The audit considered (from an estates perspective), the adequacy of the Health Boards management arrangements and associated processes to identify, risk, and assess and implement control measures in compliance with the regulations (i.e. how control was assured through the Estate). Specifically for COSHH the audit did not include an audit of clinical practices e.g. control of biological materials, nor prescribed medicines, and included audited controls relating to more general substances (e.g. disinfecting materials) as operated by staff throughout the Health Board.

The scope and objectives of the audit was to determine the adequacy and operational compliance with systems and procedures operated by the Health Board, taking account of relevant NHS and other supporting regulatory and procedural requirements, as appropriate. The internal audit assessment focussed on Governance, Monitoring and Reporting, Risk Management, Control Measures and Feedback and Lessons Learnt.

### **2.2 Internal Audit Findings**

Some positives were identified during the internal audit assessment, however four out of the five areas targeted achieved only a "limited assurance" assessment rating and one achieving reasonable assurance.

## **3. PROGRESS**

A full review of all know COSHH items has been undertaken, this was carried out jointly by health & safety; infection prevention & control and occupational health. From this a health

board wide COSHH database has been developed and products have been categorised to review based on hazard and use. Some departments are further ahead than others, with good practices and documentation (risk assessments) in place.

The audit actions have been categorised under: governance, monitoring & reporting, risk management (risk assessments), control measures, feedback and lessons learnt. And these are outlined in the below:

### 3.1 COSHH Audit

Actions	Comments
Governance: <ul style="list-style-type: none"> <li>• Roles &amp; Responsibilities</li> <li>• Procedures</li> </ul>	<p>Roles and responsibilities are identified in the health board H&amp;S Policy, with all job descriptions having specific section covering health &amp; safety</p> <p>Procedure was approved in December 2019, with a further update presented to H&amp;S committee December 2020.</p>
Monitoring & Reporting <ul style="list-style-type: none"> <li>• COSHH system reviewed</li> <li>• COSHH monitoring &amp; reporting</li> <li>• Resources</li> <li>• Contractors</li> </ul>	<p>A full review has taken place during 2019/20 jointly by H&amp;S – IPC – Occupational Health, Reporting arrangements are included in the updated COSHH procedure.</p> <p>Departments undertake local reviews – governance structures in place for the groups, reporting through to H&amp;S Ops group and &amp;S committee. Deep dives are part of the governance.</p> <p>A review of current structure has taken place, with draft structure options developed and is currently having costs aligned prior to submission to Execs for consideration. The final structure will be ready for formal submission in Q4. As part of the structure, there will be H&amp;S co-ordinator who will lead on COSHH. COVID-19 has had an impact on the progression of the structure review.</p> <p>This is captured in the new contractor’s policy, which includes submission of RAMS and will include COSHH items.</p>
Risk Management - COSHH risk assessments <ul style="list-style-type: none"> <li>• Procedure review</li> </ul>	

<ul style="list-style-type: none"> <li>• Key COSHH risk assessments (consistency)</li> <li>• Identify COSHH products by hazard properties/use</li> <li>• Training</li> </ul>	<p>Procedure was approved in December 2019, with a further update presented to H&amp;S committee December 2020.</p> <p>New COSHH risk assessment template developed.</p> <p>Products and use have been reviewed by the Health Surveillance group and have developed a new COSHH database.</p> <p>Currently being reviewed, with potential on-line training or in-house training to be provided dependant on resources</p>
<p>Feedback &amp; Lessons Learnt</p> <ul style="list-style-type: none"> <li>• Consistency in approach across health board</li> <li>• Benchmark with other HB's</li> </ul>	<p>Development of single database and health board procedure and COSHH risk assessment template</p> <p>Discussed at all Wales H&amp;S advisors form and shared policies/procedures and systems in place. Currently exploring an all Wales system for COSHH</p>

### 3.2 Water Safety Audit

Actions	Comments
<p>Governance:</p> <ul style="list-style-type: none"> <li>• Water Safety committee/groups responsibilities</li> <li>• Meet at least quarterly</li> </ul>	<p>The HB water safety committee has been reviewed and relaunched and has appropriate attendance from service groups and specialities</p> <p>Meetings have been scheduled to meet at least four times per year.</p>
<p>Monitoring &amp; Reporting</p> <ul style="list-style-type: none"> <li>• Reporting structures and monitoring arrangements</li> </ul>	<p>Reporting structure are in place</p> <ul style="list-style-type: none"> <li>- Service groups link to water safety group (reporting &amp; feedback loop)</li> <li>- Water Safety Group report to the H&amp;S Ops group</li> <li>- H&amp;S Ops group reports to H&amp;S committee</li> </ul> <p>Expansion of the Zeta system to provide a consistent approach and</p>

<ul style="list-style-type: none"> <li>• Production and consistent reporting of water system management</li>   <li>• Legionella sampling in accordance with water safety plan</li>   <li>• Flushing</li>   <li>• Identification of equipment ( drinking water &amp; Ice machines)</li> </ul>	<p>parameters across the HB. Consistent reports produced via the Zeta system. This has been rolled out with a large percentage of the water system completed. More work to undertake as slight delays due to COVID-19.</p> <p>Systems were put in place for sampling, this has been trimmed due to laboratory capacity due to COVID-19 sampling. Water plan has been updated to reflect current sampling capacity and will be reviewed post COVID-19</p> <p>Hotel services now undertake flushing and record information.</p> <p>Discussed at water safety meeting and confirmed these are required to have maintenance, otherwise will be removed.</p>
<p>Risk Management – Water(legionella) risk assessments</p> <ul style="list-style-type: none"> <li>• Water (legionella) risk assessments</li>   <li>• Identification and appointment of competent persons</li>   <li>• Updated Schematics of water systems</li> </ul>	<p>Risk assessments have been undertaken, with a tender for new assessments to be advertised in Q4.</p> <p>AP's &amp; RP's have been either appointed or awaiting sign off by the authorised engineer, so some delays due to COVID-19</p> <p>A review of all schematics has been undertaken, areas identified that updating.</p>

#### 4. GOVERNANCE & RISK

Health and Safety (COSHH) governance is as important as any other aspect of governance. It is a fundamental part of an organisation's overall risk management function which is a key responsibility of all directors, managers and staff. The governance structure for Health and Safety was refreshed and approved in 2019 and have been embedded into the four groups and their committee/group structures, this will enable greater scrutiny moving forward. As part of the governance, deep dives on specific areas are undertaken and COSHH is scheduled for February 2021 and legionella is reviewed through the Water Safety Group.

The COSHH procedure was submitted to the Health and Safety Operational Group for review and approval prior to being submitted to the Health & Safety committee in December 2019, this has had a further review and is presented in file 2.2.1 for information/approval.

Within the NHS generally COSHH risks have reduced by the substitution of substances to less harmful products and technology. However, this does not reduce the legal requirements under COSHH to carry out suitable and sufficient assessments of the risks, this must be done by a competent person.

## 5. NEXT STEPS

There are further actions to be taken to ensure the HB continue to develop and improve COSHH arrangements and to have these in place, which are outlined in the table below:

Action	Target Date
Review current COSHH database products risk assessments	March 2021
Review training options (in-house face to face / on-line or blended approach)	March 2021
Identify COSHH assessors for each department	March 2021
Progress options of all Wales COSHH system and benchmarking	March 2021
Assess tenders for water management risk assessments	Q4 /Q1
Follow up on AP assessments and appointments	March 2021
Continue review of water schematics	March 2021
Review sampling frequencies (dependant of laboratory capacity)	On-going
Undertake a review of flushing records	Q4 / Q1
Review water safety plan	March 2021

Progress and delivery will be driven through the Health Surveillance Group and update reports will be given to each Service Delivery unit, periodically to the Health and Safety Operational Group, and exception reports will be presented to the Health and Safety Committee.

## 5. FINANCIAL

There will be financial resource implications to implement training, with a recurring cost for refresher training that is recommended to be two yearly. Adequate time to facilitate staff undertaking the training is also required.

## 6. RECOMMENDATION

Members are asked to:

- **NOTE** the report

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
<b>Health and Care Standards</b>		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
<p>Following the final internal audit report 2018-2019 a review has been undertaken to address the limited assurance assessment areas highlighted in the report. A Health Board wide COSHH procedure has been developed and approved. Health Surveillance Group meetings have taken place and will be the focus group covering COSHH to ensure effective systems, cooperation and ownership of health and safety at all levels are in place to building a positive, safe and healthy environment.</p>		
<b>Financial Implications</b>		
<p>There are financial implications to be able to implement and maintain the training required to meet the Health Board's legal requirements.</p>		
<b>Legal Implications (including equality and diversity assessment)</b>		
<p>Swansea Bay University Health Board (SBUHB) is committed to providing and maintaining a safe and healthy work place and to provide suitable resources, information, training and supervision on health and safety to all members of staff, patients Contractors and visitors to comply with the legislative and regulatory framework on health and safety which includes:</p> <ul style="list-style-type: none"> <li>• The Health &amp; Safety at Work Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• The Control of Substances Hazardous to Health Regulations 2002</li> <li>• L8 The Control of Legionella Bacteria in Water Systems</li> <li>• HSG274 Legionnaires ' disease technical guidance</li> </ul>		
<b>Staffing Implications</b>		
<p>Staff will be briefed on the developments through health and safety meetings/forums or other groups as determined necessary ensure that health and safety (COSHH) is discussed, monitored and acted upon. A report on the longer term health and safety staffing and resource requirements is being reviewed.</p>		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		

The Act requires the Health Board to think more about the long term, how we work better with people and communities and each other, look to prevent problems and take a more joined up approach with partners. There will be long term risks that will affect both the delivery of services, therefore, it is important that you use these five ways of working (Long Term Thinking, Prevention, Integration, Collaboration and Involvement) and the wellbeing goals identified in the Act in order to frame what risks the Health Board may be subject to in the short, medium and long term. This will enable The Health Board to take the necessary steps to ensure risks are well managed now and in the future.

<b>Report History</b>	
<b>Appendices</b>	Appendix 1