

Swansea Bay University Health Board

Unconfirmed

Minutes of the Meeting of the Health and Safety Committee 5th April 2022 via Microsoft Teams

Present

Maggie Berry Independent Member (in the chair)
Tom Crick Independent Member

In Attendance

Debbie Eyitayo Director of Workforce and OD
Mark Parsons Assistant Director of Health and Safety
Des Keighan Assistant Director of Operations - Estates
Hazel Lloyd Acting Director of Corporate Governance
Darren Griffiths Director of Finance and Performance
Neil Thomas Deputy Head of Risk (from minute 31/22 to 34/22)
Joanne Jones Head of Support Services
Rhian Lewis NWSSP (observing)
Leah Joseph Corporate Governance Manager
Susan Jones Divisional Manager of Hospital Operations (to minute 27/22)
Melanie Collins Operational Site Manager (to minute 27/22)
Lesley Jenkins Nurse Director - Neath Port Talbot Hospital (to minute 27/22)
Alison Gallagher Head of Nursing – Patient Flow (minute 31/22)

Minute No.		Action
25/22	WELCOME / INTRODUCTORY REMARKS AND APOLOGIES	
	The chair welcomed everyone to the meeting. Apologies for absence were received from Jackie Davies, Independent Member.	
26/22	DECLARATION OF INTERESTS	
	There were no declarations of interest.	
27/22	SERVICE GROUP HIGHLIGHT REPORT: NEATH PORT TALBOT AND SINGLETON SERVICE GROUP (NPTSSG)	

The NPTSSG highlight report from a health and safety perspective was **received**.

In introducing the report, Susan Jones and Melanie Collins highlighted the following points:

- Health and safety group meetings take place quarterly and are well attended. Emergency preparedness resilience and response (EPRR) is included as part of the agenda, and agendas are aligned to the health and safety operational group and the EPRR group;
- Cladding remains an issue on the Singleton Hospital site. Phase 2 decanting has begun and 45 beds are being decanted at any one point to clear space for works. Workforce shortages remain problematic as ward areas remain split, however nursing support was being received;
- The redesign work continues in the acute service at Singleton Hospital, and the Singleton Assessment Unit remains the first point of contact for COVID patients;
- Both sites continue to follow the Health Board’s policies regarding the wearing of physical protection equipment (PPE), social distancing and visiting policies;
- Additional work has been carried out in the mental health wards around security and health and safety at Neath Port Talbot Hospital (NPTH). A review was undertaken of out of hours around unoccupied areas on site, where doors are open and should be locked. Work remains ongoing to strengthen security;
- Clinically optimised patient position is rising, with the figure stood at 364 across the Health Board on 5th April;
- New security measures for mortuaries are being progressed at both sites which includes new fire doors;
- As of 28th February 2022, fire compliance risk assessments stood at 100% compliance and the mandatory training compliance was green for NPTH.

In discussing the item, the following points were raised:

Maggie Berry queried whether the electrical safety mandatory competency training upload to electronic staff record (ESR) was realistic. Mark Parsons advised that the pathway was being established and he was positive it could be uploaded to ESR.

Maggie Berry queried the process for moving patients to an acute site when additional care was required. Susan Jones advised that either

	<p>patients could be admitted via the minor injuries unit (MIU), or they have become sick whilst on the wards and required escalation out to an acute site. The service groups were aware of the number of ambulances out in the community and although the pathway was in place, timely escalation can be delayed. Work was ongoing to deliver a more robust service.</p> <p>Maggie Berry observed that health and safety mandatory training compliance was good, and noted that most incidents related to transportation. Susan Jones advised that the incidents related to MIU escalation.</p> <p>Maggie Berry queried whether the mortuary security work was underway due to an inspection or incident. Mark Parsons stated that following an incident in England, the local sites had reviewed mortuary security and capital funding had been identified to support the works.</p> <p>Maggie Berry highlighted that clinically optimised patients were across both sites and asked service groups for additional comments. Susan Jones noted challenges around moving patients through the pathways and ultimately out of hospitals, however there was an issue across all sites.</p>	
Resolved:	The report be noted .	
28/22	CHANGE IN ORDER OF AGENDA	
Resolved:	Items 2.1 and 2.2 to be taken, with 1.2 to follow.	
29/22	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meetings held on 24th January 2022 were received and confirmed as a true and accurate record.	
30/22	MATTERS ARISING	
	<p>i. <u>07/22 Health and Safety Risk Register</u></p> <p>Maggie Berry queried whether Trade Union health and safety representatives had been discussed at March's staffside sub-group. Debbie Eytayo advised that although discussions had taken place, further conversations were needed along with Independent Member attendance.</p> <p>ii. <u>08/22 Personal Injury File Reviews</u></p>	

	<p>Maggie Berry queried whether an update could be provided surrounding the maintenance of car parks. Joanne Jones advised that she would obtain drawings from each estates department to document and highlight repair works required e.g. potholes.</p> <p>iii. <u>86/21 Site Visits</u></p> <p>Maggie Berry and Mark Parsons undertook visits last week to NPTH and Forge Mental Health Resource Centre. Mark Parsons noted that the fire door closures at NPTH were addressed by Susan Jones at the time of the visit. Maggie Berry noted that she was dismayed by findings at the Forge, especially around the security of the handle of the front door which was being held together by elastic bands. She noted that staff were pleasant and seemed pleased to see her and Mark Parsons on site to be able to provide feedback. The unannounced visits would continue. Mark Parsons advised that staff had previously identified the repairs with the estates department and he was due to follow up with the team. Des Keighan advised that he would arrange repairs for the Forge front door.</p>	JJ
31/22	SERVICE GROUP HIGHLIGHT REPORT: MORRISTON HOSPITAL	
	<p>The Morriston Hospital highlight report from a health and safety perspective was received.</p> <p>In introducing the report, Alison Gallagher highlighted the following points:</p> <ul style="list-style-type: none"> – The Health and Safety group meetings take place quarterly. There are currently no improvement notices for the service group; – Improvement work is ongoing around falls and fractured neck of femur; – An increase in lateral lift equipment is required for wards, along with training to support. Discussions are ongoing with the service group nurse director for the next steps; – There has been an increase in pressure ulcer presentation at the emergency department which are linked to long lays and long delays for ambulance response; – Repose mattresses have been purchased as a mitigating action. The use of these has been escalated to Welsh Ambulance Service Trust (WAST) for their approval following review of evidence to assist with ambulance off-loads to reduce risk to patients of pressure related injuries; – A dedicated assessment room has been developed and a focus remains on non-ligature areas; 	

- A recent suicide risk related to the child and adolescent mental health service (CAMHS) group as patients from England were presenting at the emergency department, as places had been procured within the Neath Port Talbot area due to the reduction in costs compared to areas in England. This has increased the risk to patients and staff. There have been approximately three cases in the last few weeks;
- 85% of Datix incidents reported no harm, 135 reported low harm and 2% reported moderate harm;
- 57% of all reported staff incidents were linked to inappropriate or aggressive behaviours towards staff members. Police presence was on site, however NHS security support was light;
- In January 2022, violence and aggression training compliance was 83.1% compared with 81.1% in January 2021;
- The Health Board received Welsh Government funding to replace the corridor flooring on all floors at the Morryston site. A sum of £410k has enabled replacement flooring and new bumper protection rails to the ground floor only. Work is scheduled for completion by 31st March 2022, however due to contractor staff COVID-19 absence this is expected to be rolled into the first week of April 2022. Fire doors have also been replaced on the ground floor of the hospital and this work is complete.

In discussing the item, the following points were raised:

Darren Griffiths queried whether the fire safety training gap was general or in one area. Alison Gallagher would confirm outside of the meeting. Mark Parsons advised that the training was based online, and therefore staff needed to take time out of their working day to complete it.

Mark Parsons noted that the lead clinician in the emergency department at Cwm Taf Morgannwg University Health Board (CTMUHB) was using the repose mattresses, and WAST had not made comment around utilisation. Alison Gallagher advised that CTMUHB were able to queue patients in the corridors and therefore able to utilise the repose mattresses onsite. Morryston Hospital were unable to queue patients in corridors, and ambulances would not accept patients back into vehicles whilst patients were laying on the repose mattresses.

Mark Parsons advised the ligature checks were taking place, and queried whether the hospitals were informed ahead of the CAMHS patient admissions. Alison Gallagher stated that the CAMHS patients present at the emergency department and the patient's background would be unknown. The Health Board were unable to move patients until the court instructs, and the acute hospital sites should not be recognised as a

	<p>place of safety. Maggie Berry noted that the concerns would be raised within the Health and Safety Committee Health Board report.</p> <p>Hazel Lloyd was complimentary of the report, and suggested that Morriston Hospital revisited previous Healthcare Inspectorate Wales (HIW) reports to ensure historical actions remained in place. Alison Gallagher advised that the children’s emergency unit was being reviewed, and the HIW ambulance handover action plans were being revisited.</p> <p>Maggie Berry highlighted that 120 Datix incidents remained open for over 30 days. Alison Gallagher stated that there had been capacity issues, but there was a focus on emergency department and staff incidents.</p> <p>Maggie Berry noted that poor behaviour had been reported between staff members and requested more information around these incidents. Alison Gallagher advised that incidents related to inappropriate discussions between staff members which was symptomatic of the pressures and workforce deficits. Maggie Berry suggested that the trauma and risk management (TRiM) training could assist with the outbursts related to pressures. Debbie Eytayo assured committee members that Morriston Hospital had been good with the TRiM training uptake and noted that listening events could be helpful. Alison Gallagher advised that most shifts were at 50% agency cover and the service group was unable to release staff to attend training. There were 47 vacancies in the emergency department and huge pressures and clinical safety concerns were being felt. Debbie Eytayo queried how the Health Board could support staff. She observed that high agency utilisation could tend to increase tensions due to the regular workforce not physically working together. Alison Gallagher and Debbie Eytayo agreed to take the discussion offline.</p> <p>Maggie Berry stated that the fire safety plan was out of date. Alison Gallagher noted that recruitment had taken place to fill the temporary lead EPRR role. The fire plan would be updated as part of that dedicated resource.</p> <p>Maggie Berry voiced concerns surrounding the ceasing of twice weekly testing for patients. Alison Gallagher advised that the routine testing of patients on in-patient wards stopped on Friday, 1st April 2022 in line with Welsh Government guidance. The Health Board would only swab symptomatic patients, and a bespoke plan for testing all patients going to theatre and the intensive therapy unit. There was an expectation that a marked reduction would be seen in incidental findings of COVID-19.</p>	
Resolved:	The report was noted .	

32/22	ACTION LOG	
	<p>The action log was received.</p> <p>i. <u>132/19 Caswell Clinic camera and alarm system</u></p> <p>Mark Parsons advised that the CCTV works had been completed, however the alarm works were ongoing. Maggie Berry reflected that the action log could be updated solely for an update on the alarm system in July 2022.</p> <p>ii. <u>22/21 and 79/21 Face-to-face training for Executives and Independent Members for training on institution of occupational safety and health (IOSH) and Health and Safety Infrastructure training</u></p> <p>Mark Parsons advised that a list of executives and independent members (IMs) was needed for two separate training days, with around 11 colleagues attending each day. Two companies had been approached and he awaited confirmation of costs. Hazel Lloyd advised that sufficient dates and times would be needed. Mark Parsons noted that he was working towards completing the training by the end of June. Maggie Berry requested a mix of IMs and executives at both days. Mark Parsons advised that the two days would be held at headquarters, but noted there was no particular budget. Darren Griffiths advised that the Health Board would find a way to cover the costs.</p> <p>iii. <u>Health and Safety Newsletter</u></p> <p>Maggie Berry requested that the action be removed from the action log as the item was being taken forward by the Interim Director for Communications.</p>	
Resolved:	The action log was noted .	
33/22	HEALTH AND SAFETY WORK PROGRAMME	
Resolved:	The Health and Safety Committee work programme was received and noted .	
34/22	HEALTH AND SAFETY RISK REGISTER	
	A report providing an update on the Health and Safety risk register was received .	

	<p>In introducing the report, Neil Thomas highlighted the following points:</p> <ul style="list-style-type: none"> – The Health Board Risk Register (HBRR) was last presented to the Board in March 2022. The Board endorsed continuation of the risk appetite score level of 20; – The risks currently assigned to the Health and Safety Committee are health and safety infrastructure; fire safety compliance; and environment of premises; – Two risks are assigned to the Health and Safety Committee for oversight: storage of paper records and partnership working; – The NPTH risk management training workshops are complete, with other service groups either due to complete or dates have been agreed. <p>In discussing the report, the following points were raised:</p> <p>Darren Griffiths highlighted that two further posts had been agreed to support the health and safety infrastructure risk and once the posts have been filled, the risk score would be reviewed. Maggie Berry was encouraged as it could increase the culture and accountability for health and safety.</p> <p>Maggie Berry queried whether the environment of premises risk should have a higher risk score. Neil Thomas advised that the score of 12 had been in place for some time, but noted the six facet survey may provide an independent review of the scoring. Darren Griffiths noted that the six facet survey was due to complete at the end of April 2022 which could reflect risks that were not yet known. He suggested that the risk score was held at 12 as there were expectations that changes to resource would be ongoing, along with building a prioritised risk response.</p>	
Resolved:	Updates to the Health Board Risk Register risks assigned to the Committee were noted .	
35/22	HEALTH AND SAFETY STRATEGIC ACTION PLAN	
	<p>A report surrounding the health and safety strategic action plan was received.</p> <p>In introducing the report, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> – Following the HSE inspection in 2019, the Health Board focused on leadership, ownership and competence; – Due to the impact of the COVID-19 pandemic, there was a requirement to reassess the strategic action plan to ensure the 	

	<p>dates were realistic for the health and safety workforce resources available.</p> <p>In discussing the report, the following points were raised:</p> <p>Maggie Berry advised that she would email queries regarding dates and timelines to Mark Parsons outside of the committee. She was pleased to see the actions in place, but was frustrated that COVID-19 had delayed completion.</p> <p>Darren Griffiths highlighted that the document needed to be amended to reflect 'health and safety action plan'. He suggested that a Gantt chart be incorporated for committee members to visualise the actions quarter-by-quarter for assurance on mitigation. Maggie Berry agreed that 'ongoing' was not a favoured word, and hard and fast timings were needed to strengthen the long-term action plan.</p>	
Resolved:	The report was noted .	
36/22	COVID-19 HEALTH AND SAFETY ISSUES	
	<p>A report on COVID-19 health and safety issues was received.</p> <p>In introducing the update, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> – Various cells had been set up to focus on certain areas including PPE logistics cell, physical distancing cell and nosocomial transmission cell; – HSE carried out visits and a notice of charge was received on 8th January 2021 outlining breaches of legislation; – The Health Board supports 'visiting with a purpose' which includes last days of life, patients who are distressed or confused. This covers the main acute hospital sites; – COVID-19 outbreak control meetings are taking place and risk assessments are ongoing to enforce strict infection, prevention and control guidance; – Patient movements continue to be restricted around the hospital sites to minimise the spread of COVID-19. This is being managed reasonably well with lessons learned being shared across the Health Board. <p>In discussing the report, the following points were raised:</p> <p>Maggie Berry highlighted that the decision to no longer swab asymptomatic patients was a national decision. She raised the importance of preparedness for another pandemic and the ability to</p>	

	<p>return to previous measures. Mark Parsons advised that the latest guidance advised Health Board's to be ready for any changes and to use the transition period to manage respiratory issues.</p>	
Resolved	<p>The report was noted.</p>	
37/22	<p>RECENT INSPECTIONS AND AUDITS</p>	
	<p>A report on recent inspections and audits was received.</p> <p>In introducing the update, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> – A reporting mechanism was in place for assurance; – There were common themes identified across the sites audited, with specific action plans developed to address the themes identified. These are regularly reviewed at the Health Board health and safety and fire safety group meetings. <p>In discussing the item, the following points were raised:</p> <p>Maggie Berry reflected that the report was good and it was positive to see no new inspections had taken place.</p>	
Resolved:	<p>The report be noted.</p>	
38/22	<p>SMOKING LEGISLATION UPDATE REPORT</p>	
	<p>An update report on the monitoring system and local authority enforcement following the implementation of smoking legislation was received.</p> <p>In introducing the update, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> – There have been no environmental health inspections and no fines issued to date; – The process in place is being monitored, however there are areas which require review to ensure robust process; – A further update could be requested in six months around the monitoring mechanism. <p>In discussing the item, the following points were raised:</p> <p>Maggie Berry noted that the Health Board should be working in partnership with the Local Authority. Mark Parsons advised that good relationships with the Local Authority are in place, however COVID-19</p>	

	<p>impacted the Local Authority.</p> <p>Debbie Eyitayo queried how the Health Board could ensure the policy covered contractors and individuals using the premises. Mark Parsons advised that the policy and legislation covered any individual on all hospital sites. Debbie Eyitayo highlighted that there may be a level of challenge to ensure compliance. Joanne Jones stated that she had asked staff not to approach or challenge anyone smoking on sites. At a task and finish group, there were discussions around a paragraph being agreed to assist staff to deal with challenges in a supportive way. She noted that this has not been followed up and the security guards may not be the right people to question staff. There was a need to ensure that staff were able to challenge in a pro-active way.</p> <p>Maggie Berry queried whether Local Authority contacts could be approached for visits to take place, and to help with training and guidance. Mark Parsons undertook to contact his counterpart in the Local Authority for more information.</p>	MP
Resolved:	<ul style="list-style-type: none"> – Local Authorities to be contacted for more information surrounding guidance, training and visits to hospital sites. – Update report to be received at Health and Safety Committee in April 2023. – The report be noted. 	MP MP
39/22	DISPLAY SCREEN EQUIPMENT AND HOME WORKING ASSESSMENTS AND TRAINING	
	<p>An update report on the findings of the review of compliance display screen equipment (DSE) and home working assessments and training was received.</p> <p>In introducing the update, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> – Workforce and OD are reviewing the homeworking framework and the flexible working policy and these would consider the agile working principles; – DSE checklists could be flagged every time staff logged on to their computer for compliance; – Processes are in place, however teams are making them more robust to support staff. <p>In discussing the item, the following points were raised:</p> <p>Maggie Berry queried whether the item needed to be referred to</p>	

	<p>Workforce and OD Committee. Debbie Eytayo advised that flexible working and working from home was not new to staff. There was no particular issue for Workforce and OD Committee, and the approach to flexible working could be a part of retention which was already covered by Workforce and OD Committee.</p> <p>Mark Parsons advised that the all-Wales agile working policy was being revisited.</p> <p>Maggie Berry queried whether the DSE checklists and home working assessments were being completed safely. Mark Parsons suggested that the service groups complete deep dives and present the reports at the Health and Safety Operational Group for monitoring and assurance.</p> <p>Maggie Berry highlighted that there may be possible new stress levels for staff working from home, and the deep dives could highlight lack of understanding of how staff feel. Debbie Eytayo queried how the Health Board could raise awareness and promote the checklist in advance of the deep dives. Mark Parsons undertook to send an email to service groups and the Health and Safety Operational Group, with the DSE checklist attached as checklists would need to be completed for the working environment and at home.</p> <p>Joanne Jones queried whether there was any funding for equipment and chairs. Mark Parsons noted that if people were working from home regularly, then funding would be available. Des Keighan suggested that standard equipment could be provided across the Health Board. Mark Parsons advised standard chairs are purchased and are in use.</p> <p>Des Keighan highlighted that a rise in energy prices may impact people working from home. Maggie Berry noted that staff should be aware of the tax code reduction if they work from home. Debbie Eytayo noted that the Health Board does not issue contracts solely working from home, but does offer the flexibility to work from home.</p>	MP
Resolved:	<ul style="list-style-type: none"> - Service groups to complete deep dives into home working assessments and DSE checklists and present reports to Health and Safety Operational Group. - The report be noted. 	MP
40/22	HEALTH AND SAFETY OPERATIONAL GROUP KEY ISSUES REPORT	
	<p>A key issues report on Health and Safety Operational Group was received.</p> <p>In introducing the report, Mark Parsons highlighted the following points:</p>	

	<ul style="list-style-type: none"> – Attendance at the service group meeting is positive, with representation increased with the inclusion of medical records; – NPTSSG risks included cladding (Singleton), healthcare acquired transmission of COVID-19, workforce shortages, decanting of wards and lack of storage; – Morriston Hospital risks include workforce shortages, CCTV and alarm system and healthcare acquired transmission of COVID-19; – There was no representative from the estates department, however a report was received which detailed risks including workforce shortages. Fire compartmentation surveys have been commissioned covering Singleton and Morriston Hospitals, and reports scheduled to be received in Q1 2022/23; – No health and safety alerts had been received; – Two policies were presented to the Health and Safety Committee due to there being very minor changes, mainly the Executive Director responsible for Health and Safety. <p>In discussing the item, the following points were raised:</p> <p>Darren Griffiths observed that the report was good and a huge step had been made for coercive overview for route of escalation. Maggie Berry queried the timescale for the electrical safety and awareness training to be uploaded to ESR. Mark Parsons advised that there should be an update towards the end of the week.</p> <p>Maggie Berry queried the position of the roof over Morriston Hospital’s catering department. Joanne Jones advised that the short-term repairs had been completed, and long-term arrangements were being made which includes building over the roof. The food hygiene score is due to be confirmed. She thanked the Morriston Hospital estates team for their efforts. Des Keighan was pleased, but noted that long-term plans were ongoing.</p>	
<p>Resolved:</p>	<ul style="list-style-type: none"> – The Health and Safety Policy was approved. – The Fire Safety Policy was approved. – The report was noted. 	
<p>41/22</p>	<p>ITEMS TO REFER TO OTHER COMMITTEES</p>	
<p>Resolved:</p>	<p>There were no items to refer to other committees.</p>	

41/22	ANY OTHER BUSINESS	
Resolved:	There were no items raised and the meeting was closed.	
42/22	DATE OF NEXT COMMITTEE MEETING	
	The next scheduled meeting is 5 th July 2022.	