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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	4th March 2019	Agenda Item	5.1
Report Title	Current Policy Review		
Report Author	Dr Laurie Higgs, Head of Health and Safety		
Report Sponsor	Gareth Howells, Director of Nursing and Patient Experience		
Presented by	Dr Laurie Higgs, Head of Health and Safety		
Freedom of Information	Open		
Purpose of the Report	This paper informs the Health Board of elements that should be included in the Health Board Health and Safety Improvement Plan 2019-20		
Key Issues	Planning for the reorganisation of the Health board, emerging risks and the better governance of health and safety.		
Specific Action Required (please ✓ one only)	Information	Discussion	Assurance
		✓	
Recommendations	Members are asked to Receive		

CURRENT POLICY REVIEW

1. BACKGROUND

Health and Safety Executive guidance places a duty on the Health Board to effectively manage health and safety. Recognising weaknesses and developing actions to address those areas of concern demonstrates good governance.

2. LEGAL REQUIREMENTS

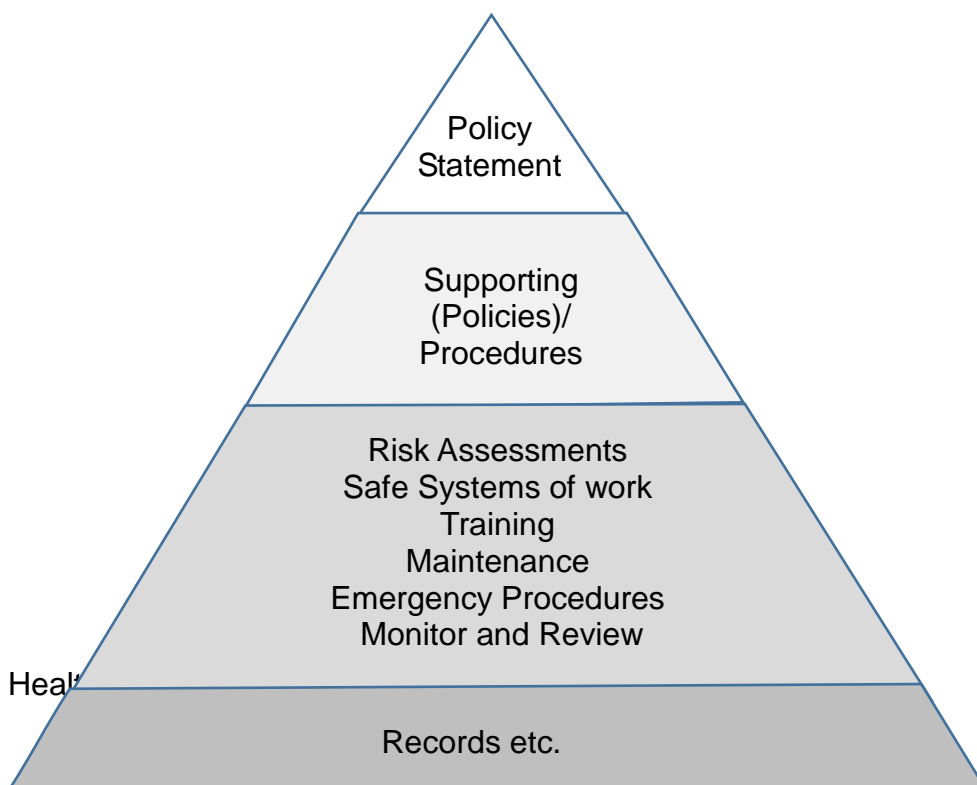
Under Section 2 of the Health and Safety at Work Act 1974 organisations must prepare a written statement of general policy. This would include:-

- **Statement of general policy on health and safety at work.** Sets out our commitment to manage health and safety effectively, and what we wish to achieve
- **Responsibility section** sets out who is responsible for specific actions
- **Arrangements section** contains the detail of what will be done in practice to achieve the aims set out in your statement of health and safety policy

The statement and any revision must be brought to the notice of all of his employees. For ABMU this is via the Intranet Policy and Procedures page.

3. DEVELOPING THE HEALTH AND SAFETY POLICY

Simple organisations may incorporate the **Arrangements Section** into its Health and Safety Policy. For complex organisations, supporting procedures and policies are developed to give focus on particular risks present. (Figure 1); these will be underpinned by specific arrangements to deliver the policy.



As an example, ABMU has a Manual Handling Policy that records specific responsibilities such as the role of Manual Handling Coaches but does not duplicate the general duties of the management structure in the organisation. Similarly, reference is made to the requirement to maintain lifting equipment (LOLER) and this expands on the general statement in the Health and Safety Policy to maintain equipment.

Some ABMU-wide arrangements will also be recorded in procedures giving details (including supporting documents and information) on the management of a certain risk etc.

Certain ABMU-wide policies not directly developed by the Health and Safety team will affect staff, patient and other's safety. Examples are the inclement weather policy, Occupational Health, Human Recourses and Patient Safety policies. Current arrangements are to cross-reference those policies within the overarching Health and Safety Policy.

4. DEVELOPMENT OF HEALTH AND SAFETY POLICIES AND PROCEDURES

Key drivers for the development of policies and procedures in the Swansea Bay organisation include-

- Change of organisation
- Change in Board level lead for Health and Safety
- Outcomes from the Health and Safety Executive (HSE) inspection of ABMU in November 2018

4.1 Health and Safety Policy

The Policy will be reviewed in 2019 to reflect changes in management structures. It currently records **Statement of general policy, Responsibility and Arrangements.**

4.2 Supporting Policies.

There are four polices in the Health and Safety section of the ABMU intranet. As part of the Health and Safety Executive (HSE) inspection report, there will be, a requirement to review to confirm that they remain fit for purpose.

Certain areas will require further development. These include-

- Learning from action taken in Singleton Hospital to upgrade operational fire safety arrangements e.g. developing the role of Fire Safety Wardens, delivery of ward and departmental training etc.
- Enhancements to risk assessment processes, monitoring and supervision, governance of key risk topics etc.
- Development and support of manager e.g. training and information

4.3 Procedures

A number of procedures will be reviewed to support the main Health and Safety Policy. These are not currently published in the ABMU Corporate Policy page but held separately in the Health and Safety webpage. It is likely that this approach can result in managers and staff not being able to immediately find these procedures. It is proposed that the existing Corporate policy webpage be enhanced to record these procedures with a clear link to the source of the procedures. Appendix A shows the current record of policies and procedures that are linked to the Health and Safety Policy.

4.4 Local Procedures etc.

Ward and departmental procedures will continue to be developed and managed by Units, Support Services, Estates and other management areas

5 RECOMMENDATIONS

The ABMU Health and Safety Committee is requested to note the current position.

Governance and Assurance										
Link to corporate objectives	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	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources			
	✓	✓								
Quality, Safety and Patient Experience										
Improved safety for staff, patients, visitors and contractors.										
Financial Implications										
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.										
Legal Implications (including equality and diversity assessment)										
Potential breach of UK Health and Safety law										
Staffing Implications										
Increased sickness and absence										
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)										
None										
Report History		None								
Appendices		None								

Appendix A: ABMU Health and Safety Related Policies (October 2018)

This document lists (non-exhaustive list) ABMU-wide policies and procedures with potential health and safety implications.

Key to Legislation

Reference	Legislation etc.	Reference	Legislation etc.
HASAWA	Health and Safety at Work Act	COSHH	Control of Substances Hazardous to Health
RRO	Regulatory Reform Order	Med Sharps	Sharp instruments in Healthcare Regulations
MHOR	Manual Handling Operations Regulations	PUWER	Provision and Use of Work Equipment Regulations
LOLER	Lifting and Lifting Equipment Regulations	FAW	First Aid at Work Regulations
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations		

Policies

Policy	Legislation (Full or Possible)	Managing Committee	Intranet	Notes
Health and Safety	HASAWA etc.	ABMU Health and Safety Committee	Y	
Fire Safety	RRO	ABMU Health and Safety Committee	Y	
Violence and Aggression	HASAWA etc.	ABMU Health and Safety Committee	Y	
Manual Handling	MHOR/LOLER	ABMU Health and Safety Committee	Y	
Medical Sharps	Med Sharps	ABMU Health and Safety Committee	Y	
Electricity (low voltage)	Electricity at Work	Low Voltage Group (Estates)	N	Under Review
Asbestos	Control of Asbestos	Asbestos (Estates)	N	Under Review
Water Safety	COSHH	Water Safety	N	Under Review
Control of contractors	HASAWA etc.	Estates	N	
Patient falls	HASAWA etc.	Patient Falls Group	Y	
Security Strategy	HASAWA etc.	Security Group	Y	

Policy	Legislation (Full or Possible)	Managing Committee	Intranet	Notes
Lockdown	HASAWA etc.	Security Group	Y	
Bomb Threat	HASAWA etc.	Security Group	Y	
Decommissioning and Disposal	HASAWA etc.	Estates (Capital)	Y	
Dress code	HASAWA etc.	Partnership forum	Y	
Employee Stress/wellbeing	HASAWA etc.	Partnership forum	Y	
Induction policy	HASAWA etc.	Learning and Development	Y	
Workplace Health clearance	HASAWA etc.	Workforce	Y	
Infection Control	COSHH etc.	Infection Control	Y	
Medical Devices	PUWER etc.	Medical Devices Committee	N	Under Review
Point of Care Testing	PUWER	MDC/POCT	N	Under Review
Medical gases (ABMU)	PUWER etc.	ABMU Med Gas	N	Under Review
Medical gases (Estates)	PUWER etc.	Estates Med Gas	N	Under Review
Incident Reporting	HASAWA etc.	Nursing	N	Under Review
Adverse Weather Policy	HASAWA etc.	Workforce	Y	

Procedures

Policy	Legislation (Full or Possible)	Managing Committee	Intranet	Notes
RIDDOR	RIDDOR	ABMU Operational Health and Safety Committee	N	Attached to DATIX system
First Aid	FAW	ABMU Health and Safety Committee	N	Under Review
Control of Substances Hazardous to Health	COSHH	ABMU Operational Health and Safety Committee	N	Updated 2018