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Service Groups' Highlight Report for Health and Safety Committee

Meeting Date:	4 th October 2022
Service Group:	Primary, Community & Therapies Service Group
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Presenter:	Emily Warren

Summary of Health and Safety key issues since last report to the Committee (Reporting period: 1st August 2021 to 31st August 2022)

This paper provides an update to the Health & Safety Committee on matters of health and safety overseen by the service group.

Primary, Community & Therapies Service Group (PCTSG) is a diverse group; the health and safety governance arrangements are currently being reviewed to ensure reporting requirements are aligned and to avoid duplication with quality & safety structures. The Terms of Reference for the PCTSG Operational Health & Safety Group is currently under review and work plans are being developed. The Health and Safety Operational Meeting reports to PCTSG Board on a quarterly basis. The Associate Director of Operations Chairs the Health & Safety meeting, and is the accountable officer for all areas of health & safety for the Service Group.

Staff incidents

Between August 2021 and August 2022, there were 111 incidents reported on Datix that affected staff. These are broken down as follows:

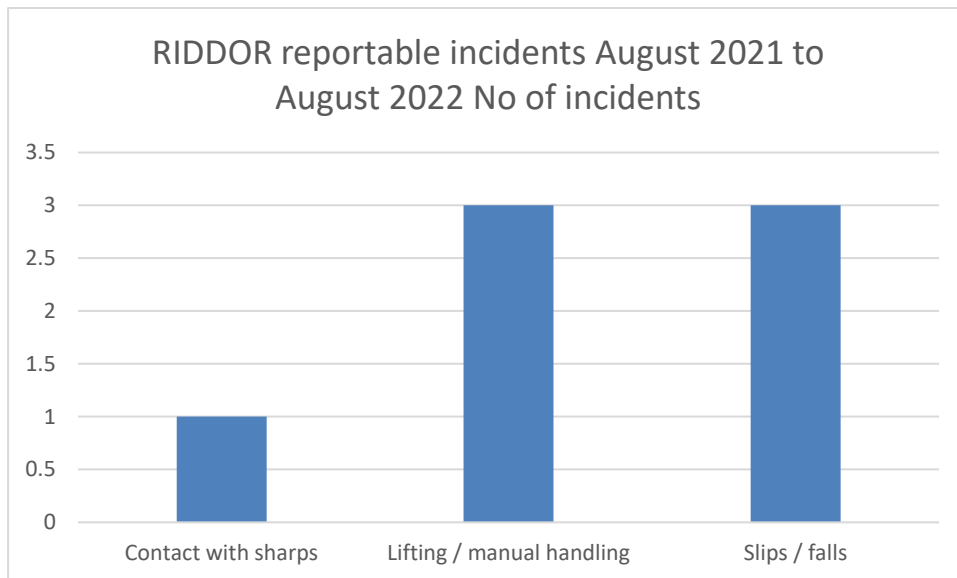
Type of incident	No of incidents reported Aug 21 to Aug 22
Contact with sharps	11
Animal attack in patient's home	3
Car accident	2
Injury using equipment	2
Falling object	1
Locked in building	1
Manual handling	10
Trips / falls	10
Violence and aggression	48
Communication	12
Exposure to environmental hazards	5

Medical devices / equipment	2
Property	4

Four of the 111 incidents were reported as moderate severity, the remaining were low level incidents. Adherence to policy and training were included as lessons learned.

RIDDOR reportable incidents

Between August 2021 and August 2022, there were 7 RIDDOR reportable incidents as follows:



One of these incidents occurred on hospital premises, and 6 happened either at patient’s home or on route to patient’s home.

All but one were low level incidents. Themes from lessons learned included reiteration of environmental risk assessments.

Challenges, Risks, Mitigation and Action being taken relating to Health and Safety issues noted above (what, by when, by who and expected impact)

Date of Meeting	Action Item (what was agreed) / Issues	Action Required	Deadline
04.08.22	Ligature Risk Assessment Template	Director for Health & Safety to forward Ligature Risk Assessment template to QP Lead	No time frame given
04.08.22	Spike of incidents/How services are sharing information	PA to add spike of incidents/How services are sharing information to the next meeting agenda. CL to Lead the item	06/10/22
04.08.22	Forward Work Plan	Group to discuss the Forward Work Plan within the revision of the ToR	06/10/22

04.08.22	Item deferred to next meeting	Add to next meeting agenda/invite Head of Support Services to present	06/10/22
04.08.22	Incorporating Health & Safety into the Quality & Safety structure going forward.	To discuss the separation of reports presented to Health & Safety/Quality & Safety, in order to shape the new TOR going forward	06/10/22
04.08.22	Medical records storage for SALT team	To discuss & make a decision as to whether they need to keep these records going forward	06/10/22
04.08.22	PCTSG Unit H&S meeting Terms of reference	EW/MP to update in line with corporate policies and return to next meeting.	06/10/22
29.04.22	Store of notes/medical records – template to scope areas and numbers	Request template from Head of Medical Records. Complete template and return to Associate Director of Operations	06/10/22
	Source customer care training and support staff to manage difficult conversations	QS&I Manager to enquire about appropriate training	06/10/22

Performance Progress to include: Statutory and Mandatory Training; PADR compliance; Serious Incidents; Staffing and Sickness Levels;

Statutory and Mandatory Training:

- Statutory and mandatory compliance for the group was above target at 89.33% in July 2022, previously 88.77% in June 2022.

PADR Compliance:

- PADR compliance rate of 77.47% in July 2022, previously 76.57% in June 2022. Heads of Service to have PADR's updated by 20th November 2022.

Serious Incidents:

There were no serious incidents relating to Health and Safety within the reporting period

Staffing and Sickness Levels:

- Infectious diseases was the highest reason for sickness absence, followed by Chest & respiratory. Anxiety/stress/depression/other psychiatric illnesses is also still a concern as the third highest reason for absence.
- Sickness in month for June 2022 was 7.34%, a decrease from the final May 2022 position of 7.42%.

- Cumulative sickness in June 2022 was at 7.72%, which was an increase from the May 2022 position of 7.61%.
- Long-term sickness decreased in month from 5.43% in May 2022 to 4.63% in June 2022.
- Short-term sickness increased from 1.99% in May 2022 to 2.71% in June 2022.

Governance and Risk Issues to include risks relating to Health and Safety on the risk register

Risk number	Title
2238	Radon Gas management
2154	Cimla OOH risk
2238	Radon Gas management
2451	Sharps injury
806	Inappropriate accommodation for orthotic care
2758	specialist care required for SLT clinical examinations
2425	Gorseinon flooding
1942	Storage of SLT notes
1536	No storage for sexual health case notes
2024	Sickness absence rate
1838	Patient Violence and Aggression towards Staff
2054	PCS Staff Flu Campaign
1919	HBwideSafeguarding Training
2392	Risk of reduction in workforce due to staff exposure to Covid-19
1367	Security of community patient data
1895	Primary Care Estates
2894	Condition of managed practice estates
3092	External Buildings Fire Risk
310	Sexual health Bridgend - Quarella Road clinic
	Number of risks relating to staffing capacity

COVID-19 Health and Safety Issues (PPE, social distancing, visiting)

- Staff have been notified of the opportunity to book their Covid-19 and Flu vaccinations and provided with a link.
- Staff have been notified of the changes to IPC guidance in relation to PPE, social distancing and visiting.
- The numbers of COVID related absences reported have decreased during August, with a decline from 23 Symptomatic on 1 August 2022 to 15 Symptomatic on 19 August 2022.
- Many services have reported staffing issues

Current issues for 2022-2023 for the Attention of the Committee

Storage of medical and therapeutic notes to comply with Blood Inquiry continues to be a Health & Safety risk for the service group. This requires further discussion to understand what information is required to be retained, particularly in view of some of the therapies.

Levels of staff sickness, particularly in relation to anxiety, stress, depression continue to be an area for concern

PADR performance may reflect issues with reporting onto ESR resulting in under reporting.

Recommendations

Members are asked to: Note the contents of this report