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Bwrdd Iechyd Prifysgol  
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Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>17 January 2023</b>	<b>Agenda Item</b>	<b>3.3</b>
<b>Report Title</b>	<b>Health and Safety Annual Report 2021/22</b>		
<b>Report Author</b>	Laurie Higgs, Head of Health and Safety Mark Parsons, Assistant Director of Strategy – Capital		
<b>Report Sponsor</b>	Darren Griffiths, Director of Finance and Performance		
<b>Presented by</b>	Mark Parsons, Assistant Director of Strategy – Capital		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	This report is a cover report to the main Health and Safety Annual Report for 2021/22.		
<b>Key Issues</b>	<p>The Health &amp; Safety annual report is intended to capture the Health Boards performance for the period 2021/22, covering: -</p> <ul style="list-style-type: none"> <li>• Training compliance</li> <li>• Estates compliance</li> <li>• Audits and inspections</li> <li>• Fire compliance</li> <li>• Enforcement actions</li> <li>• Policies &amp; procedures</li> <li>• Incidents</li> <li>• RIDDOR</li> <li>• COVID-19 response</li> <li>• Health &amp; Safety Resources</li> </ul> <p>It also highlights achievements as well as areas for improvement.</p>		
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Recommendations</b>	<p>Health &amp; Safety Committee is asked to: -</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> the Health and Safety Annual Report 2021-2022 and the positive progress that has been made since the inception of SBUHB and also the collaborative working with our Trade Union colleagues.</li> <li>• <b>APPROVE</b> the Health and Safety Annual Report 2021-2022.</li> </ul>		

# HEALTH AND SAFETY ANNUAL REPORT 2021/22

## 1. INTRODUCTION

The purpose of this report is to provide the Health & Safety Committee with summary information relating to principal activities associated with the promotion and management of health and safety issues for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

## 2. BACKGROUND

All organisations have a legal duty to put in place suitable arrangements to manage health and safety. Ideally, this should be recognised as being a part of the everyday process of conducting business and/or providing a service, and an integral part of workplace behaviours and attitudes. The arrangements used by the Health Board are aligned with the principles of the guidance issued by the Health and Safety Executive (HSG65) which is represented by four key components of health and safety management: 'Plan, Do, Check, Act.'

Since the inception of Swansea Bay University Health Board (SBUHB) in April 2019, the Health Board (HB) has had to address 12 health and safety executive improvement notices, nine of which were issued initially to Abertawe Bro Morgannwg University Health Board and three followed, one in July 2019 and two in October 2019. In addition to the improvement notices, letters outlining recommendations were also received and covered a range of areas:

- Violence and Aggression
- Manual Handling
- Reporting and investigating incidents
- Staff/Patient/Visitor Safety (numerous points)
- Electrical Safety

All enforcement notices were complied with by 7<sup>th</sup> February 2020.

As part of the compliance to the improvement notices the health and safety governance structure was updated and formed part of the key changes to start the health and safety journey towards compliance and this will continue as we learn from within the HB and from others to maintain the safety of our staff, patients and others.

Given the challenges of the organisations first year as SBUHB a new challenge emerged in the form of COVID-19 a global pandemic declared in January 2020, hence there being no annual report submitted for 2019/20 and 2020/21.

This paper is therefore intended to provide the context, background and cover for the Health and Safety Annual report for 2021/22 which is attached as **Appendix 1** to this report.

### **3. GOVERNANCE AND RISK ISSUES**

Health and Safety 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 directors. Failure to manage health and safety risk effectively has both human and business costs. The price of failure can be the damaged lives of workers, patients, their families and friends, as well as direct financial costs, damaged reputations and the risk of legal prosecution. A significant review was undertaken and a new health and safety governance structure was introduced and is now embedded in the organisation, this will continually be reviewed to ensure this is fit for purpose as the Health Boards health and safety management evolves.

### **4. FINANCIAL IMPLICATIONS**

There are no financial implications for the committee to consider.

### **5. RECOMMENDATION**

Members are asked to:

- **NOTE** the Health and Safety Annual Report 2021-2022 and the positive progress that has been made since the inception of SBUHB and also the collaborative working with our Trade Union colleagues.
- **APPROVE** the Health and Safety Annual Report 2021-2022.

## Governance and Assurance

<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 checked="" type="checkbox"/>
	Excellent Staff	<input checked="" type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input checked="" type="checkbox"/>

## Health and Care Standards

<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>

## Quality, Safety and Patient Experience

The effective communication of health and safety information and coordination of team activities is essential to providing safe patient care. Effective teamwork and communication are just two aspects of the 'non-technical' skills required to ensure patient safety.

## Financial Implications

No financial implications for the committee to be aware of.

## Legal Implications (including equality and diversity assessment)

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:

- The Health & Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1991
- The Manual Handling Operations Regulations 1992
- The Control of Asbestos at Work Regulations 2012
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Electricity at Work Regulations 1989
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Control of Substances Hazardous to Health Regulations 2002
- The Provision and use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2007

- The Quality Act 2010
- The Health and Safety (First Aid) Regulations 1981
- The Regulatory Reform (Fire Safety) Order 2005
- The Fire and Rescue Services Act 2004
- Civil Contingencies Act, 2004
- Corporate Manslaughter & Corporate Homicide Act 2007

### **Staffing Implications**

The organisational structure of the Health and Safety is under review to ensure that there is adequate resource to maintain health and safety standards for the SBUHB in the future.

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

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>	Health and Safety Operational Group December 2022
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<b>Additional papers</b>	<b>Appendix 1 - Health &amp; Safety Annual Report 2021/22</b>
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