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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	03 June 2019	Agenda Item	2.3
Report Title	Health and Safety Governance Matters		
Report Author	Mark Parsons, Interim Assistant Director of Health & Safety Jacqui Maunder, Interim Head of Compliance		
Report Sponsor	Gareth Howells, Director of Nursing and Patient Experience		
Presented by	Jacqui Maunder, Interim Head of Compliance		
Freedom of Information	Open		
Purpose of the Report	The purpose of this report is to update the Committee on the review of the governance structure in relation to the management of health and safety within SBUHB.		
Key Issues	<ul style="list-style-type: none"> • The Health and Safety Committee 25 April 2019 requested that report on health and safety governance matters be presented to the 3 June 2019 meeting • To ensure effective health and safety governance a review of the governance framework has been undertaken which included a review of policies, reporting structures, risks and communication channels. • Following the review a number of proposals have been put in place to strengthen and develop health and safety governance as outlined in this report. 		
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	Members are asked to : <ul style="list-style-type: none"> • NOTE the report 		

HEALTH AND SAFETY GOVERNANCE MATTERS

1. INTRODUCTION

The purpose of this report is to update the Committee on the review of the governance structure in relation to the management of health and safety within SBUHB.

2. BACKGROUND

To ensure effective health and safety governance a review of the governance framework has been undertaken which included a review of policies, reporting structures, risks and communication channels.

Following the review a number of proposals have been put in place to strengthen and develop health and safety governance as outlined below:

2.1 Reporting Structure

The existing health and safety governance structure is presented at **Appendix 1** for consideration.

A draft forward plan of business for the Health and Safety Operational group is presented at **Appendix 2** for information.

2.2 Communication

To achieve success in health and safety management, there needs to be effective communication up, down and across the organisation.

Organisations need to communicate information to their staff on the risk to their health and safety identified in their risk assessments, and the preventive and protective measures necessary to control risk.

The table below outlines the existing and suggested communication channels in place to communicate health and safety information to staff and patients:

Communication Channel	Frequency	Responsible Person
Posters <ul style="list-style-type: none">Incident reportingHASAW Act	Reviewed annually	Head of H&S
New H&S Newsletter/Bulletin	Quarterly	Head of H&S
Unit Health and Safety Meetings	Bi-monthly	Unit Directors
Unit Newsletters <ul style="list-style-type: none">Share lessons learned from incidents etc	tbc	Unit Directors
H&S Notice Boards <ul style="list-style-type: none">PostersH&S newsletterLocal incident	Bi-monthly	Unit Directors

Communication Channel	Frequency	Responsible Person
Health and Safety Operational Group <ul style="list-style-type: none"> Datix reports 	Bi-monthly	Associate Director of Performance
Health and Safety Annual Report	Annually	Head of H&S
Policies and Procedures	Reviewed annually	Assistant Director of H&S
Intranet	Reviewed annually	Head of H&S
Health and Safety Committee	Quarterly	Director of Nursing & Patient Experience

2.3 Meeting Toolkit

To support the Service Units/Corporate departments to run effective site specific health and safety groups that link to the Health and Safety Operational Group, the following templates have been devised to act as a toolkit to support effective business meetings:

- Agenda template – **Appendix 3**
- Terms of reference template – **Appendix 4**
- Minute and action log – **Appendix 5**
- Template report for providing update to Health & Safety Operational group – **Appendix 6**

There is also a Standard Operating Procedure (SOP) outlining the correct procedures and processes to follow when undertaking meetings which can be viewed on the intranet.

It is also suggested that once the updated Health and Safety risk Register has been reviewed and approved by the Health and Safety Committee, that a template Unit risk register is developed to support the units in managing and monitoring frontline operational risks.

2.4 Training

2.4.1 Statutory & Mandatory Online Training Modules

To support staff in completing and complying with the ten online modules of the core skills training framework which includes mandatory modules on:

- Health and safety
- Fire safety
- Manual handling
- Violence and aggression

A guidance document providing information on accessing the Electronic Staff Record (ESR) learning portal to complete the online modules will be circulated to all staff via the Health and safety newsletter.

2.4.2 Datix Incident Reporting

All staff are required any incidents or near miss incident on to the Datix incident reporting system. Each incident is allocated a unique code to identify which category of incident applies. It has been identified that codes are not being consistently being applied and Health And Safety Committee – Monday, 3rd June 2019

therefore a code book will be developed to support staff in inputting incident details correctly. The code book will be considered at the next Health and Safety Operational group.

2.5 Policy Review

A desktop review of the health and safety policies in place within SBUHB has been undertaken which included benchmarking against industry good practice and checking that up to date information was included on the staff intranet.

The Head of Health and Safety is continuing to update and review the relevant policies and any policies that require approval will be considered by the Health and Safety Operational group, prior to being submitted to the Health and Safety Committee for assurance.

2.6 Health and Safety Risk Register

Following on from the Health & Safety Committee 25 April 2019, the Health and Safety team have reviewed the health and safety Risk Register with a view to it being closely aligned to the overarching Health Board Risk Register (HBRR).

3. GOVERNANCE AND RISK ISSUES

Health and Safety governance is as important as any other aspect of governance. It is a fundamental part of an organisation's overall risk management function which is a key responsibility of directors. Failure to manage health and safety risk effectively has both human and business costs. The price of failure can be the damaged lives of workers, patients, their families and friends, as well as direct financial costs, damaged reputations and the risk of legal prosecution.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report.

5. RECOMMENDATION

Members are asked to:

- **NOTE** the report

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		
<p>The effective communication of information and coordination of team activities is essential to providing safe patient care. Effective teamwork and communication are just two aspects of the 'non-technical' skills required to ensure patient safety.</p>		
Financial Implications		
There are no direct financial implications arising from this report.		
Legal Implications (including equality and diversity assessment)		
<p>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 which includes:</p> <ul style="list-style-type: none"> • The Health & Safety at Work Act 1974 • The Management of Health and Safety at Work Regulations 1999 • The Workplace (Health, Safety and Welfare) Regulations 1991 • The Manual Handling Operations Regulations 1992 • The Control of Asbestos at Work Regulations 2012 • The Health and Safety (Display Screen Equipment) Regulations 1992 • The Electricity at Work Regulations 1989 • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 • The Control of Substances Hazardous to Health Regulations 2002 • The Provision and use of Work Equipment Regulations 1998 • The Construction (Design and Management) Regulations 2007 • The Quality Act 2010 • The Health and Safety (First Aid) Regulations 1981 • The Regulatory Reform (Fire Safety) Order 2005 • The Fire and Rescue Services Act 2004 		

<ul style="list-style-type: none"> • Civil Contingencies Act, 2004 • Corporate Manslaughter • Corporate Homicide Act 2007 	
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	-
Appendices	<p>Appendix 1 - Health and safety governance structure</p> <p>Appendix 2 - draft forward plan of business for the Health and Safety Operational group</p> <p>Appendix 3 - Agenda template</p> <p>Appendix 4 - Terms of reference template</p> <p>Appendix 5 - Minute and action log template</p> <p>Appendix 6 - Template report for providing update to Health & Safety Operational group</p>