

APPENDIX 1

ACTION PLAN HSE

1	Section 1: Manual Handling Training for Porters					
		Compliance	Comments	Actions	By whom	By when
1.1	Manual handling Passport training (2 day)	Morrison 99% Neath 91% Singleton 100%	Training undertaken on induction	Morrison – no action Neath – 2 porters to be trained by June 2019 Singleton – No action.	BW	1 st June 2019
1.2	Manual handling Passport training (2 day)	Morrison 99% Neath 91% Singleton 100%	Evidence of training to be submitted	Evidence to be submitted	BW RD	1 st May 2019
1.3	Refresher/ competency training for 5 Porter tasks	Morrison 46% Neath 91% Singleton 45%	Morrison ceased auditing in 2014 Neath ongoing Singleton stopped in 2017	Before training can commence manual handling coaches need to be trained (see 1.4) Neath to supply evidence of ongoing competency	MT and Hotel Services teams	1 st May 2019
1.4	Appointment of Manual Handling Coaches	Morrison 8 Neath 2 (1 already trained) Singleton 6 (3 already trained)	MT to confirm dates and agreed lead training	RD to provide MT with names	RD	ASAP

1.5	Prepare manual	Manual to be prepared and Coaches in place. A lead from each site to work with MT. Ensure manual contains inanimate load training.	Can only be completed once 1.4 actioned	Manual to be prepared by multidisciplinary team.	MT	1 st June 2019
1.6	Refresher / competency training for inanimate loads	Will be undertaken once 1.4 and 1.5 have been achieved			MT	1 st June 2019
1.7	Security Guards to undertake Passport training (2 days)	This is not a current requirement but advisable as Security Guards often assist with patient issues	Security Guards to be included as part of the Morriston Porters.		RD	1 st July 2019
2	Section 2: V&A					
2.1	Security Guards V&A training. Mandatory Module D	72% compliance with mandatory training. 5/7 completed Module D	3 new Security Guards commencing May 2019 Outstanding staff and new	To achieve compliance by Sept 2019	RD	1 st September 2019
2.2	Lone working in Singleton SAU	Two options to resolve issue: 1. Introduce security guard cover 2. Offer Module B training to Porters.	Proceed with Module B training for Porters until funding is confirmed Develop lone worker procedure for porters on site	RD to prepare report about additional costs	RD	1.5.19

2.3	Compliance with Module A V&A training	Morrison 6% Neath 95% Singleton 75%	Ask for resources to assist Morrison. Morrison (no resources) 100% by Sept 2019 or 50% if additional funds Neath no target Singleton 95% buy Sept 2019 It has been agreed that supervisors A&E (or similar) to do Module B. Relief staff and all other low risk porters, staff e.g. Medical records to do Module A	JJ to ask for response for Morrison Mandatory Training All Managers to work on Mandatory Training and increase V&A to 10%	JJ RD	1.5.19 1.9.19
2.4	Lone worker porters and security staff		Risk assessments and procedures required (site based etc.)	RD to prepare risk assessments	RD	1.9.19