

Health & Safety

newsletter



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

#2

WELCOME TO THE SECOND
EDITION OF THE NEW
HEALTH & SAFETY
NEWSLETTER



DID YOU KNOW?

Did you know that the Health Board has its own dedicated intranet pages for health and safety information? Click on the hyperlinks below to go to the pages.

- [Estates](#)
- [Fire Safety](#)
- [Health & Safety](#)
- [Health & Well-being](#)
- [Display Screen Equipment](#)
- [Incident Reporting](#)
- [Infection Control](#)
- [Manual Handling](#)
- [Occupational Health](#)
- [Violence & Aggression](#)

NEW & UPDATED

HEALTH & SAFETY POLICIES



All Health and Safety Policies are in the process of being reviewed and developed. The existing policies are published on the staff intranet: **Health & Safety Policies**

The following policies have recently been approved and updated:

- *Menopause policy*
- *Water Safety Policy*
- *Lone Working Policy*
- *Violence and Aggression Policy*
- *Ligature Policy*
- *Asbestos Policy*
- *Medical Gas Pipeline Systems Policy*
- *Low Voltage Systems Management & Operational Policy*

NEW HEALTH & SAFETY EMAIL ADDRESS

We have introduced a new dedicated email address for all health and safety related queries, please direct queries to:



SBU.SwanseaBayHealthandSafety@wales.nhs.uk

ESTATES HELPDESK

All estates related matters should still be directed to the [es-tates helpdesk](#).



UPDATE:

SAFETY INSULIN NEEDLES IN SWANSEA BAY UHB

The 'UNIGUARD' removal device is the current product for use in Swansea Bay UHB for the safe removal of insulin needles when used on the wards. The disposable (single use) devices are available from Owen Mumford Ltd. via direct order (Oracle) and should be used EACH AND EVERY time a needle is used on a pen for injecting insulin.

UNIGUARD Part number; AN 0682

Please make sure that you have these in stock and these are used **EACH AND EVERY** time. For training, posters and information search the MEMS website, and checkout the Safer Sharps Catalogue.

<http://abmmems/training.php?p=52>

DEVELOPMENTS

During September 2019, a trial of new 'safety pen needles' were trialled in Neath Port Talbot and where we looked at the latest safety devices on the market and tested them in clinical practice to see if they offer us an effective solution going forward. The evaluation of the test has been positive and the recommendation is for Swansea Bay UHB to roll out new 'safety needles' that encompass an integrated safety device (as part of the needle) replacing the need for a uniguard.



Theatre Spotlight

Partnership working to develop safer moving & handling techniques

MANUAL HANDLING

The Health and Safety Departments Manual Handling Team have been working closely with Theatre in producing a dynamic new set of manual handling safe systems of work. The new safe systems are developed using a participatory ergonomics approach, this is where theatre Manual Handling Coaches from different theatre sites across Swansea Bay HB work together with the Manual Handling Advisers during practical problem solving session.



In these session staff are encouraged to look critically at their own practice consider new ideas and home existing techniques down to the most efficient and safe technique. The team are then photographed performing the final agreed techniques which are then annotated together with theatre then graphically presented by the Manual Handling Team into simple and clear instruction.

These then act as guidance in theatre in the form of both printed posters outside theatre and digitally on screens actually in each theatre, so all trained staff can check precisely how to perform a technique prior to handling a patient, Ray Williams, Manual Handling Coach, Theatre Morriston said:-

“there great” “you can bang on about how to do it properly as much as you like but when staff see photographs of their own colleagues set out like this, staff just accept it and we all do the same thing”

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HEALTH & SAFETY INSPECTION VISITS

In February 2019 the Health Board was issued with 9 improvement notices, 4 covering moving and handling and 4 for violence and aggression, with one for incident reporting and investigation. In July 2019 a further notice was issued for Tonna Hospital covering violence and aggression, transportation a pedestrian segregation and change of use.

The HSE revisited in September and confirmed that seven of the ten notices were complied with and three were given more time to comply, with a new date of December 2019.

HSE visited Morriston Hospital in October 2019, from which two further notices were issued to be complied with by December 2019 and January 2020. This visit was followed up with another in November 2019 and confirmation was received that both notices were complied with.

HSE arranged a revisit on 5th December 2019 to review the final three outstanding notices, with verbal conformation that two of these three notices had been complied with. There is more work being undertaken to progress compliance with the one remaining notice which relates to incident reporting. HSE arranged a revisit on 5th December 2019 to review the final three outstanding notices, with verbal conformation that two of these three notices had been complied with. There is more work being undertaken to progress compliance with the one remaining notice which relates to incident reporting & investigation.

It's been a very busy few months of intensive activity and we would like to thank everyone who has worked together at pace to address the improvement areas and setting us in the right direction for the future.



WINTER SAFETY — ROAD SAFETY

WINTER DRIVING

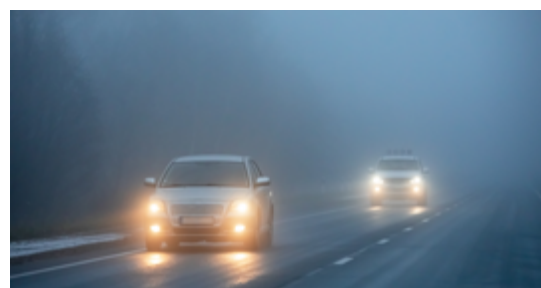
We need to adapt the way we drive during the winter and be prepared for journeys that may take us through very varied weather, road and traffic conditions.

When we have prolonged periods of snow, we tend to see a fall in the overall number of road casualties because fewer people take to the roads. Of course, accidents still happen at these times, and weather conditions can play a part. In 2014, figures from the [Department for Transport](#) (DfT) show that 29 people were killed, 251 were seriously injured and 2,274 were slightly injured in reported road accidents on Great Britain's roads when there was snow or ice on the road surface

RoSPA's [Winter Driving Tips](#) give advice about preparing your vehicle, preparing your journey, preparing yourself and driving in snow or ice, rain, fog, strong winds and low sunshine. You can find additional help about preparing your vehicle in our [vehicle checks video](#). If you're planning a long journey this winter (indeed, at any time of year), you might find [RoSPA's Safer Journey Planner](#) useful.

Knowing about the road conditions and weather forecasts should help inform whether and how journeys can be undertaken.

Listen to local radio weather and traffic reports and also keep an eye on: Wales: www.traffic-wales.com (see also winter driving advice from [Traffic Wales](#) and Road Safety Wales)



SAFETY ALERT: DRIVING WHILST WEARING A LANYARD

It has been reported that staff from other organisations and companies have been involved in traffic accidents where the wearing of identity lanyards around the drivers' necks has exacerbated the severity of the injuries sustained.

In one incident a driver was involved in a minor car accident and was wearing their company lanyard and pass. The car airbag

deployed on impact and the force of the airbag caused the lanyard and pass to be pushed into the driver's chest, causing a lung to collapse and requiring hospital treatment.

Had the person not been wearing their lanyard and pass at the time, they would have most likely walked away relatively unscathed.

In another accident, an NHS worker stored a lot of keys on her lanyard for medicine cabinets, lockers etc. She got into her car and was driving home, but did not remove her lanyard. Unfortunately she also had a crash that triggered the airbag.

The force of the airbag caused the keys to perforate her bowel with potentially life changing con-



sequences. She was in hospital for over 6 weeks and has been off work for over 6 months.

Advice: do not wear lanyards or similar objects when travelling in a vehicle



NOROVIRUS

Norovirus is circulating in our communities.

The tummy bug is very unpleasant for anyone.

But it can be very dangerous for vulnerable hospital patients whose immune systems might not be as strong.



During the winter period, a number of patients in Swansea Bay University Health Board hospitals have tested positive for norovirus.



At least part of the outbreak has been traced back to a person who visited one of our sites. It is understood they were caring for someone with norovirus at home and then came onto a ward where they interacted with several patients.

Staff will now be reinforcing the rules around visiting which are:

- No more than two visitors per bed
- No children
- Wash your hands
- Do not interact with or offer food to any other patients.

So we are urging people to stay away from hospital if they feel unwell or have had symptoms in the past few days. Do not visit a loved one until you have been symptom free for at least 48 hours.

Please avoid bringing children in to visit.

The best way to protect yourself and your family is by washing your hands regularly with soap and water:

- Especially after using the toilet
- After using a shopping trolley / other frequently touched items
- Before eating and drinking

Alcohol gels and hand sanitizers are not always effective against these viruses.

If you have sickness and diarrhoea, it usually passes in a few days.

We are urging people who have it to stay at home and stay hydrated. **Please avoid the Emergency Department.**

If you are worried and need advice call 111 for 24/7 medical advice and to access the out-of-hours GP

VOMMAX — SIMPLE TO USE AND EFFECTIVE VOMIT BAG

- *Vommax® is the ideal replacement for the traditional disposable bowl and kidney dish - Ergonomically designed with a rigid plastic mouthpiece fitting perfectly over the patients mouth ensuring that all vomit is completely captured, thus, eliminating accidents.*
- *Vommax® has a simple twist and seal device for immediate hygienic odourless disposal*
- *Vommax® is manufactured using a translucent material, allowing any blood to be easily identified and indicators allowing approximate volume assessment.*
- *Vommax® is supplied with or without a solidifying gel agent.*



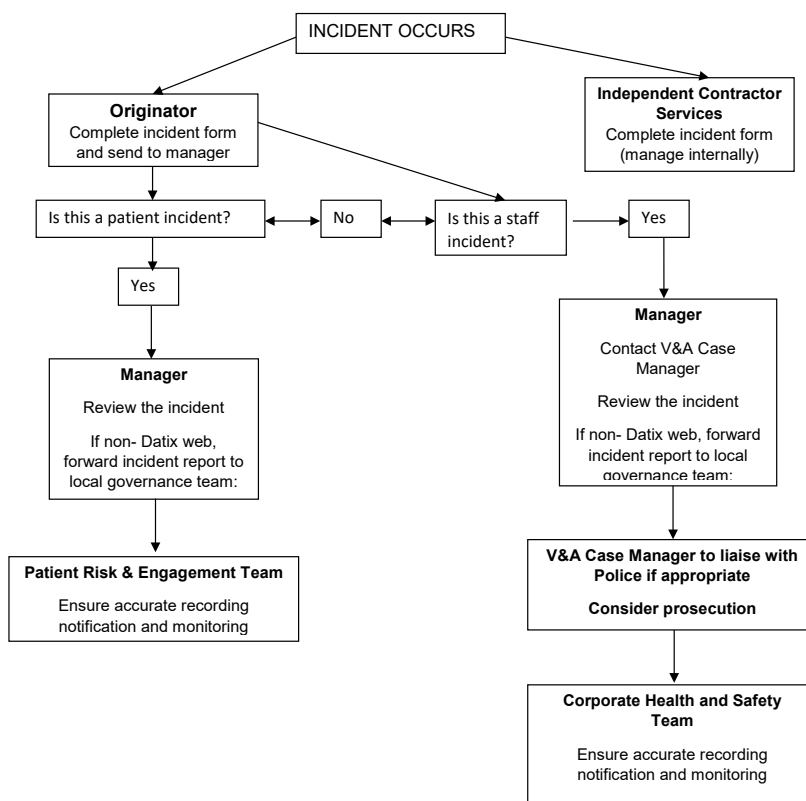
VIOLENCE AND AGGRESSION

The Health Board is committed to the health, safety and welfare of its staff and will ensure where reasonably practicable to do so to provide a safe and secure environment for its staff, patients and visitors and to ensure that the likelihood of persons being exposed to violence and aggression is reduced so far as is reasonably practicable. In particular, staff are entitled to expect that their health and wellbeing will be protected at work and that they will be respected by patients, visitors and others for the services that they provide. Violent or abusive behaviour will not be tolerated and decisive action will be taken to protect and support staff and others. Further to this, staff being subjected to abuse by other staff is equally unacceptable, and decisive action will also be taken in these circumstances.

SBUB is part of the NHS Anti-Violence Collaborative who have signed up to the Obligatory Response to Violence and Aggression as it recognises that NHS staff (Hospital, Ambulance, Community and Primary Care and Dentistry and all Public sector staff undertaking caring duties) are among those most likely to face violence and abuse during the course of their employment. There is a strong public interest in prosecuting those who verbally and physically assault NHS staff deliberately. All parties to this Agreement will encourage individual Police services, Crown Prosecution Service areas and NHS bodies to seek the strongest possible action in appropriate cases. The NHS acknowledges the validity of restorative justice and the range of non-custodial disposals.

Incident Reporting Flowchart

The following flowchart should be followed for the reporting of all incidents (NB: Datix-web must be used in all but exceptional circumstances)



Note

Should the incident become RIDDOR reportable at any time then the Health and Safety Department should be contacted immediately on - ext 44323

THERE IS SUPPORT AVAILABLE TO ALL NHS EMPLOYEES IF YOU HAVE BEEN A VICTIM OF VIOLENCE

Report all incidents of violence towards NHS staff to:

Your Manager /
Your NHS V&A Case Manager / Health and Safety Team
The Police / Call 999 for an emergency or 101 for a non emergency

Scan the QR code to find out more

OBLIGATORY RESPONSES TO VIOLENCE IN HEALTHCARE

#NHSantiviolence #EmpowermentThroughPrevention

Prevent

- NHS Prevent assaults using effective risk management procedures.

Capture

Assault on NHS Victims

- Includes Ambulance Paramedics, Paramedics, Hospital Staff, Primary Care i.e GP Staff, Pharmacy, Podiatry, Dentistry, Ophthalmology
- Incident reported to Manager and to Police via 999 if ongoing.
- Incident report (Datix) completed.
- Manager or Victim contacts NHS V&A Case Manager or equivalent in Primary Care.

Investigate

NHS V&A Case Manager

Investigates (supports NHS Manager to investigate) - Contacts Police via 101 promptly. Also scope for online crime reporting. Shares information with Police.

Police - Having received an accurate account

- Respond
- Apply Sanction
- Investigate
- Refer to CPS

Prosecute

CPS

- Consider Prosecution
- Proceed with Prosecution

NHS V&A Case Manager facilitates information sharing. Supports the Victim.

Prosecution - Victim supported throughout by victim focus.

Deter

Health Body provides Director Level Service Impact statements and Victim statements in conjunction with Police.

- Investigates (supports NHS manager to investigate)
- Contacts police via 101 promptly (scope for online crime reporting)
- Share information with the Police
- Sentence Passed
- Media Informed

Report all incidents of violence towards NHS staff to:

Your Manager /
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The Police / Call 999 for an emergency or 101 for a non emergency

Scan the QR code to find out more

IF YOU SEE A COLLEAGUE BEING ASSAULTED REPORT IT!

#NHSantiviolence #EmpowermentThroughPrevention

Report all incidents of violence towards NHS staff to:

Your Manager /
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Chargers present a fire risk during use, there have been a number of reported incidents where e-cigarettes exploded or ignited (causing fire) whilst recharging.

Staff should be aware of the risk of fire as a result of recharging devices, particularly those with lithium batteries and involving faulty chargers.

This includes all personal electronic devices such as e-cigarettes, mobile phones, laptops, tablets, cameras and e-bike batteries. Personal rechargeable electronic equipment belonging to staff should not be used on sites unless:

- It displays the CE mark of conformity;
 - The charger was supplied with the device (no mixing of chargers/devices);
- and
- It has been visually inspected prior to use and found to be free from defects, cracks, damaged cables, burn marks etc.

STAFF AWARENESS

All staff are responsible for ensuring their own safety and that of others in the workplace. This involves identifying and taking the appropriate action to remove or minimise fire hazards.

The following list outlines common causes of electrical fires which staff should be aware of and, if encountered, they should take action themselves wherever possible or report the matter to the responsible person:

- Charger or battery/device overheating
- Damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers;
- Damage to the plug, e.g. to the cover or bent pins;
- Signs of overheating, such as burn marks or staining on the plug, lead or the electrical equipment;
- Tape applied to join leads together;
- Coloured wires visible where the leads joins the plug (the cable is not being gripped where it enters the plug);

LESSONS LEARNED FIRE RISK FROM PERSONAL RECHARGEABLE ELECTRONIC DEVICES

A recent Estates and Facilities Alert has been issued regarding the charging of personal electronic devices within hospital settings; the advice is applicable in all work locations.



On Sunday 24th March 2019 there was a fire in Ward 12 in the Central Ward Block at Singleton Hospital, Swansea.

- Damage to the outer cover of the equipment itself, including loose parts or screws;

If any of the above are discovered whilst an appliance is in use, it should immediately be switched off at the mains and its use discontinued.

HAZARD REDUCTION

- Personal electrical devices should not be charged where water or other liquid spills are likely;
- Chargers should be unplugged when the battery is fully charged;
- Electronic equipment should be visually inspected prior to use and found to be free from defects, cracks, damaged cables, burn marks
- Cables should not be trapped under furniture or in floor boxes; and
- Devices must not be charged in an oxygen rich environment.



HEALTH, SAFETY & WELFARE

FLU MYTH BUSTERS



1 in 5

of the population get flu most years, and this includes healthy people.



Flu vaccine remains the best way to protect against flu. Flu vaccinations generally protect around **6 in every 10** who receive them.



NO, studies have shown it's impossible to catch flu from a flu vaccine.



Don't miss out
Call your GP or local pharmacy today for further information on the flu vaccine!



WWW.BEATFLU.ORG



Christmas is a time when your home is likely to be full of people, and it's in the excitement of the season that accidents can easily happen.

But one of the good things about Christmas is that there are typically more people around to supervise children and, with a little more care and forward planning, most accidents could be avoided.



CHRISTMAS SAFETY

Christmas is a special time of year. Even so, it doesn't stop health and safety being - wrongly - cited as a reason for preventing pretty harmless activities from going ahead. Not only does this needlessly ruin the festive spirit but it also trivialises the true purpose of health and safety: protecting people from real risks at, or connected with, work

1. **Myth:** Workers are banned from putting up Christmas decorations in the office
2. **Myth:** Indoor Christmas lights need a portable appliance test (PAT) every year
3. **Myth:** You can't throw out sweets at pantos
4. **Myth:** Traditional shopping centre Christmas trees scaled back or replaced by artificial alternatives
5. **Myth:** Seats removed from shops - despite weary Christmas shoppers wanting to rest their feet
6. **Myth:** Carol singers are a health and safety risk
7. **Myth:** Children are banned from throwing snowballs
8. **Myth:** Health and safety prevents people putting coins in Christmas puddings
9. **Myth:** You cannot clear snow and ice from pavements yourself

CHRISTMAS SAFETY TIPS:

Follow these 12 safety tips to prevent your festivities being cut short by a trip to casualty:

1. Make sure you buy children's gifts for the correct age group and from reputable retailers, and ensure they comply to safety standards. You can find more information on our toy safety pages.
2. Remember to buy batteries for toys that need them - that way you won't be tempted to remove batteries from smoke alarms
3. Look out for small items that could pose a choking hazard to young children, including parts that have fallen off toys or from Christmas trees, button batteries, and burst balloons
4. Keep decorations and cards away from fires and other heat sources such as light fittings. Don't leave burning candles unattended - make sure you put them out before going to bed - and do not put candles on Xmas trees
5. If you have old Christmas lights, seriously consider buying new ones which will meet much higher safety standards, and don't let children play with lights (some have swallowed the bulbs). You can find more information in our Christmas lights safety tips below.
6. Remember, Christmas novelties are not toys, even if they resemble them, and they do not have to comply with toy safety regulations. Give careful thought to where you display them - for example, place them high up on Christmas trees where they are out of the reach of young hands
7. Give yourself enough time to prepare and cook Christmas dinner to avoid hot fat, boiling water and sharp knife accidents that come from rushing, and keep anyone not helping with dinner out of the kitchen. Wipe up any spills quickly
8. Have scissors handy to open packaging, so you're not tempted to use a knife, and have screwdrivers at the ready to assemble toys
9. Beware of trailing cables and wires in the rush to connect new gadgets and appliances, and always read instructions
10. Falls are the most common accidents so try to keep clutter to a minimum. Make sure stairs are well-lit and free from obstacles, especially if you have guests
11. Plan New Year fireworks parties well in advance and follow the Firework Code
12. Do not drink and drive, and plan long journeys so you won't be driving tired.

SAFETY OUT AND ABOUT

SLIPS, TRIPS AND FALLS

Slips, trips and falls are the most common types of accident in life generally and, thankfully, the consequences of many falls on snow or ice are simply minor bumps and bruises.

In previous years, however, thousands of people have been admitted to hospital after suffering more serious injuries after falls during wintry weather. Figures from the Hospital Episode Statistics for England show there were 2,919 admissions to hospital in 2014/15 as a result of people falling over on snow or ice.

During times when pavements and footpaths are covered in snow and ice:

Wear sturdy footwear, with a good grip - you can always change into other footwear when you have reached your destination

If you've got Nordic walking poles (or similar), use them

Take it slowly and allow yourself extra time to get from A to B, so you don't find yourself having to make a last minute dash to get to the bus etc.

Keep an eye on what is underfoot. Some places will remain icy for longer than others (e.g. places that do not get the sun)

If you have neighbours who are elderly/disabled/new mums etc. offer to pop to the shops for them

If councils have provided grit bins so people can treat public areas not included on the usual gritter route, use them - but don't remove vast quantities for your own personal use.



Remember - as well as slips and trips on pavements and in public places, many people fall over on their own footpaths and driveways.

Take care in these places too.

CLEARING ICE AND SNOW AT HOME AND WORK

In recent years, it has been suggested that by not touching snow/ice you cannot be sued if someone slips over, and that trying to make conditions easier for pedestrians could leave you open to claims if someone subsequently has an accident.

RoSPA puts accident prevention ahead of fears about being sued if someone slips on a surface that has been cleared. Slips, trips and falls are the most common types of accident in life generally, and are clearly more prevalent when conditions are icy.

On business premises, there is a duty to take reasonable care to ensure the safety of those using your land.

In public areas (e.g. the pavement out-

side a shop/business/service), we would hope that shopkeepers/service providers etc. would show public spirit and a wish to make access to their premises easier by clearing snow and ice. When open, they are inviting people to visit them, so we would hope that this would be reflected by the clearing of pavements.

When clearing snow/ice, there are two key points to remember:

- You must not make conditions worse- creating a sheer icy surface by pouring boiling water over the pavement and then walking away is not an option
- You must do a good job, and keep on top of the job (reacting



to changing conditions). You'll probably have to tackle an area more than once.

The Gov.uk website has more advice about clearing snow and ice.


Members of the public must also remember that it is unrealistic to expect every stretch of pavement to be cleared and they should take their own reasonable precautions to avoid slipping or falling.



WE NEED YOU!

HEALTH & SAFETY IS EVERYONE'S RESPONSIBILITY.



If you have any ideas or suggestions for inclusion in future editions of this newsletter please let us know on  SBU.SwanseaBayHealthandSafety@wales.nhs.uk

MORE INFORMATION

For queries or more information, please contact:

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