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Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>03 June 2019</b>	<b>Agenda Item</b>	<b>2.6</b>	
<b>Report Title</b>	<b>Key Matters from the Operational Health &amp; Safety Group</b>			
<b>Report Author</b>	<b>Dr Laurie Higgs, Head of Health &amp; Safety</b>			
<b>Report Sponsor</b>	<b>Gareth Howells, Director of Nursing</b>			
<b>Presented by</b>	<b>Dr Laurie Higgs, Head of Health &amp; Safety</b>			
<b>Freedom of Information</b>	Open			
<b>Purpose of the Report</b>	The purpose of this report is to inform the Health & Safety Committee about the Key Matters arising from the Health and Safety Operational Group.			
<b>Key Issues</b>	<ul style="list-style-type: none"> <li>• Group exists as the holder of the work plan for the Health Board on Health and Safety matters</li> <li>• Prior to the establishment of the HSE improvement notice group the operational group had been used to prepare for, and receive initial feedback from, the HSE inspections in November 2018</li> <li>• The terms of reference of the operational group have been revised to support the establishment of Swansea Bay University Health Board and the proposed refresh of governance arrangements for Health and Safety</li> <li>• Arrangements have been made to schedule the operational group to fit the business cycle of the Health and Safety Committee</li> <li>• Key issues arising from the last operational group: - <ul style="list-style-type: none"> <li>○ Arrangements for security</li> <li>○ Robustness of unit local health and safety processes</li> <li>○ Resources to support strengthening of unit health and safety delivery</li> </ul> </li> <li>• Governance review undertaken</li> </ul>			
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommendations</b>	Members are asked to: <ul style="list-style-type: none"> <li>• <b>NOTE</b> the report</li> </ul>			

# KEY MATTERS FROM THE OPERATIONAL HEALTH AND SAFETY GROUP

## 1. INTRODUCTION

The purpose of this report is to inform the Health & Safety Committee about the Key Matters arising from the Health and Safety Operational Group.

## 2. BACKGROUND

The Health and Safety Operational Group functions to communicate between the Health Board, Units, Estates, Support Services and Trade Union colleagues key matters of health and safety. The Health and Safety Operational Group has a programme of formal meetings, an annual work plan and a range of standing agenda items which enable to conduct its business as set out in the background above. However, the focus of the group was modified to prepare both for the Health and Safety Inspection (HSE) and to review key findings of the HSE inspection. The action plan to address the findings has since been transferred to the Health and Safety Improvement Group.

### 2.1 Summary of Key Activities

A debrief session was held on the 1<sup>st</sup> March 2019 but attendance was poor and confined to two units. Though Trade Union colleagues are sent meeting dates and papers no Trade Unions other than Unite and Unison attended.

Key matters forming part of the debate in the operational group included: -

- The management of security where it was identified that Units, Estates and Support Services carried responsibility but there were no clear lines of accountability
- The requirement for Units to give priority to the management of health and safety including developing effective communication, risk registers, action plans and monitoring and audit of their key risks.
- Resources to support units in the management of health and safety and to give competent advice

It has become apparent that the Health and Safety Operational Group requires a refresh to ensure that it discharges its terms of reference and becomes an effective vehicle for improving health and safety delivery in the Health Board. Section 2.2 below outlines proposed changes to the arrangements for the group.

### 2.2 Update to Operational Health and Safety Group Arrangements

The Group is now scheduled to meet 4 weeks prior to each Health and Safety Committee (see table below) and will have its work plan structured to support the business of the Committee.

<b>H&amp;S Operational Group Dates 2019/20</b>	<b>H&amp;S Committee Dates 2019/20</b>
25 <sup>th</sup> June 2019	23 <sup>rd</sup> July 2019
5 <sup>th</sup> August 2019	2 <sup>nd</sup> September 2019
4 <sup>th</sup> November 2019	2 <sup>nd</sup> December 2019
4 <sup>th</sup> February 2020	3 <sup>rd</sup> March 2020
5 <sup>th</sup> May 2020	2 <sup>nd</sup> June 2020
4 <sup>th</sup> August 2020	1 <sup>st</sup> September 2020
3 <sup>rd</sup> November 2020	1 <sup>st</sup> December 2020

Membership has been refreshed since the formation of the new Swansea Bay University Health Board (SBUHB).

### **3. GOVERNANCE AND RISK ISSUES**

Work has been undertaken to review the terms of reference of the group. It is planned that post 10<sup>th</sup> September 2019 the Health and Safety Executive (HSE) Improvement Notice Group will be dissolved and all further matters of business will transfer to the operational group.

Responsibility for managing Board health and safety has transferred to the Director of Nursing and Patient Experience there has been a need to confirm both short-term and long term chairmanship of the group.

This group will have a significant workload in 2019/20 including reviewing and approving a large range of policies. Currently this group acts as the gateway to the SBUHB Health and Safety Committee for them to approve health and safety policies but also new policies that have been developed for security and estates management.

The group also is required to receive reports from units but also a number of subcommittees including Estates management and specialist services such as safer medical sharps.

A specific Health and Safety risk register is in place which monitors health and safety related risks. The register is managed by the Health and Safety Operational group.

### **4. FINANCIAL IMPLICATIONS**

Failure to effectively manage health and safety can have significant legal, reputational, 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.

### **5. RECOMMENDATION**

Members are asked to:

- **NOTE** the report

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input checked="" type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input checked="" type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>	
<b>Health and Care Standards</b>		
<i>(please choose)</i>	Staying Healthy	<input checked="" type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
The Health and Safety Operational group is concerned with the health, safety, fire, security and welfare of all staff employed throughout the Health Board and those who may be affected by risks arising out of or in connection with work activities.		
<b>Financial Implications</b>		
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.		
<b>Legal Implications (including equality and diversity assessment)</b>		
Potential breach of UK Health and Safety law		
<b>Staffing Implications</b>		
There are no direct staffing implications of this paper.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
None		
<b>Report History</b>	None	
<b>Appendices</b>	None	