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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	4th March 2019	Agenda Item	2.1
Report Title	Executive Lead Handover Report		
Report Author	Darren Griffiths, Associate Director of Performance		
Report Sponsor	Darren Griffiths, Associate Director of Performance		
Presented by	Darren Griffiths, Associate Director of Performance		
Freedom of Information	Open		
Purpose of the Report	To provide a high level report to the Health and Safety Committee of the key issues pertaining to Health and Safety (H&S) Delivery in Health Board as part of the handover of Executive leadership in the first 3 months of the 2019 calendar year.		
Key Issues	<p>A range of issues is set out in the assessment part of this report. Key strategic issues are: -</p> <ul style="list-style-type: none"> • Immediate management of the enforcement orders and actions arising from the recent Health and Safety Executive review of violence and aggression and manual handling. • Embedding of strong H&S adoption across the Health Board's service delivery units and corporate functions through visible and robust local arrangements in the accountability units • Ensuring that the H&S work plan robustly covers policy and thematic reviews to increase assurance • Impact on core H&S manpower of Bridgend boundary change • Removal and replacement of cladding on Singleton Hospital façade • Interface with Health and Safety Executive (HSE) and ongoing management of inspections 		
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance
	✓		
Recommendations	<p>Members are asked to: -</p> <ul style="list-style-type: none"> • NOTE the report 		

EXECUTIVE LEAD HANDOVER REPORT

1. INTRODUCTION

The executive responsibility for Health & Safety (H&S) management in Abertawe Bro Morgannwg University (ABMU) Health Board transferred from the Director of Strategy to the Director of Nursing and Patient Experience on 1st January 2019.

This paper sets out the key matters for awareness and ongoing consideration to ensure continuity in the management of the service through the transition of leadership period.

Discussions have been continuous through the first two months of the handover process to ensure continuity.

2. BACKGROUND

The H&S function within the Health Board is a small specialist function which delivers expert advice and leadership on H&S matters. H&S however is the responsibility of all employees and striking the balance between the expertise required to lead the system and the local adoption of H&S across the diverse range of services provided by the Health Board is a challenging balance to strike.

The H&S function has received a small number of limited assurance audits in the past which have rightly brought significant scrutiny to the systems adopted across the Health Board but more recently this has improved to reasonable assurance. This is a reflection of both the dedication of the team, the new systems of work adopted and the benefit of having a formal, independent member led Health and Safety Committee to oversee assurance and champion the need for further enhancement to H&S systems and embedding of H&S practice.

The section which follows sets out the key issues currently being dealt with through the H&S system to facilitate a detailed handover discussion scheduled for 24th January 2019.

3. GOVERNANCE AND RISK ISSUES

This section of the report sets out (at a high level) the key issues for consideration as part of the handover meeting:-

High level matters

- Immediate management of the enforcement orders and actions arising from the recent Health and Safety Executive review of violence and aggression and manual handling.

- Embedding of strong H&S adoption across the Health Board's service delivery units and corporate functions through visible and robust local arrangements in the accountability units
- Ensuring that the H&S work plan robustly covers policy and thematic reviews to increase assurance
- Impact on core H&S manpower of Bridgend boundary change
- Removal and replacement of cladding on Singleton Hospital façade
- Interface with Health and Safety Executive (HSE) and ongoing management of inspections

Detailed considerations

- Immediate management of the enforcement orders and actions arising from the recent Health and Safety Executive review of violence and aggression and manual handling.
 - Close immediate issues
 - Strengthen team
 - Develop detailed action plan for grip on enforcement requirements
 - Engagement with HSE
- Ensure all outstanding actions in all relevant audits are actions and closed:
 - Fire safety follow up
 - H&S follow up
 - Water safety
 - Control of Substances Hazardous to Health (COSHH)
- POW first floor theatres enforcement notice actions to be implemented
- Work plan to reflect thematic review requirements, policy review requirements and delivery of the HSE enforcement notice requirements
- Cladding removal (and replacement) and ensuring current operational arrangements remain in place and remain fit for purpose
- Particular focus on fire safety resource
- Develop a robust database and closed loop system of feedback to ensure that the actions identified in fire risk assessments are implemented and reported upon
- Unit adoption of good Health and Safety practice and visibility of this from an audit perspective
- Strengthen risk management and reporting processes to more dynamically feed into the Health Board risk register
- Ensure that the system of policies and procedures across Health and Safety is reviewed systematically and documents are updated accordingly. Also ensure that policy adoption is strong across all health board staff and have monitoring arrangements in place to ensure this.
- Ensure that the strong interface between capital and estates is maintained and remains an effective working system to manage risk
- Resources to ensure the appropriate level of support to manage the assurance demand and expectations of the Health and Safety Committee
- Develop a system of KPI's (building on recent improvements) to provide further assurance that actions deliver improvements.

- Lessons learned to be actively shared across the Health Board as a learning organisation
- Review function and purpose of the H&S operational group (was H&S committee previously) to carry out actions and underpin the H&S Committee activities and work plan

4. FINANCIAL IMPLICATIONS

There will be significant capital and modest revenue requirements to support effective H&S delivery. Notwithstanding the cladding matter at Singleton Hospital, from a capital perspective a well maintained and modern estate can provide high levels of assurance in fire, violence and aggression and manual handling.

There is likely to be a revenue requirement to “right size” the department following the Bridgend transfer which could see 28% of the 14 WTE within the department transfer from the service.

5. RECOMMENDATION

- Members are asked to: -
- **NOTE** the report

Governance and Assurance										
Link to corporate objectives <i>(please ✓)</i>	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access		Demonstrating value and sustainability		Securing a fully engaged skilled workforce		Embedding effective governance and partnerships	
			✓				✓		✓	
Link to Health and Care Standards <i>(please ✓)</i>	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources			
		✓	✓							
Quality, Safety and Patient Experience										
Robust H&S will support enhanced quality, safety and patient experience.										
Financial Implications										
Possible revenue and capital requirements as set out in section 4 above.										
Legal Implications (including equality and diversity assessment)										
HSE can enforce action and failures can lead to fines and personal sanctions at executive officer level.										
Staffing Implications										
Appropriate arrangements for Health and Safety management will provide for safer working environments and practice for our staff										
The unit is comparatively under resourced and this will require address. Further, H&S systems at unit and corporate department level require staff time to address properly.										
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015 - https://futuregenerations.wales/about-us/future-generations-act/)										
n/a										
Report History		First report and intended to be a single report								
Appendices		None								