

Swansea Bay University Health Board
Unconfirmed Minutes of the Health and Safety Committee
held on 3rd June 2019 in the Millennium Room, Health Board HQ

Present:

Maggie Berry	Independent Member (in the chair)
Reena Owen	Independent Member
Jackie Davies	Independent Member
Martyn Waygood	Independent Member

In Attendance:

Darren Griffiths	Associate Director - Performance
Laurie Higgs	Head of Health and Safety
Chris White	Chief Operating Officer/Director of Therapies and Health Sciences
Des Keighan	Assistant Director of Strategy (Estates) (until minute 63/19)
Hazel Robinson	Director of Workforce and Organisational Development
Gareth Howells	Director of Nursing and Patient Experience
Joanne Jones	Head of Hotel Services
Dominic Jewitt	Staffside
Wayne Slade	Staffside
Liz Stauber	Corporate Governance Manager
Claire Mulcahy	Corporate Governance Officer
Mark Parsons	Assistant Director of Health and Safety
Huw Richards	Internal Audit: Specialist Services Unit
Jacqui Maunder	Interim Head of Compliance
Dai Roberts	Service Director, Mental Health and Learning Disabilities (for minute 72/19)
Steve Jones	Deputy Nurse Director, Mental Health and Learning Disabilities (for minute 72/19)

Minute	Item	Action
56/19	WELCOME AND INTRODUCTIONS Maggie Berry welcomed everyone to the meeting.	
57/19	APOLOGIES FOR ABSENCE Apologies for absence were received from Sandra Husbands, Director of Public Health; Siân Harrop-Griffiths, Director of Strategy; Pam Wenger, Director of Corporate Governance and Steve Davies, Staffside.	
58/19	DECLARATIONS OF INTEREST	

There were no new declarations of interest.

59/19 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25th April 2019 were **received** and **confirmed** as a true and accurate record.

60/19 MATTERS ARISING

(i) 36/19 Matters Arising

Des Keighan advised that the discussions with Welsh Government were continuing in relation to the monies needed for the five facet review of backlog maintenance but it needed to be funded through revenue rather than capital. He added the cost for the remainder of estate would be £225k.

DK

(ii) 45/19 Review of Singleton Hospital Fire Safety Arrangements

Reena Owen queried as to whether the fire drill planned for Morryston Hospital had taken place. Laurie Higgs advised that it was taking place the following week. Reena Owen suggested that the committee receive a report at the next meeting setting out the learning from the drill. Maggie Berry concurred, adding that it should also include the plan for drills across the estates as well the health and safety arrangements for headquarters. Mark Parsons undertook to provide this.

MP

61/19 ACTION LOG

The action log was received and noted with the following points raised:

Maggie Berry noted the number of verbal updates in the status column, adding that for future committees, a written update either to the action log or a standalone report would be required.

(i) Action Point One

Darren Griffiths advised that a review schedule for policies had been considered by the operational group and this had also included ideas as to how communications and access for staff could be improved.

(ii) Action Point Two

Hazel Robinson confirmed that the deep dive in regard to statutory and mandatory training had been received by the Workforce and OD Committee at its May 2019 meeting. Maggie Berry added that she had been in attendance for this and estates and facilities had the lowest

compliance rates. She suggested an update on this be provided to the September 2019 meeting. This was agreed. Des Keighan advised that he was meeting Chris White later that week to discuss ways to address the issues surrounding computer literacy within estates. A discussion ensued as to concerns raised across the health board with regard to access to ESR (electronic staff record) and Gareth Howells suggested the issue be referred to the Workforce and OD Committee to consider. This was agreed.

HR

(iii) Action Point Three

Gareth Howells confirmed that home births had been discussed at the Infection Control Committee and the process was compliant with the water safety policy.

MB

62/19 COMMITTEE WORK PROGRAMME 2019-20

The committee's work programme for 2019-20 was **received** and **noted** with the following updates:

LS

- Future non-service delivery reports from estates and hotel services be on the same agenda;
- Cladding was under the remit of the Director of Strategy;
- A report in relation to occupational health staff support for health and safety issues/concerns be received in December 2019.

63/19 HEALTH AND SAFETY PLAN

A report providing an update on the health and safety plan was **received**.

In discussing the report, the following points were raised:

Reena Owen stated that it was concerning that the need to identify the resources to deliver the plan remained with a target date of September 2019, which was halfway through the year. She added that the health board was effectively signing up to a plan it did not have the resources to deliver. Gareth Howells advised that investment had already been made into the team but not all had taken up post, hence the September 2019 target date and current resources needed to be considered in order to ensure they were being used in the right way.

Maggie Berry referenced the fire safety database, adding it appeared to be labour intensive and queried whether there was a more simple way of working. Laurie Higgs responded that it was a national system provided by the NHS Wales Shared Services Partnership (NWSSP) to collate risk

assessments and Datix was used to monitor progress, but there was no simple way of linking the two together.

Jackie Davies commented that there was no particular reference to partnership working across the units and all had separate health and safety arrangements. Gareth Howells concurred, adding that there also needed to be ownership and a mechanism for them to feed into.

Martyn Waygood noted that the action to clarify the arrangements for contractor working had transferred from the 2018-19 plan to 2019-20 due to not being completed, but the new timescale was March 2020. He added that more urgency was required. Laurie Higgs advised that the policy was to be reviewed in June 2019. Huw Richards added that contractor management was in the audit plan for 2019-20.

Maggie Berry stated that some of the timescales for the actions appeared to be too long and did not correlate with the risk register. She asked that these be reviewed.

LH

- Resolved:**
- The report be **noted**.
 - The health and safety plan for 2019-20 be **approved**, subject to the review of timescales.

LH

64/19 HEALTH AND SAFETY RISK REGISTER

The health and safety risk register was **received**.

In discussing the report, the following points were raised:

Reena Owen highlighted the risk in relation to resources and fire safety, for which action was required by October 2019. She added that given two fires had occurred recently, the timescales seemed too far away. Gareth Howells responded that the reviews of both fires had not highlighted any concerns in terms of resources and the responses to both by staff had been excellent. He added that this was not to say that more resources would not be considered and a case was to be developed for the investments and benefits group. Darren Griffiths advised that a member of staff had been seconded into the health and safety team specifically in relation to fire, who had undertaken a similar role previously. He added that the October 2019 deadline was the time by which the structure underneath would be determined and the recruitment process completed.

Martyn Waygood referenced the risk score of 16 for the findings of an internal audit of COSHH (control of substances hazardous to health), adding that the targeted completion date for the recommendations was May 2019. He queried that as this had now passed, could the risk score be lowered. Gareth Howells advised that a follow-up review had received a

limited assurance rating so there was still work to do and the timescales would need to be updated to reflect this.

- Resolved:**
- The report be **noted**.
 - The updated risk register be **approved**.

65/19 FUTURE GOVERNANCE ARRANGEMENTS

A report outlining the future governance arrangements for health and safety was **received**.

In introducing the report, Jacqui Maunder highlighted the following points:

- Discussions had taken place within the health and safety team as to ways in which to improve communications;
- The reporting structure had been clarified and had three tiers of accountability; assurance, corporate and operational;
- The operational group's work programme was to include specific updates from each of the units as well as deep dives into problem areas;
- A performance dashboard was in development as well as improvements to incident reporting and training;
- A toolkit for the units had been established to standardise governance arrangements which included agenda, report and terms of reference templates;
- A health and safety risk register for each of the units was to be established.

In discussing the report, the following points were raised:

Chris White welcomed the work, particularly the toolkit to provide consistency with the units but queried whether the quorum specified in the proposed terms of reference was too low. He also sought clarity as to the escalation process from the unit groups to the operational one. Jacqui Maunder responded that she would review the quorum levels, adding that in terms of escalation, the chair of the units' group was critical and it was hoped that the service director would fulfil this role to escalate to the Chief Operating Officer or operational group as appropriate. She undertook to update the draft terms of reference on this basis.

Reena Owen referenced the work to establish a health and safety newsletter, stating that it should be published on notice boards for those without PC access. Jacqui Maunder concurred, adding that hard copies would also be provided for team briefs

JM

Jackie Davies queried the level of trade union representation within the governance arrangements. Jacqui Maunder undertook to review the terms of reference in relation to this.

JM

Martyn Waygood queried the process to identify the topic areas for the deep dives at the operational group. Jacqui Maunder advised that the current list was based on the Health and Safety Executive (HSE) enforcement notices and further topics would be based on issues as they arose. Darren Griffiths advised that the operational group would be scheduled four weeks prior to a committee meeting which would provide members with the opportunity to consider any emerging issues from the group's update for which it would like to suggest a deep dive.

- Resolved:**
- The report be **noted**.
 - The toolkit be updated as per the discussion.

JM

66/19 COMMITTEE TERMS OF REFERENCE

A report setting out the revised terms of reference for the committee was **received**.

In discussing the report, the following points were raised:

Maggie Berry commented that the committee needed to be mindful that some topics, such as radiation safety and infection control, would also be part of the Quality and Safety Committee's remit, therefore care would need to be taken to ensure the right conversations were taking place in the appropriate meetings.

Maggie Berry observed that the committee did not have a vice-chair and sought nominations. Reena Owen undertook to take on the role.

Chris White advised he was a member of the committee as the Chief Operating Officer whereas he attended the Quality and Safety Committee in his capacity as Director of Therapies and Health Science.

Hazel Robinson noted that she was listed twice in the membership.

- Resolved:**
- The report be **noted**.
 - The revised terms of reference be **approved** subject to the discussed changes.
 - Reena Owen be the committee vice-chair.

LS

67/19 COMMITTEE ANNUAL REPORT

The committee's annual report for 2018-19 was **received**.

In discussing the report, the following points were raised:

Gareth Howells commented that the report provided a good status position.

Maggie Berry noted that the date in the introduction should read April 2018 rather than 2019. She also advised that a chair's foreword was to be included.

Martyn Waygood queried as to how the report was made visible to colleagues. Maggie Berry responded that it would be published on the health board's website as part of the committee's papers. Jacqui Maunder added that it could be included within the health and safety newsletter.

- Resolved:**
- The report be **noted**.
 - The committee's annual report be **approved** subject to the suggested changes.

LS

68/19 MATTERS FROM THE OPERATIONAL GROUP

A report outlining matters from the operational group was **received**.

In introducing the report, Darren Griffiths stated that the report would become more comprehensive once the agenda progressed beyond the HSE enforcement notices.

In discussing the report, Maggie Berry requested a copy of the membership and a sample agenda to put in context the remit of the group. She also sought clarity as to the chair of the group. Darren Griffiths advised that it was he for the time being.

LH

- Resolved:**
- The report be **noted**.
 - Membership and sample agenda for the group be shared with Maggie Berry.

LH

69/19 PERSONAL INJURY FILES

A report providing an update in relation to personal injury files was **received** and **noted**.

70/19 COSHH REVIEW

A report setting out the findings of an internal audit of COSHH (control of substances hazardous to health) was **received**.

In introducing the report, Huw Richards highlighted the following points:

- The audit had received a limited assurance rating with 12 recommendations made;
- One of the main issues identified had been inconsistency and a need for overarching guidance;
- Some good practice was highlighted but was not replicated across the health board;
- An improvement plan was in place.

In discussing the report, Reena Owen referred to the deep dives to be undertaken by the operational group and queried as to whether this would be one of the topics. Gareth Howells stated that this would be a beneficial way of supporting the team.

Resolved: The report be **noted**.

71/19 REVIEW OF NON-SERVICE DELIVERY UNIT: HOTEL AND SUPPORT SERVICES

A report setting out the health and safety arrangements for hotel and support services was **received**.

In introducing the report, Joanne Jones highlighted the following points:

- The services comprised many different departments, each with their own health and safety risks;
- Health and safety management was diverse and the governance arrangements had changed in 2016-17, but as these had not been successful, reverted back in 2018 to the original structure;
- While the services were site-based, they were individual departments and needed to integrate in to the relevant unit structures;
- One of the biggest challenges of the previous financial year had been ultra-violet and hydro-peroxide cleaning;
- The service was an outlier for statutory and mandatory training but compliance had improved from 19% to 50% and five trainers had been allocated to increase it further as well additional PCs purchased;

- The most significant risk for the service was car parking at Singleton Hospital due in part to violence and aggression as well as road safety;
- Work was continuing in order to address the HSE improvement notices.

In discussing the report, the following points were raised:

Wayne Slade noted the reintroduction of the ultra-violet cleaning, stating that while training had been agreed, only a small number of staff had completed it, yet more were expected to carry-out the process. Joanne Jones advised that the numbers of those with the competency was increasing as part of the three—month review and no concerns had been raised with her as to people without the training undertaking the cleaning.

Reena Owen queried if there was a way in which to accelerate the improvement in mandatory and statutory training compliance. Joanne Jones responded that the number of porters had increased at Morriston Hospital in order to enable more staff to be released to complete the training but the March 2020 deadline was for just one department, the rest would be higher within the coming months.

Dominic Jewitt sought clarity as to whether there was a process in place to ensure the right equipment was available for relevant jobs. Joanne Jones stated that learning had been taken from the issue surrounding ultra-violet cleaning and companies were now brought in to show staff how to use any equipment.

Martyn Waygood noted that there had been few sharps incidents reported. Joanne Jones commented that this was as a result of the change in needles.

Martyn Waygood referenced the risk score in relation to porters. Joanne Jones responded that some of the discussions had between staff and the HSE during the inspection had not been completely accurate nor did it correspond with the incidents logged within Datix. She added that a security guard had been moved from Morriston Hospital to Singleton Hospital as a trial but there was yet to be an incident reported.

Resolved: The report be **noted**.

72/19 REVIEW OF SERVICE DELIVERY UNIT: MENTAL HEALTH AND LEARNING DISABILITIES

Dai Roberts and Steve Jones were welcomed to the meeting.

A report setting out the health and safety arrangements for mental health and learning disabilities was **received**.

In introducing the report, Dai Roberts and Steve Jones highlighted the following points:

- An improvement programme was in place to increase compliance with mandatory and statutory training;
- While some areas of the environment were excellent, others were in need of refurbishment;
- Violence and aggression incidents towards staff were high but this was reflective of the patient group;
- Update of flu vaccines needed to increase;
- There were concerns about the usage of the child and adolescent mental health service (CAMHS) bed on an adult ward at Neath Port Talbot Hospital and a report was to be shared with the Quality and Safety Committee.

In discussing the report, the following points were raised:

Martyn Waygood noted a significant reduction in falls, adding that this was an excellent outcome but the learning needed to be shared more widely. Steve Jones responded that reduction was as a result in the change of bed model, so a lower occupancy rate would lend itself to fewer falls. Dai Roberts added that the quality of the services was also now higher with stronger nursing and community input, as well as a focus on leadership.

Jackie Davies complimented the unit on its health and safety arrangements which included a bi-monthly meeting with staffside amongst the membership.

Jackie Davies referenced the environmental issues at Rowan House, a learning disabilities unit in Cardiff, adding that it was an isolated facility. Dai Roberts concurred, adding that the model for that side of the service was outdated when compared with other organisations who had few or no inpatient beds. He added in order to modernise it, a community focus would be needed and discussions with local authorities were taking place to progress this, however it would be two or three years before the model was completely developed.

Reena Owen sought assurance that support was in place for staff should they be on the receiving end of a violent or aggressive incident. Steve Jones confirmed that there was specific training for staff as well as a dedicated counsellor.

Resolved: The report be **noted**.

73/19 ITEMS TO REFER TO OTHER COMMITTEES

These were discussed throughout the agenda.

74/19 ANY OTHER BUSINESS

There was no further business and the meeting was closed.

75/19 DATE OF NEXT MEETING

The next scheduled meeting was 2nd September 2019.