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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	01 July 2021	Agenda Item	3.2
Report Title	Headquarters (HQ) Unit Health and Safety Report		
Report Author	Kate Morgan		
Report Sponsor	Pamela Wenger		
Presented by	Pamela Wenger		
Freedom of Information	Open		
Purpose of the Report	<p>To provide the Health and Safety Committee with an update on HQ systems for managing health and safety.</p> <p>The report also provides a summary of key issues, risks and plans to address them.</p>		
Key Issues	<p>Headquarters has approximately 450 staff sited within its facility and this is office based.</p> <p>HQ has a Health and Safety Group which meets twice a year. The group is chaired by the Head of Corporate Governance and reports directly to the Health and Safety Operational Committee.</p>		
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> NOTE the report 		

Headquarters Health and Safety Assurance Report

1. INTRODUCTION

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 differs from other Units in that it is managed by Orbit Facilities Management Company.

2. BACKGROUND

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.

- **Covid-19**

A full risk assessment was conducted at HQ in May 2020 in relation to physical distancing. Following this assessment certain measures were undertaken in respect of social distancing and workplace safety. This was in conjunction with additional measures in relation to the fabric of the building in liaison with Orbit Facilities Management company. Signage for maximum capacity of rooms, one way systems, extra sanitiser points and screens for security were installed. Along with this, due to there being no opening windows at HQ, Orbit Facilities Management Company instructed Air Handling Units (AHU) to be set to work 24/7 with 100% fresh air supply and Fan Coil Units to work 24/7 with high speed air flow to improve the air quality within the building.

- **Incidents**

There have been 0 incidents reported at HQ during 2020/21.

- **HQ Health and Safety Risks**

There is currently 1 risk relating to Health and Safety on the risk register.

Title	Site	Department	Risk (in brief)	Risk rating
Ageing heating system	HQ	Corporate	Due to the age of the building, the heating system is starting to incur some leaks.	6

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.

3. RECOMMENDATION

Members are asked to:

- **NOTE** the report

Governance and Assurance		
Link to Enabling Objectives (please choose)	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input checked="" type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input checked="" type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
(please choose)	Staying Healthy	<input checked="" type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input 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"/>
Quality, Safety and Patient Experience		
Financial Implications		
Nil		
Legal Implications (including equality and diversity assessment)		
Staffing Implications		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
Report History	Nil	
Appendices	Nil	