

Swansea Bay University Health Board – Health & Safety – Estates (DRAFT EXAMPLE)

Key Performance Indicators – Tier 1 Dashboard.

Category	Measure	Comments	Status	Target	RAG
Incident Reporting	All incidents recorded and investigated within agreed timeframes	Incidents to recorded on Datix within 2 days in line with HB policy	Partial compliance	90%	
RIDDOR	All RIDDOR incidents to be identified and reported within agreed timeframes	All RIDDOR's to be reported to HSE ASAP, with completed reports either 10 or 15 days	Partial compliance	100%	
Induction (H&S)	Scheduled induction course completed within financial year	H&S team to provide designated categories as part of SB induction programme	Non-compliant (COVID-19 pressures)	100%	
Health and Safety Training	Health & Safety training completed in line HB policy frequencies and WG target	H&S training to be completed every 3 years	Partial compliance	85%	
	Fire safety training completed in line HB policy frequencies and WG target	Fire safety training to be completed every 2 years	Partial compliance	85%	
	Level 1 manual handling training completed in line HB policy frequencies and WG target	Level 1 manual handling training completed every 2 years	Partial compliance	85%	
	Violence & aggression training completed in line with HB policy and WG target	No specific renewal	Partial compliance	85%	

Health & Safety Audits	All scheduled H&S audits completed	All designated ward, department, site audits to have been completed within schedule	Non-compliant (Resources dependant)	100%	
Fire	Fire risk assessments schedule in place	Programme in place	Compliant	100%	
	Fire risk assessments completed as per schedule	As of 11 June 10% are overdue	Partial compliance	100%	
	Fire evacuation plans in place	All areas to have up to date fire evacuation plans	Partial compliance	100%	
	Fire compartmentation lines identified, recorded and up to date	All fire compartmentation lines identified, recorded and up dated	Partial compliance	100%	
	Fire compartmentation drawings in place and up to date	All fire drawings to be in place	Partial compliance	100%	
	Emergency lighting PPM in place and carried out	All PPM for emergency lighting completed	Compliant	100%	
	Fire alarm systems PPM in place and carried out	All PPM for fire alarm PPM carried out as per requirements	Compliant	100%	
	All Schedule of fire safety audits completed	All designated ward, department, site audits to have been completed within schedule	Non-compliant (Resources dependant)	100%	

Manual Handling	MH Coaches scheduled courses completed	All scheduled courses to be completed	Non-compliant (COVID-19 restrictions)	100%	
	Manual Handling site audits scheduled and completed	All scheduled audits to be completed	Non-compliant (Resources dependant)	100%	
	LOLER checks undertaken	Systems in place to undertake and record LOLER checks	Compliant	100%	
Water Management (Legionella)	Water/Legionella risk assessments undertake	Two yearly/or risk assessed system in place	Non-compliant	100%	
	Water/Legionella risk assessments scheduled	Rolling programme in place	Compliant	100%	
Asbestos	Asbestos surveys undertaken	Survey undertaken on properties where the likelihood there is ACM's	Compliant	100%	
	Asbestos written plan in place	Rolling programme in place to monitor	Compliant	100%	
5 Year Fixed Wiring	Fixed Wiring inspection undertaken	5 year rolling programme in place	Compliant	Partial compliance	
	Fixed wiring inspection scheduled	6 year rolling programme in place	Compliant	Partial compliance	
Gas Safety	Gas inspections/testing undertaken	Annual programme in place	Compliant	Partial compliance	
	Gas Inspections scheduled	6 year rolling programme in place	Compliant	Partial compliance	

