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Service Groups' Highlight Report for Health and Safety Committee

Meeting Date:	17 th January 2023
Service Group:	Corporate - HQ
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Sponsor:	Hazel Lloyd, Director of Corporate Governance
Presenter:	Hazel Lloyd, Director of Corporate Governance

Summary of Health and Safety key issues since last report to the Committee (Reporting period: March 2022 to January 2023)

This report is to provide the Health and Safety Committee with an update of HQ's system for managing health and safety and to offer assurance of our compliance with health and safety matters affecting staff and visitors using its services. The HQ facility has approximately 600 staff listed as having HQ as its base.

The HQ facility differs from other Units in that it is managed by Orbit Facilities Management Company. HQ Health & Safety Group is a sub-group of the Health & Safety Operational Committee. This meeting is chaired by the Head of Corporate Governance and is largely attended by Fire Wardens based within the building.

The following are key H&S issues:

- Agile working & static workers
- Two new risks – chiller & fire seals/fire stopping works
- One incident – electricity failure August 2022

Challenges, Risks, Mitigation and Action being taken relating to Health and Safety issues noted above (what, by when, by who and expected impact)

Agile working : During 2022, HQ was set up as an agile working hub, with staff decluttering workspaces and the installation of universal docking stations/screens. Physical moving of staff took place during May 2022. Zones were created to ensure collaborative working with teams.

Due to agile working, space was created/and or released at HQ with the following teams moving in to HQ:

- Morryston Hospital outpatient booking team
- NHS collaborative services from Morryston Hospital
- PHW team from Morryston Hospital
- Overseas nurse training from Bay Hospital

The health & safety implications surrounding agile working were:

- *Home working* – the agile working ‘Principles’ highlighted the importance to all staff to work in accordance with existing framework and policies. Home working health & safety risk assessments were encouraged and completed by managers and staff, in line with the HB’s home working policy.
- *Lack of fire wardens on site* – existing fire wardens were no longer on site 5 days week. Therefore, static workers (those small number of workers who continue to work out of HQ 5 days a week) were approached to take on this role. In June 2022 fire warden training was undertaken for new fire wardens and the last fire drill undertaken at HQ was 15th July 2022.

New Risks :

- A fire risk assessment was carried out in July 2022 and this was generally good, however it highlighted a few areas in the building, where general tidiness and some seals on fire doors required replacing. The Fire Manager conducting the risk assessment had notified Estates.
- The chiller unit on the roof, developed a leak over the summer. This was repaired and is being monitored by the Fire Management company. However, it was acknowledged that this was reaching the end of its life span, however funds were not available at present to replace.

Incident : One incident had been reported at HQ during August 2022. This was due to a power failure at the building over a weekend. The only impact of this was a small number of COVID vaccines needing to be destroyed due to electricity failure to fridges. Contractors had been on site on Saturday 13th August 2022 to ensure the electricity supply was returned. No other areas affected by power outage. It was established that this had been due to a local power failure in the Baglan area.

Performance Progress to include: Statutory and Mandatory Training; PADR compliance; Serious Incidents; Staffing and Sickness Levels;

Average mandatory training compliance is at present 90% and PADR compliance is 53% for the Director of Corporate Governance/Board Secretary Directorate (this includes executive directors and independent members, corporate services, corporate governance, patient feedback and compliance department)

Training for different departments/directorates based at HQ would be reported separately.

There are 26 trained Fire Wardens on site – up to date training was carried out on 30th June 2022.

HQ has 11 trained first aiders, who undertook training in October 2020, this will be due for renewal next year.

Governance and Risk Issues to include risks relating to Health and Safety on the risk register

Title	Site	Dept.	Risk (in brief)	Risk level
Ageing heating system	HQ	Corporate	Due to the age of the building, the heating system is starting to incur some leaks.	Low risk
Seals to fire doors and fire stopping works	HQ	Corporate	Seals to fire doors highlighted in recent fire audit, conducted by HB's fire manager.	Low risk
Aging Chiller System	HQ	Corporate	Chiller system reaching end of life span.	Low risk

Action:

- Regular preventative planned maintenance (PPM) checks are carried out by contractors on behalf of Orbit Facilities Management to service and maintain the heating system and mitigate any risks.
- A further fire audit is due to take place to establish remaining works and costs for fire stopping. Fire seals highlighted to estates department.
- Regular preventative planned maintenance (PPM) checks are carried out by contractors on behalf of Orbit Facilities Management to service and maintain the chiller system and mitigate any risks.

COVID-19 Health and Safety Issues (PPE, social distancing, visiting)

Covid-19 conditions regarding social distancing have been removed at HQ, following a risk assessment of the site in May 2022. However, the one-way system in the stairwells has remained.

The air conditioning at HQ which had been operating 24/7 during the pandemic, was changed in March 2022 following updated RHEVA guidance (version 4). This had advised that ventilation times could be changed so that the air conditioning operates 2 hours before the building opens and 2 hours after it closed. Air handling units to remain at 100% outdoor air and the regular changing of filters as per PPM works was to continue.

Current issues for 2022-23 for the Attention of the Committee

Current issues for 2022/23:

- Continue monitoring of agile working & static workers
- PADR compliance and mandatory training continues to be a priority within Corporate Governance/Board Secretary Directorate and is monitored monthly at Heads of Department meetings.
- The continued monitoring of risks – heating/chiller and fire seals/doors

Recommendations

Members are asked to note the report.