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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	03 June 2019	Agenda Item	2.1
Report Title	Health and Safety Improvement Plan Closure of 2018-2019 Plan and new Health and Safety Improvement Plan 2019-2020		
Report Author	Dr Laurie Higgs, Head of Health and Safety		
Report Sponsor	Gareth Howells, Director of Nursing and Patient Experience		
Presented by	Dr Laurie Higgs, Head of Health and Safety		
Freedom of Information	Open		
Purpose of the Report	The purpose of this report is to provide the Committee with an update on the closure of the Health and Safety Improvement plan 2018/2019, and to present the Health and Safety Improvement plan for 2019/2020 for approval.		
Key Issues	<ul style="list-style-type: none"> • The Health and Safety Committee meeting 25th April 2019 received a closure report on the Health and Safety improvement plan for 2018/19, and the remaining actions which were outstanding, or which needed to be repeated in the 2019/20 plan for assurance. • The new Health and Safety Improvement plan for 2019/20 is presented at Appendix 1 and includes actions from the 2018/19 plan, and actions received from regulatory audits. 		
Specific Action Required (please choose one only)	Information	Discussion	Assurance
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	Members are asked to : <ul style="list-style-type: none"> • NOTE the closure of the Health and Safety Improvement plan 2018/19 • APPROVE the new Health and Safety Improvement plan for 2019/20 		

HEALTH AND SAFETY IMPROVEMENT PLAN CLOSURE OF 2018-2019 PLAN AND NEW HEALTH AND SAFETY IMPROVEMENT PLAN 2019-2020

1. INTRODUCTION

The purpose of this report is to provide the Committee with an update on the closure of the Health and Safety Improvement plan 2018/19, and to present the Health and Safety Improvement plan for 2019/20 for approval.

2. BACKGROUND

Swansea Bay University Health Board (SBUHB) aspires to continuously improve its Health and Safety performance. Being able to demonstrate this commitment and effectively monitor progress requires a structured Health & Safety Improvement Plan.

For the last three years the health board has developed and implemented an annual Health and Safety (H&S) Improvement Plan. The plan was developed from a number of sources of intelligence and information such as risk assessments, incident and claims management experience, learning lessons from incidents/claims and horizon scanning; the latter include where review of other NHS organisations are made and lessons learnt.

The Health and safety improvement plans include actions identified in the draft NHS Wales health and safety management system which is being developed by the NHS Wales health and safety group which will shortly be approved for use in all Health Boards in Wales.

A key driver within the H&S plans is to set a pathway for improving the management of health, safety and fire. Corporate development such as reviews of policy and improvements in governance and particularly the work of the existing SBUHB Health and Safety committee have been given a high priority.

The responsibility to effectively manage health, safety and fire at uUnit and other areas such as Estates and Support Services has been recognised in the plans. The principle that the improvement plans would enable sites to self-manage significant elements of their own risk and demonstrate good governance and leadership were considered critical to delivering good health and safety management across the Health Board. Flexibility was given in the plan for Units etc. to develop actions based upon their particular risk profile and priorities.

The Health and Safety Improvement plans were also designed following feedback from Internal Audit reviews and from regulatory inspections to strengthen compliance and to demonstrate improved governance.

3. CLOSURE OF HEALTH AND SAFETY IMPROVEMENT PLAN 2018-2019

The Health and Safety Committee meeting 25th April 2019 received a closure report on the Health and Safety improvement plan for 2018/19, and the remaining actions which were outstanding, or which needed to be repeated in the 2019/20 plan for assurance.

The 2018/19 plan was partially implemented, but in many areas there had been limited progress due to lack of resource, conflicting business priorities and the loss of staff from the health and safety team following the Bridgend Boundary change.

Further to the Health and Safety Executive (HSE) review of the Health Board in November 2018 review it was identified that that the 2018/19 improvement plan required a significant review including consideration of identifying better delivery milestones rather than broad targets.

The 2018/19 Health and Safety Improvement Plan has been reviewed to reflect the formation of the Swansea Bay University Health Board (SBUHB) and to be more focussed on compliance issues identified from internal audit and regulatory inspections.

A number of elements of the 2018-19 Health and Safety Improvement plan that were not completed have been incorporated into the new 2019-20 plan. A number of actions from the 2018-2019 that had been completed have also been repeated in the 2019-2020 as a source of annual assurance, e.g. annual review of certain policies etc.

Where the term Unit is used in the plan it also includes other key areas of health and safety management such as Estates and Support Services.

Highlights from the 2018/19 H&S Improvement plan

- The development of the ABMUHB Health and Safety Committee provided a significant improvement in leadership and communication with the Health Board. In addition it eliminated the long chain of sub committees that managed health and safety reports with a clearer route to the board on key health and safety messages
- The Health and Safety team provided significant support for the functioning and work of the previous Operational Health and Safety Committee (now known as the Health and Safety operational group). There was a reliance on the Head of Health and Safety to develop the majority of the reports the committee.
- Significant support was given to Units to support their health and safety work. This included providing advice and support, statistical analysis, etc.
- The HSE inspections undertaken across ABMUHB in 2019 diverted resources from the implementing some elements of the 2018/19 improvement plan
- The NHS Wales Shared Services Partnership (NHSWSSP) fire safety database system has been identified as being no longer fit for purpose, particularly in the areas of the management of fire safety risk assessment outcomes. Separate databases are now held to assist in the management of fire safety that require significant resources to manage the large range of data successfully
- The DATIX incident reporting system continues to require significant input by the Health and Safety team to permit accurate and meaningful reports for monitoring purposes. Typically 16,000 incidents were reviewed in a calendar year and there was a need to recode a proportion of these to ensure accuracy. This approach does permit intelligence to be provide to the Health and Safety Operational group, Unit Health and Safety meetings (if in place) and in general areas such as the annual Health and Safety report
- New procedures developed did not have supporting resources behind them to rollout any training required etc.

Challenges encountered included resources that were used in Units for monitoring purposes at ward and departmental level were insufficient to give a full picture of the Unit performance.

4. NEW HEALTH & SAFETY IMPROVEMENT PLAN 2019-2020

4.1 Key Aims and Objectives of the Health and Safety Improvement Plan 2019/20

The key aims and objectives of the 2019/20 Health and Safety Improvement Plan are to:

- Assist all areas of the Health Board to discharge their legal, moral and financial obligations for health and safety and to protect the users of its services, staff visitors, contractors and other who may be affected by its activities
- The effective management of the improvement notices issued by the Health and Safety Executive (HSE), the Fire & Rescue Service and other regulatory bodies
- Updating of policies and arrangements to reflect new structures, roles and responsibilities and risks
- To continue to develop effective arrangements for the management of health and safety at all levels of the Health Board so that it forms part of its normal day to day business
- Have a clear understating of health and safety risks affecting all levels of the Health Board so that they may be managed effectively
- Be flexible allowing all areas of the Health Board, based upon their risk profile, to set priorities for improvement
- To identify the corporate health and safety resources required to deliver the plan following the loss of staff resource following the Bridgend Boundary change
- Improve the governance of health and safety at all levels of the organisation
- Ensure that training arrangements and content reflect the risk faced by staff and others so that they are adequately equipped to manage those risks
- Become a learning organisation that has an open culture where issues are effectively reported, investigated and any lessons learnt are shared
- Manage UK-wide or Wales health and safety initiatives such as those developed by regulatory bodies

4.2 Developing the Health and Safety Improvement Plan 2019/2020

The new Health and Safety Improvement Plan 2019/20 has been designed to continue to enhance the management of health and safety at all levels of the organisation. Without effective governance including ownership, clear lines of accountability and good risk management the Health Board may fail to discharge its legal, moral and financial obligation in managing health and safety effectively. In addition, changes in the monetary penalty structures for organisations where fines are now based upon turnover rather than profit makes the NHS vulnerable to large fines for breaches of the law.

Previous Health and Safety Improvement Plans have given high focus to developing SBUHB health and safety arrangements such as policy review and supporting the Service Delivery Units to develop their arrangements.

The 2019/20 Plan builds on the principle that knowledge of risk forms the basis of managing health and safety. Service Delivery Units, Management Units and the Health Board must understand their risk profile and their individual priorities for action. Monitoring of the suitability and effectiveness of risk control measures introduced will be an important part of the management system. Where changes are made to service provision, equipment, buildings and facilities these again may impact upon risk management arrangements. Many changes are frequently decided and implemented at levels below the Health Board including locally within wards and departments. This requires that those implementing the change to clearly understand and assess the impact of that change.

4.3 Key Areas of Focus

The Health and Safety Improvement plan 2019-2020 continues to give high focus in five key areas of health and safety management

- Management systems for health and safety
- Fire safety
- Violence and aggression
- Manual handling
- Management of incidents and learning lessons

For Service Delivery Units and other management units there is still a need to build on and to develop existing arrangements and to imbed good health and safety management into their day to day activities

The new Health and Safety Improvement plan for 2019/20 is presented at **Appendix 1** for approval and includes actions from the 2018/19 plan, and actions received from regulatory audits.

5. GOVERNANCE AND RISK ISSUES

Health and Safety Executive (HSE) guidance places a duty on the Health Board to effectively manage health and safety. Recognising weaknesses and developing appropriate actions to address those areas of concern demonstrates good governance. The new Health and Safety Improvement plan for 2019/20 includes actions from the 2018/19 plan, and actions received from regulatory audits.

The SBUHB Health and Safety plan will use include information held in the SBUHB Health and Safety Risk Profile. This will identify key health and safety issues and for 2019/20 it continues to identify effective management of health and safety as a key risk to be managed. In accordance with the SBUHB Risk Management Strategy, Service Delivery Units will also need to manage risks that are applicable to their areas of control.

Monitoring of the plan and overall SBUHB performance will be based upon a number of indicators including Key Performance Indicators (KPI), thematic reviews, periodic audits etc.

The plan will be regularly monitored by the Health and Safety Committee, the Health and Safety Operational Group and Service Delivery Unit Health and Safety groups.

6. FINANCIAL IMPLICATIONS

Any financial implications arising from the improvement plan will be considered on an individual basis.

7. RECOMMENDATION

Members are asked to:

- **NOTE** the closure of the Health and Safety Improvement plan 2018/19
APPROVE the new Health and Safety Improvement plan for 2019/20

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	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 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 type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" 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		
Ensuring the organisation has robust health, safety and risk management arrangements in place that ensure organisational risks are captured, assessed and mitigating actions are taken, is a key requisite to ensuring the quality, safety & experience of patients receiving care and staff working in the UHB. The plan aims to strengthen and improve quality, safety and patient experience.		
Financial Implications		
Any financial implications arising from the improvement plan will be considered on an individual basis. Failure to effectively manage health and safety can have significant legal, moral and financial implications. These include increased sickness and absence, management of resources, equipment and premises and the potential risk of legal action both statutory and for compensation.		
Legal Implications (including equality and diversity assessment)		
SBUHB is committed to providing and maintaining a safe and healthy work place and to provide suitable resources, information, training and supervision on health and safety to all members of staff, patients Contractors and visitors to comply with the legislative and regulatory framework on health and safety.		
Staffing Implications		
Staff will be briefed on health and safety developments through managerial meetings, staff meetings and health and safety alerts and bulletins.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
The Act requires the Health Board to think more about the long term, how we work better with people and communities and each other, look to prevent problems and take a more joined up approach with partners. There will be long term risks that will affect both the delivery of services, therefore, it is important that you use these five ways of working (Long Term Thinking, Prevention, Integration, Collaboration and		

Involvement) and the wellbeing goals identified in the Act in order to frame what risks the Health Board may be subject to in the short, medium and long term. This will enable The Health Board to take the necessary steps to ensure risks are well managed now and in the future.

Report History	Planning for the Health Board Health and Safety Improvement Plan 2019-20, Health and Safety Committee 25 April 2019
Appendices	Appendix 1 – Health and Safety Improvement Plan 2019-2020

