

Swansea Bay University Health Board
Unconfirmed Minutes of the Health and Safety Committee
held on 25th April 2019 in the Millennium Room, Health Board HQ

Present:

| | |
|----------------|-----------------------------------|
| Maggie Berry | Independent Member (in the chair) |
| Reena Owen | Independent Member |
| Jackie Davies | Independent Member |
| Martyn Waygood | Independent Member |

In Attendance:

| | |
|------------------|------------------------------------------------------|
| Nigel Hill | Staffside |
| Darren Griffiths | Associate Director - Performance |
| Laurie Higgs | Head of Health and Safety |
| Chris White | Chief Operating Officer |
| Des Keighan | Assistant Director of Strategy (Estates) |
| Hazel Robinson | Director of Workforce and Organisational Development |
| Gareth Howells | Director of Nursing and Patient Experience |
| Joanne Jones | Head of Hotel Services (from minute 37/19) |
| Pam Wenger | Director of Corporate Governance |
| Liz Stauber | Committee Services Manager |
| Jacqui Maunder | Interim Head of Compliance |

| Minute | Item | Action |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------|--------|
| 32/19 | WELCOME AND INTRODUCTIONS | |
| | Maggie Berry welcomed everyone to the meeting. | |
| 33/19 | APOLOGIES FOR ABSENCE | |
| | Apologies for absence were received from Siân Harrop-Griffiths, Director of Strategy and Steve Davies, Staffside. | |
| 34/19 | DECLARATIONS OF INTEREST | |
| | There were no new declarations of interest. | |
| 35/19 | MINUTES OF THE PREVIOUS MEETING | |
| | The minutes of the meeting held on 4 th March 2019 were received and confirmed as a true and accurate record. | |

36/19 MATTERS ARISING

(i) 05/19 Matters Arising

Maggie Berry sought clarity as to the timeframe to develop a governance structure for health and safety. Pam Wenger advised that now an interim head of compliance had taken up post, this could be established and brought to the next meeting.

JM

Maggie Berry queried as to whether violence and aggression had been added to the health board risk register. Pam Wenger confirmed that it had.

Maggie Berry asked for an update in relation to the monies needed for the five facet review of backlog maintenance. Des Keighan advised that discussions were ongoing with colleagues in capital planning and advised he would provide an update at the next meeting.

DK

(ii) 07/19 Review of Service Delivery Unit: Neath Port Talbot Hospital

Maggie Berry queried whether confirmation had been sought that maternity patients using their own birthing pools at home complied with the health board's water policy. Gareth Howells undertook to discuss this with the infection control committee.

GH

(iii) 09/19 Action Log

Maggie Berry sought clarity as to whether the priority areas for the radon gas work had been agreed. Darren Griffiths confirmed a risk assessment process was in progress to determine the high-risk clinical areas to target first.

37/19 ACTION LOG

The action log was **received** and **noted** with the following updates:

(i) Action Point Two

Laurie Higgs advised that the Primary Care and Community Services Unit had held its first health and safety meeting the previous week. Gareth Howells commented that arrangements for all units needed to be confirmed.

Hazel Robinson stated that the Workforce and OD Committee was to receive a deep dive on compliance with statutory and mandatory training at its next meeting and a referral could be made back to the Health and Safety Committee as to progress against the relevant modules.

HR

(ii) Action Point Three

Pam Wenger advised that a list was needed of which unit had responsibility for each site. Chris White responded that he would discuss this with the services directors and update the committee at its next meeting.

CW

(iii) Action Point Five

Darren Griffiths advised that there were two separate fire safety audits; one national and the other local. He advised that the internal one would be an opportunity to ensure the service was in order before the national review.

38/19 COMMITTEE WORK PROGRAMME 2019-20

The committee's work programme for 2019-20 was **received** and **noted**.

39/19 EXECUTIVE LEAD HANDOVER REPORT

The executive lead handover report was **received**.

In introducing the report, Darren Griffiths highlighted the following points:

- The health and safety function had reduced in size as a result of the Bridgend boundary change and this would need to be addressed in terms of resource and expertise;
- Work to address the enforcement notices issued as part of the recent Health and Safety Executive (HSE) visit was continuing;
- The delivery units were now engaging with health and safety;
- More progress was needed to address internal audit recommendations.

In discussing the report, the following points were raised:

Maggie Berry complimented Darren Griffiths on a 'clear, kick-start report'.

Hazel Robinson queried as to whether the minutes of the units' health and safety groups should be received by the committee. Pam Wenger responded that this would be agreed as part of the new governance arrangements, but she would expect them to report to the corporate operational group which in turn reported to the committee.

Reena Owen commented that it felt as though the health and safety function was not sufficiently resourced following the transfer of Bridgend to Cwm Taf Morgannwg University Health Board and it would be interesting to see comparisons with other health boards. Martyn Waygood concurred, adding that if the health board was serious about supporting health and safety it needed to resource it. Darren Griffiths advised that the function

needed strengthening both in terms of leadership and frontline staff and plans were already being developed to second some of the support needed. He added that a review of security services was to be undertaken and five additional porters had been recruited.

Martyn Waygood stated that key performance indicators were needed to highlight whether progress was being made and queried whether other organisations had any from which Swansea Bay University Health Board could learn. Darren Griffiths responded that the head of internal audit had shared with him examples from other health boards to consider.

Gareth Howells stated that historically, health and safety had been seen as the responsibility of the health and safety team, but the message needed to be gotten across that it was for everyone to be responsible for the safety of staff, visitors and patients. Martyn Waygood concurred, adding that a programme of independent member visits to sites was being established and this was an opportunity for them to ask staff about health and safety. He added that a system of reporting the visits to the board was to be developed. Gareth Howells responded that regular engagement meetings had been arranged with the HSE and this would be useful feedback to demonstrate that the board was taking the issues seriously.

Maggie Berry queried as to whether there was consistency across the agendas for the units' health and safety groups. Nigel Hill concurred, adding that it was also needed for their terms of reference. Gareth Howells responded that this would be considered as part of the governance review. Pam Wenger added that this was not just in relation to health and safety but all governance arrangements within the units. Hazel Robinson commented that the role of the corporate centre needed to be identified in order for units to understand how they aligned.

Resolved: The report be **noted**.

40/19 HEALTH AND SAFETY PLAN 2018-19 STATUS UPDATES

The health and safety plan 2018-19 status update report was **received**.

In discussing the report, the following points were raised:

Reena Owen stated that any large organisation with a central health and safety function needed a policy which set out roles and responsibilities and embedded objectives into all managers. She added that progress against the plan did not make for good reading, nor did it give assurance that everyone had a 'handle' on health and safety.

Jackie Davies commented that failing to have health and safety representatives at a senior level within the units meant that leadership was not available, resulting in lack of ownership.

Martyn Waygood noted that several elements of the plan were yet to be completed and queried as to whether these would carry over to that of 2019-20. Pam Wenger reminded the committee that the report had been drafted for its March 2019 meeting then subsequently deferred and a significant amount of activity had been completed in that time. She added that given the level of risk, there did need to be a more robust action plan. Gareth Howells concurred stating that it did highlight the position that the health board was currently in and the challenge for 2019-20 was how this was addressed, giving the health board the opportunity to make things better. He added that the outstanding actions would carry over to 2019-20 and it was important that the committee had a formal closure of the 2018-19 plan.

Reena Owen queried if there was a one-page document which set out the health and safety committee governance structure. Darren Griffiths advised that this was in progress and could be shared with the committee as part of the governance update at the next meeting.

Resolved: The report be **noted**.

41/19 HEALTH AND SAFETY COMMITTEE RISK REGISTER

The health and safety committee risk register was **received**.

In discussing the report, the following points were raised:

Hazel Robinson queried whether the HSE risk needed to remain 'red' as actions were being taken. Pam Wenger responded that until assurance could be taken that an improvement plan was in place, the risk needed to remain as it was.

Pam Wenger noted that a number of the risks were without an assessment or score, and this needed to be addressed in future iterations, as without a score, the level of action required was unclear.

Jackie Davies highlighted that the report made reference to the team needing to 'police' departments and queried if this was necessary. Gareth Howells responded that he expected the units to hold their departments to account rather than be dependent on the health and safety team.

Martyn Waygood commented that it was unacceptable not to have timelines for action and addressing recommendations. Gareth Howells concurred, adding that the format could be more user friendly.

Reena Owen queried as to whether there was a risk relating to training and the understanding of roles. Laurie Higgs responded that for some training, tailored programmes were provided so as to not under or over train areas, but this needed 'buy-in' from local managers. He added that this did provide a challenge in terms of how training was managed. Maggie

LH

Berry commented that the new organisation was an opportunity to look at how others managed training and resources in order to establish the arrangements for Swansea Bay University Health Board. Gareth Howells advised that new and additional resources would not be available immediately, therefore it was essential that benchmarking continued while robust governance arrangements were put in place.

Nigel Hill sought clarity as to the risk relating to internal audits. Gareth Howells responded that while the most recent had been rated as reasonable assurance, there were a number which had been limited assurance, for which actions were required.

Maggie Berry commented that the risk register needed to feed into the improvement plan for 2019-20.

- Resolved:**
- The report be **noted**.
 - Risk register to be further developed as per the discussion.

LH

42/19 HEALTH AND SAFETY IMPROVEMENT PLAN FOR 2019-20

The health and safety improvement plan for 2019-20 was **received**.

In discussing the report, the following points were raised:

Gareth Howells commented that following the closure of the 2018-19 improvement plan, there was still some work to be done to get back to basics for 2019-20 in order to have a plan which included timescales and was in an accessible format. He added that it would also need to include the work in response to the enforcement notices following the HSE visit.

Chris White stated that the direction of travel was unclear as well as accountability for health and safety issues. He queried as to whether the units were being asked to provide the right information as part of their presentations in order to give the committee assurance that health and safety was embedded within their structures and that the right actions were being taken. In addition, the two improvements plans and the risk register needed to be considered together in order to develop one coherent plan.

Reena Owen sought clarity as to whether the units were provided with guidelines as to what to include in their reports. Pam Wenger advised that they were adding that once an improvement plan was in place for the organisation, she would expect this to underpin the units' plans. Chris White concurred, stating that there would be elements that they all focus on as well as areas specific to each unit.

- Resolved:** The report be **noted**.

43/19

BRIDGEND BOUNDARY CHANGE

A verbal update in relation to the Bridgend boundary change was **received**.

In introducing the report, Gareth Howells highlighted the following points:

- A focus was needed as to the next steps for the health and safety function following the transfer of some resources as part of the Bridgend boundary change;
- There had been a specific health and safety workstream looking at the risks, challenges and policies as part of the transfer;
- The fire service had issued several fire alerts in relation to Princess of Wales Hospital and assurance had been given by the health board that these would be resolved by the end of March 2019;
- A review of Princess of Wales Hospital theatres by the NHS Wales Shared Services Partnership (NWSSP) had identified regulations to address.

In discussing the report, the following points were raised:

Darren Griffiths advised that all the actions relating to the fire service review had been closed, including the commissioning of an independent survey, which identified subsequent areas to address and this had been shared with Cwm Taf Morgannwg University Health Board. It had been agreed that further investigation was needed and this had been commissioned by Swansea Bay University Health Board, after which it was agreed that the Cwm Taf Morgannwg University Health Board would accept the full report. He added that Cwm Taf Morgannwg University Health Board had also accepted the NWSSP report.

Laurie Higgs commented that agreement had been reached with Cwm Taf Morgannwg University Health Board for Swansea Bay University Health Board to retain its training room on the Glanrhyd site and a service level agreement was to be established to this effect.

Resolved: The report be **noted**.

44/19

CURRENT POLICY REVIEW

A report setting out a review of current policies was **received**.

In discussing the report, the following points were raised:

Maggie Berry queried if the list included within the report was exhaustive. Laurie Higgs advised that there were some grey areas between policies

and procedures. Darren Griffiths advised that a more wider look was needed as part of the governance review.

Martyn Waygood stated that it would be useful for the committee to understand when the policies were last reviewed and when the next review was due, as the HSE would be critical if any were overdue should an incident occur. Laurie Higgs advised that the majority would need to be reviewed in 2019. Gareth Howells commented that this was an opportunity to develop policies specific to Swansea Bay University Health Board. Pam Wenger concurred, adding that if the majority were due to expire this year, the reviews should be staggered.

Maggie Berry queried as to whether all staff had access to the policies if they were published on the intranet. Nigel Hill commented that while all staff should have a PC log, not all had access to a computer, and this needed to be taken into account.

Hazel Robinson advised that some of the policies attributed to the Workforce and OD Committee were not relevant to that fora. Pam Wenger agreed, adding that the whole table needed a review.

LH

Resolved: The report be **noted**.

45/19 REVIEW OF SINGLETON HOSPITAL FIRE SAFETY ARRANGEMENTS

A report setting out Singleton Hospital fire safety arrangements was **received**.

In discussing the report, the following points were raised:

Gareth Howells advised that the arrangements had been tested recently due to a fire on the oncology ward at the end of March 2019. He added that the staff response had been excellent but the internal review had highlighted areas to improve and a multi-agency debrief was taking place that afternoon.

Maggie Berry stated that staff needed to be congratulated for the response taken and the comments left on the intranet and social media had also been positive.

Martyn Waygood queried as to whether there was confidence that should a fire warden leave the organisation, a replacement could be found swiftly, given the integral role the oncology ward fire warden had played in the management of the fire. Gareth Howells responded that the system was reliant on volunteers and more needed to be done to specify how many were needed per area. Martyn Waygood stated it would be beneficial to publicise the impact the fire warden had had as this may encourage others to take up the role.

Reena Owen queried as to whether fire drills took place at the hospital. Laurie Higgs advised that they had been planned but the fire had occurred in the interim. He added that Morriston Hospital was due to undertake a drill the following month.

Nigel Hill noted that fundraising accounts had been established for the ward and queried if this was appropriate. Chris White advised that this had not been requested of staff but patients and former patients and their families had expressed a desire to donate to the ward. He added that the refurbishment work was being funded through discretionary capital. Pam Wenger stated that any monies received would be added to the ward's charitable fund.

Resolved: The report be **noted**.

46/19 ANY OTHER BUSINESS

There was no further business and the meeting was closed.

47/19 DATE OF NEXT MEETING

The next scheduled meeting was 3rd June 2019.