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Health Board



Service Groups' Highlight Report for Health and Safety Committee

Meeting Date:	5 th July 2022
Service Group:	COO
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Sponsor:	Craige Wilson Deputy COO
Presenter:	Joanne Jones Head of Support Services

Summary of Health and Safety key issues since last report to the Committee (Reporting period: April 21 to March 22)

There were 5 key health and Safety issues affecting Support Services since spring 2021:

1. Roof above Morryston Catering Department
2. Poor response to fire and intruder alarms (out of hours on small unmanned sites)
3. Review of arrangements due to car bomb attack in Liverpool
4. Review of security services on the Singleton site
5. Issues that arose out of the deep dives' requested by the Health and Safety Operational Group

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

Issue	Comments (including what was done by whom and impact)	Action By	Proposed Date
Roof above Morryston Catering Department	Due to the structure of the department, the EHO awarded a score of 3 in their 6 month inspection. The main issue was water leakage into the catering department in numerous areas. Work was contracted out by the Estates department to resolve the roof/water issues as a short term resolution. Long-term plans were also agreed as the issue affected numerous departments. An EHO inspection was undertaken in May 2022 and a score of 4 was awarded. Further structural work is required and will be covered in the long term plans and discretionary capital programme.	Support services Estates Capital Planning	Short term issue resolved Capital will be available (for equipment and structural work in the kitchen) in 2022 (for completion by March 2023) The long term roof plan is a longer term plan -2025
Poor response to fire and intruder alarms (out of hours on	An incident occurred and an inadequate response provided. Numerous options have been discussed to resolve the concerns highlighted	Support Services Estates	March 2023

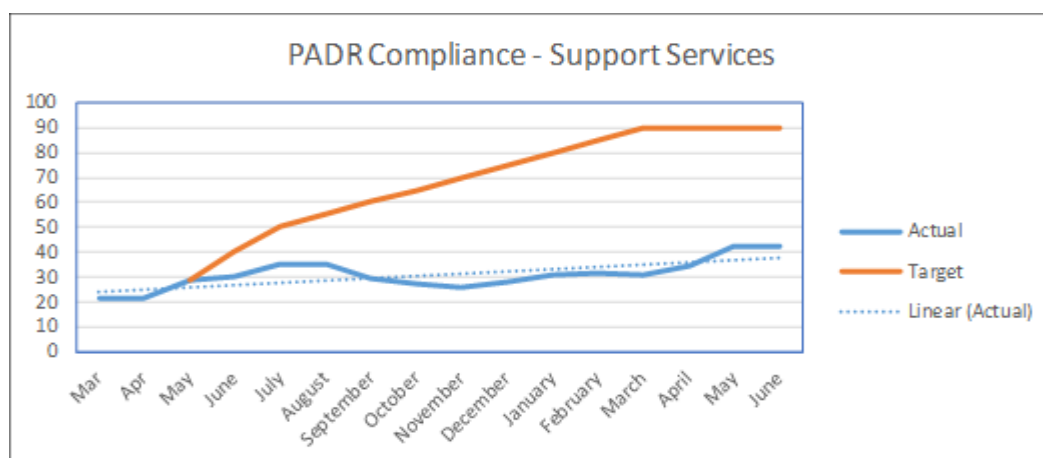
small unmanned sites)	A way forward has been suggested and is being discussed at the mental health and primary care health and safety meetings. Part of the action will require the fire and intruder alarm contracts to be amalgamated when next due for renewal.	Primary and Community Care Mental health Procurement	
Review of arrangements due to car bomb attack in Liverpool	A review of arrangements was undertaken to ensure a similar incident could not occur on our sites	Support Services	March 2022
Review of security services on the Singleton site	A review has taken place and the temporary security service ceased on 31 st May 2022.	Support Services Site Management Health	May 2022
Issues that arose out of the deep dives requested by the Health and Safety Operational Group	The deep dives if completed properly provide an opportunity to reflect on important health and safety topics e.g. manual handling, V&A In a broad spectrum of departments e.g. security – catering this was a challenge but proved to be very worthwhile	Support Services	actioned

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

This section will cover 4 topics:

- PADR compliance
- Statutory and mandatory training compliance
- Incidents
- Sickness

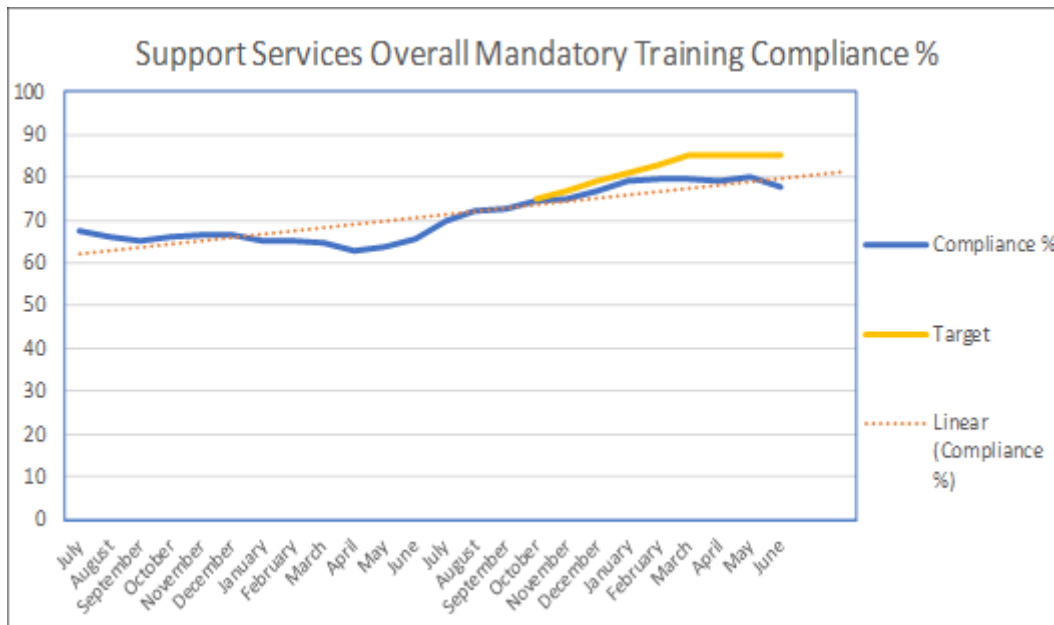
1. **PADR compliance has increased marginally in month to 42.42%, in the last report the PADR compliance was 20.85%.**



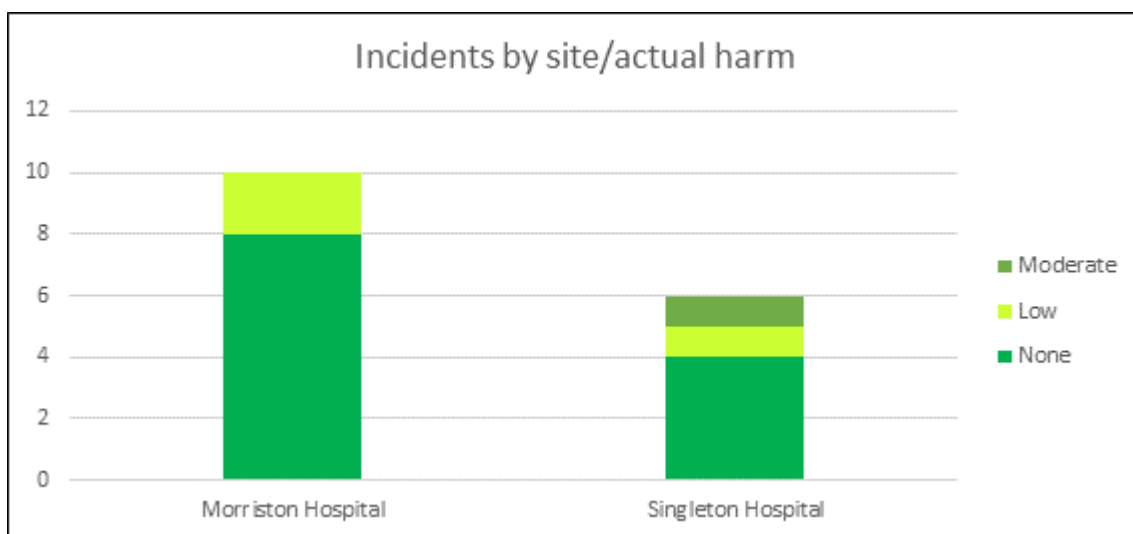
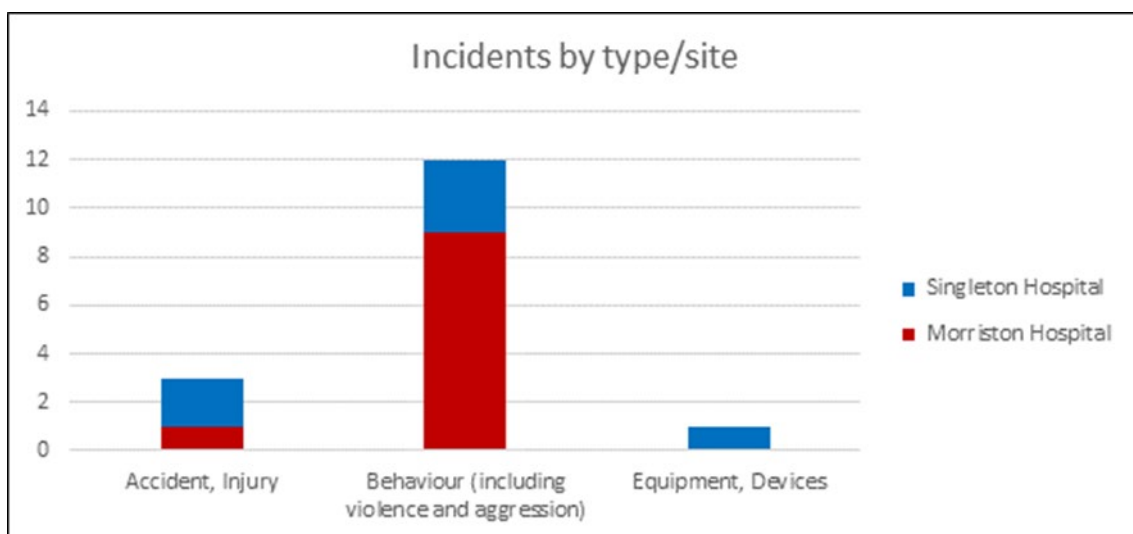
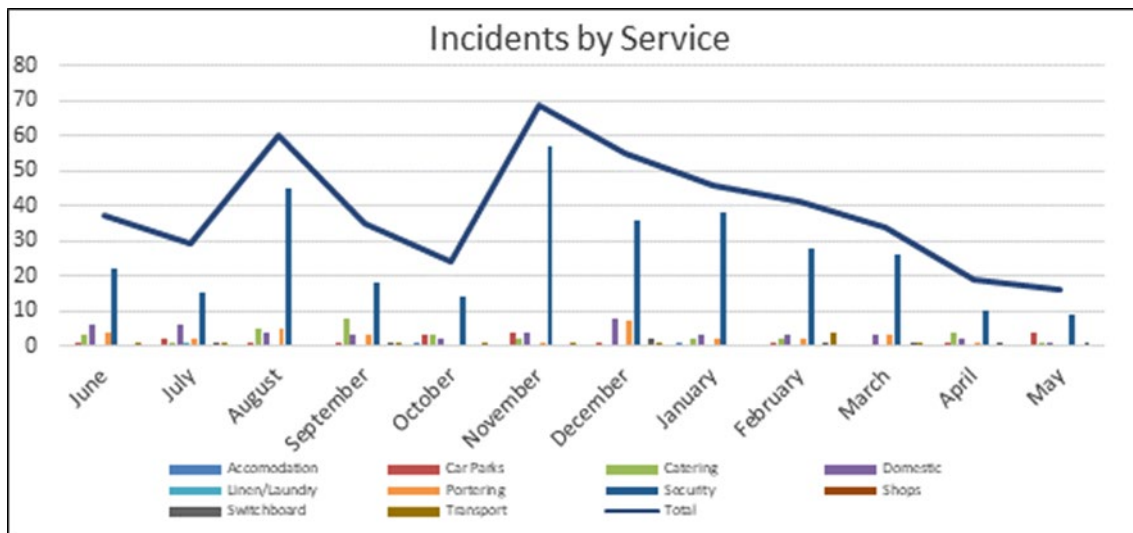
2. Statutory training compliance has slipped slightly in month, and it now at 77.67%, in 2021 the level was 64.8%.

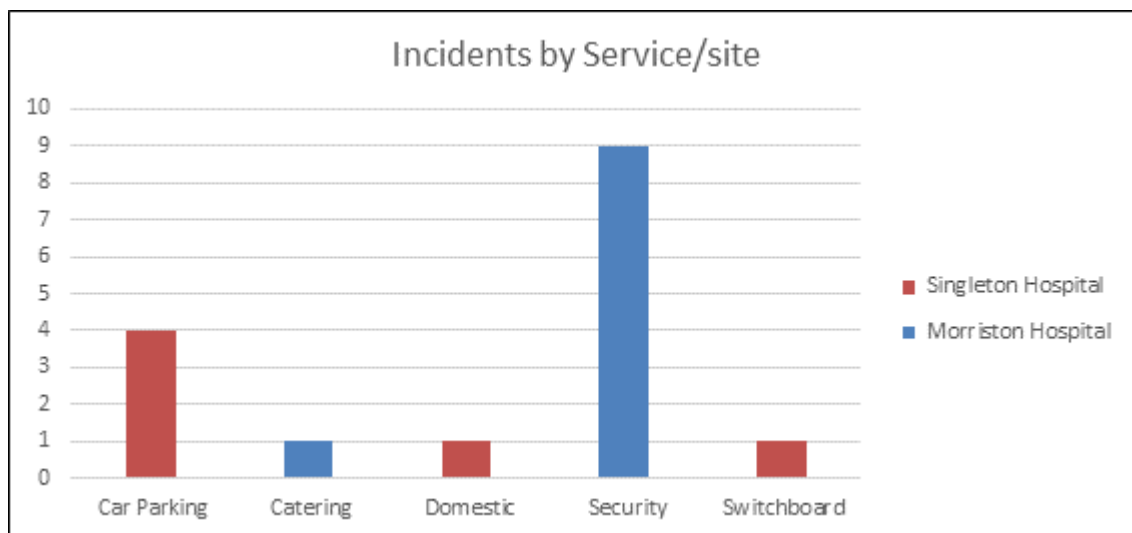
Compliance by competency is shown below:

Competence	Headcount	Compliant	% Compliance
Equality, Diversity and Human Rights	995	743	74.67
Fire Safety	995	694	69.75
Health, Safety and Welfare	995	750	75.38
Infection Prevention and Control – Level 1	995	803	80.70
Information Governance (Wales)	995	666	66.93
Moving and Handling	995	703	70.65
Resuscitation – Level 1	995	718	72.16
Safeguarding Adults – Level 1	995	745	74.87
Safeguarding Children – Level 1	995	734	73.77
Violence and Aggression (Wales) –Module A	995	906	91.06
Dementia Awareness	995	902	90.65
Social Services and Well Being Act Wales Awareness (2014)	995	925	92.96
Violence Against Women, Domestic Abuse and Sexual Violence	995	757	76.08
Grand Total	12935	10046	77.67



3. Summary of Incidents





4. Sickness

Workforce Performance Report		Support Services February 2022												
Cat ego ry	Process	A pr	M ay	Ju n	Jul	Au g	Se p	Oc t	No v	De c	Ja n	Fe b	M ar	12mth Cumulat ive %
Absence	Area Sickness % (from ESR BI)	9. 87 %	10 .6 0%	10 .8 3%	11 .8 4%	11 .8 2%	12 .4 0%	13 .2 0%	11 .4 9%	11 .5 0%	12 .0 9%	12 .6 4%	10 .6 1%	11.98%
	Long Term Sickness % (from ESR BI)	7. 63 %	8. 29 %	8. 75 %	9. 30 %	9. 21 %	9. 21 %	8. 74 %	8. 46 %	8. 13 %	8. 30 %	7. 39 %	6. 37 %	8.32%
	Short Term Sickness % (from ESR BI)	2. 23 %	2. 31 %	2. 08 %	2. 55 %	2. 61 %	3. 19 %	4. 46 %	3. 02 %	3. 38 %	3. 79 %	5. 25 %	4. 24 %	3.26%

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

Governance

A monthly report is shared with the SSMB (Support Services Management Board) detailing the Health and Safety position. The following 5 points highlights the issues considered:

- Governance and management
- Risks
- Mandatory and statutory training
- Incidents
- Current issues

Governance and management

The department has had to update its reporting arrangements to reflect the units they are based in, as they are extricable linked. The governance arrangements are working reasonably well but further work is still required to ensure that each of the site hotel/support services meetings take place on a regular basis.

The meetings are not as successful as envisaged because the catering concerns are for example so different to the car parking concerns that there is little consistency between departments.

Many of the issues are raised with department heads or at the unit site meeting so duplication often takes place, as often this is regarded as a further tier of meetings. Staff side like the opportunity to feedback and discuss their concern at a local level. Concerns should only be escalated if not resolved at the local level.

Risks

There are 8 health and safety risks and actions are being considered to minimise the risk in each case.

Title	Update on actions taken	Date (by when action is expected)
CCTV	A report on the CCTV was undertaken by an external security company. Capital funding has been made available to purchase more modern cameras (A&E and Pathology) and a new monitoring bank has been installed in the security/cctv room A few minor issues still need to be resolved, primarily related to compatibility of equipment	1.7.22
Security cover SAU	A report was prepared which will highlight the cost of security provision in Singleton SAU Increased training was offered to Singleton Portering staff to limit any risk. Temporary security was in place but ceased at the end of May 2022	31.5.22
Car parking	Alternative car parking options and sustainable travel options are being considered	ongoing
Mandatory training	Training compliance is increasing a few percentage points each month as a result of changing working arrangements	1.9.21
Slips / trips / falls	A digital monitoring system is being considered to ensure the areas is routinely checked	1.9.22
Cleaning hours in Morriston Hospital	Funding has been allocated so the risk has reduced	1.4.22
Allergens	An action plan is in place to ensure training is relevant an up to date	1.9.22

Mandatory and statutory training

Mandatory training compliance is currently 77.67%

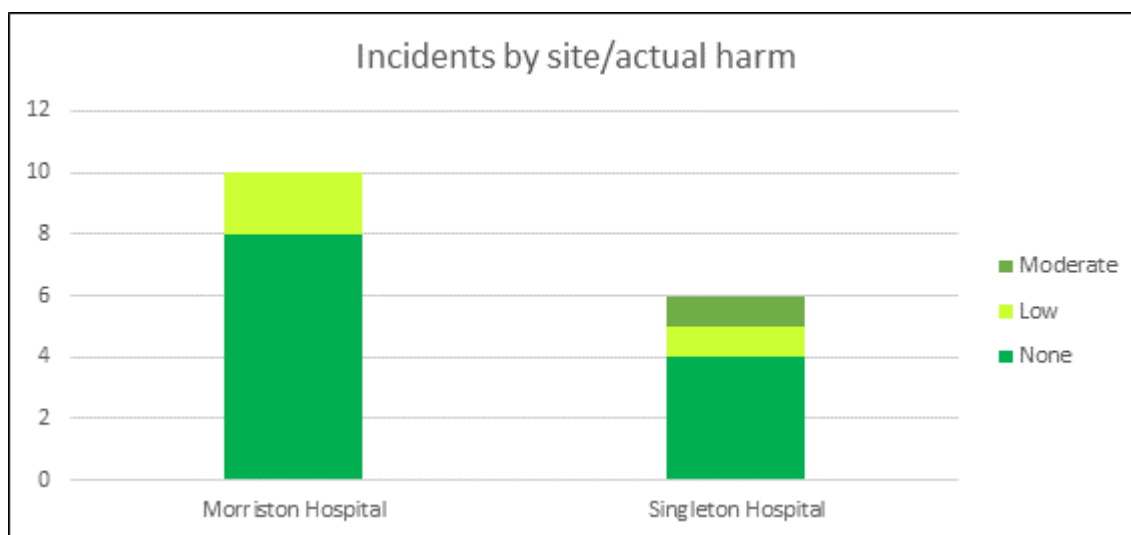
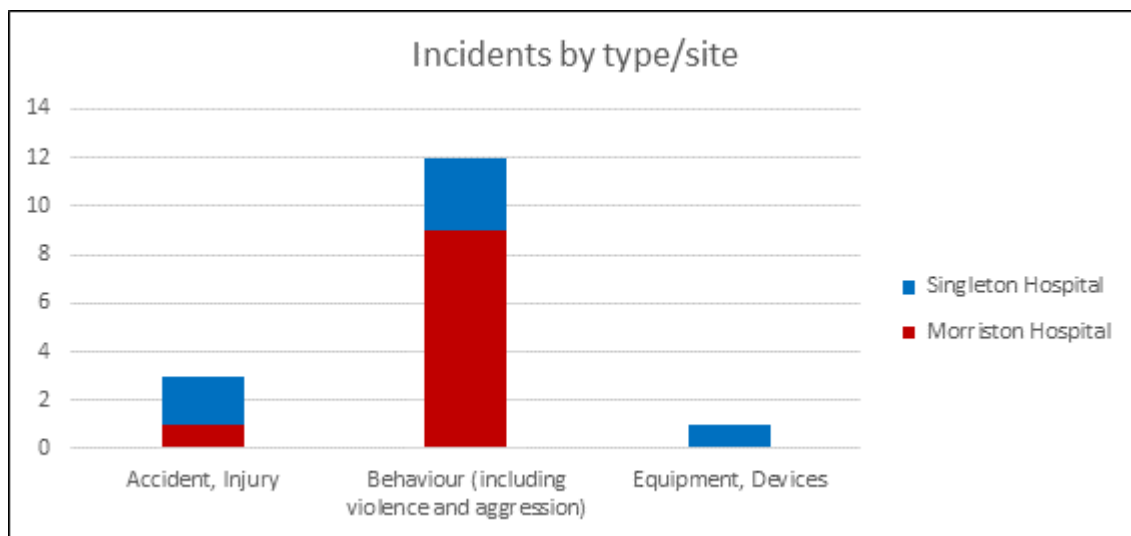
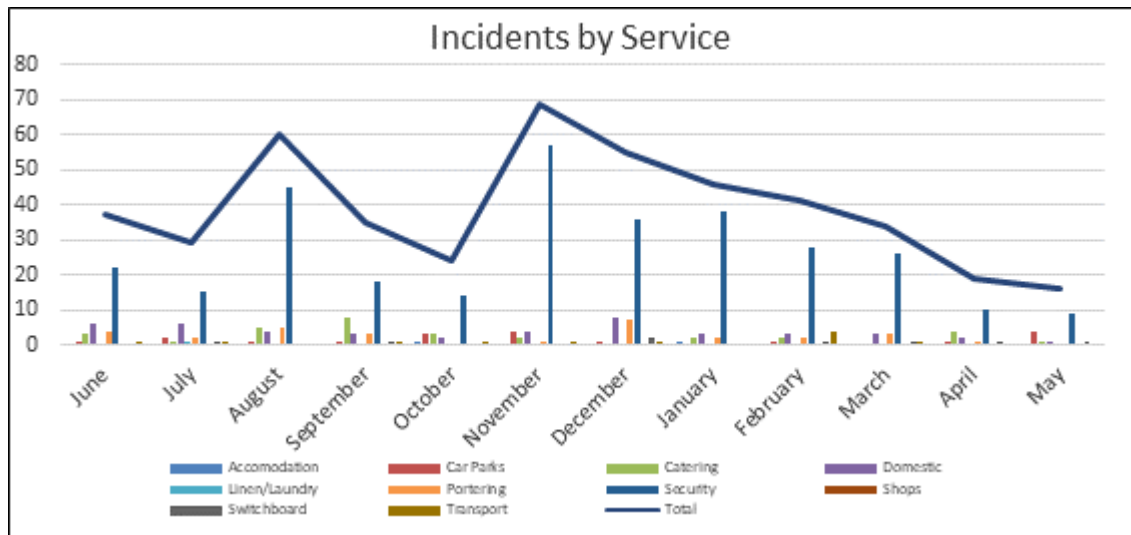
Some of the barriers to achieving the mandatory training target include the literacy skills, password retention, difficulty of accessing ESR training and time away from a task orientated role.

The number of temporary and bank staff that have been employed since March 2020 has also had an effect on the position

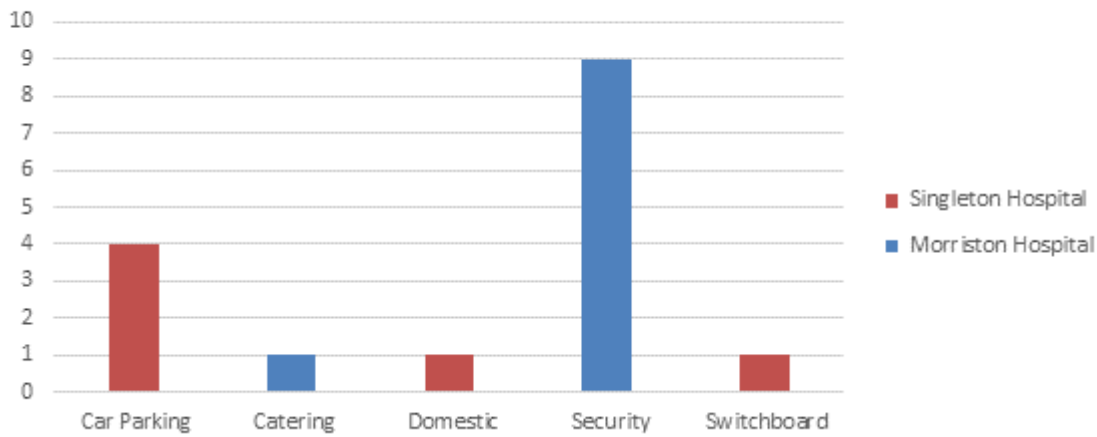
Incidents

Incidents are considered and trends analysed by the senior management team. Ordinarily the health and safety work plan for the following year is determined by the incidents. However, in 2021/22 the

Health and Safety Operational Group introduced a series of Deep Dives e.g. Violence and Aggression, Manual Handling, COSHH, Electrical Safety so the work plan.



Incidents by Service/site



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

There are only 2 outstanding issues in relation to COVID-19:

1. Social distancing in the staff dining rooms has reduced the income by almost 50%
2. Staff who were temporarily redeployed from substantive roles as they were not able to wear masks are slowly returning to their roles.

Current issues for 2021-2022 for the Attention of the Committee

Current issues for 2022/23:

- Implementing the additional hours allocated for Covid-19 Environmental Cleanliness Standards £2.1m
- Agreeing Health Board wide arrangements for the response to Intruder and Fire Alarms
- Commence the mobilisation of the car parking contract on 9 sites
- Reviewing services as lockdown restrictions change and services return to “normal”
- Reviewing incidents and preparing a support services work plan for 2022 and 2023 and consider the deep dive exercises requested by the Health and Safety Operational Committee
- Actions required to comply with the Decarbonisation action plan and Swansea bay Travel Charter
- Encouraging managers and staff to undertake PADRs
- Encouraging managers and staff to undertake mandatory/statutory training

Recommendations

Members are asked to: Note the content of the report