

Swansea Bay University Health Board
Unconfirmed Minutes of the Health and Safety Committee
 held on 13th July 2020 in the Millennium Room, Health Board HQ and via Skype

Present:

Maggie Berry	Independent Member (in the chair via Skype)
Jackie Davies	Independent Member (Via Skype)
Reena Owen	Independent Member (via Skype)
Tom Crick	Independent Member (Via Skype)

In Attendance:

Chris White	Chief Operating Officer/ Director of Therapies and Health Science
Christine Williams	Interim Director of Nursing and Patient Experience
Dylan Gravelle	Projects & Performance Manager (via Skype)
Dorothy Edwards	Deputy Director Transformation (via Skype)
Julian Rhys Quirk	Assistant Director Workforce Localities and Systems (via Skype)
Liza Powell	Estates Manager (via Skype)
Leah Joseph	Corporate Governance Officer
Mark Parsons	Assistant Director of Health and Safety
Pam Wenger	Director of Corporate Governance (via Skype)

Minute	Item	Action
47/20	WELCOME AND INTRODUCTIONS	
	Maggie Berry welcomed everyone to the meeting.	
48/20	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from: Des Keighan, Assistant Director of Operations; Hazel Robinson, Director of Workforce and Organisational Development; Jo Jones, Head of Hotel Services.	
49/20	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
50/20	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meeting held on 2 nd June 2020 were received and confirmed as a true and accurate record.	

51/20	MATTERS ARISING	
	<p>i. <u>132/19 Caswell Clinic</u> Maggie Berry queried whether the alarm system has been updated. Mark Parsons advised that Cwm Taf Morgannwg University Health Board have resolved the camera issues at Caswell Clinic, and the personal alarms are due to be fitted.</p> <p>ii. <u>36/20 – Site Responsibility</u> Mark Parsons advised that the majority of replies have been received, however a full list has not been received from Primary Care and he will chase identified leads for the smaller units with an update for committee members due in September.</p> <p>iii. <u>14/20 Six facet review of backlog maintenance</u> Liza Powell advised that the position has not changed. Funding will need to be confirmed with the health board’s Executives prior to beginning the work.</p> <p>iv. <u>Electrical testing at Gorseinon Hospital</u> Maggie Berry queried whether the electrical testing at Gorseinon Hospital had been completed. Liza Powell confirmed that quotes have been obtained and a contractor is to be agreed. Pam Wenger suggested a detailed update be received at September’s committee.</p> <p>v. <u>Health and Safety Executive (HSE) Notice – Medical Records</u> Reena Owen queried whether a final response had been returned to the HSE. Mark Parsons has had discussions with the HSE inspector and a draft response is awaiting the health board’s Chief Executive Officer’s approval. Pam Wenger advised that the update of the appeal can be discussed outside of the committee.</p>	<p>MP</p> <p>DK/LP</p>
Resolved:	<ul style="list-style-type: none"> - Confirmation of site responsibility to be confirmed at September’s committee. - Update on the electrical testing at Gorseinon Hospital be received at September’s committee. 	<p>MP</p> <p>DK/LP</p>
52/20	ACTION LOG	
	The action was received and noted .	
53/20	COMMITTEE WORK PROGRAMME 2020-21	

	The committee's work programme for 2020-21 was received and noted .	
54/20	INVESTIGATIONS OF COVID-19 CASES	
	<p>A report providing an update on the investigations of COVID-19 cases was received.</p> <p>In introducing the report, Hazel Lloyd highlighted the following points:</p> <ul style="list-style-type: none"> – The report provided information relating to the approach the organisation is taking in relation to investigating contraction of COVID-19 in the workplace and staff deaths from COVID-19; – A toolkit has been developed on an All Wales basis for staff reviews and this will support the existing policy for incident management; – The aim of the reviews is to understand what happened, how it happened, what the learning was from each case and to share the learning across Wales ahead of a second wave of the infection. <p>In discussing the report, the following points were raised:</p> <p>Reena Owen queried how staff concerns and the learning are shared. Hazel Lloyd confirmed that the group who have developed the toolkit meet every week, any learning is identified at the meetings, and changes can be made to the toolkit on a weekly basis.</p> <p>Jackie Davies voiced concerns over the word 'investigation' and how it could be perceived by staff. Hazel Lloyd added that staffside engagement was incorporated with the partnership, however the initial draft was not shared with staffside immediately due to the pace the team was working to. The partnership involved Public Health Wales, Health and Safety teams and Workforce and OD teams.</p> <p>Jackie Davies advised that the toolkit relies on accurate incident reporting and as such there are concerns that staff members have been challenged when completing Datix reports. Hazel Lloyd advised that a telephone helpline has been set up by the risk assessment team to assist with completing the mandatory fields within the incident forms on behalf of clinical colleagues, and added that she was unaware of staff members being told not to complete incident forms. Christine Williams advised that the health board needs to ensure staff are supported due to the sensitive nature, and added that she has used this toolkit at Singleton Hospital and it is not attributed to blame, but to share lessons learned.</p>	
Resolved:	The report was noted .	

<p>55/20</p>	<p>RESTARTING DELIVERY SERVICES IN A PHYSICALLY DISTANCING ENVIRONMENT</p>	
	<p>A report providing an update on restarting delivery services in a physically distancing environment was received.</p> <p>In introducing the report, Dorothy Edwards highlighted the following points:</p> <ul style="list-style-type: none"> – A risk assessment process is underway across all of the physical estate within Swansea Bay University Health Board; – Effective communication is key to addressing the risks of non-adherence to the 2m physical distancing requirement. – Further work will take place to review risk assessments which will conclude by the end of July and will include bed spacing; <p>In discussing the report, the following points were raised:</p> <p>Reena Owen queried if face coverings and masks should be used by staff and patients on all sites. Mark Parsons advised that the current guidance doesn't demand this, and currently the health board is following the All Wales guidance. Chris White highlighted that the basis of wearing a face covering is dependent on the distance and duration, and currently there is no scientific value for face coverings being mandatory on sites. Christine Williams noted that patients and staff could be confused if the health board does not follow the national guidance and implements its own legislation. Pam Wenger suggested that an update on face coverings is provided at the next Health Board meeting.</p> <p>Maggie Berry queried if bed space will be lost due to the physical distancing requirements. Chris White advised that the team are undertaking audits in areas and departments with treatment beds. He added that many areas have already implemented the advice from the infection prevention control team and adhering to 3.6m rule, however some beds will be lost and there is a need to understand the total capacity loss and the surge capacity.</p> <p>Maggie Berry queried whether partition screens have been approved. Dorothy Edwards confirmed that approval has been received for partitions in public areas, however approval is still required for partitions to be implemented in staff areas due to the policy being reviewed. She added that staff members are being encouraged to work from home if possible, and the home working policy is being reviewed as a strategic ambition for the organisation.</p>	<p>MP</p>
<p>Resolved:</p>	<ul style="list-style-type: none"> – An update on the use of face coverings be taken through the next Health Board meeting. 	<p>MP</p>

	<ul style="list-style-type: none"> - A further update on physical distancing be received at September's committee. - The report was noted. 	DE
56/20	WORKFORCE TESTING AND TRACING	
	<p>A report providing an update on workforce testing and tracing was received.</p> <p>In introducing the report, Julian Quirk highlighted the following points:</p> <ul style="list-style-type: none"> - The initial teams have been established using employees from the Local Authorities and the Health Board; - The Local Authorities have now commenced external recruitment for contact tracers and advisors; - The Health Board is in the process of offering secondments to the clinical leads and will recruit externally to any posts where this is not possible. <p>In discussing the report, the following points were raised:</p> <p>Reena Owen queried what position the health board would be in if it was inundated with the next surge. Julian Quirk advised that the health board has sufficient capacity to deliver the clinical leads, and a fully engaged workforce is to be recruited on a fixed term basis, which would replace existing staff to enable them to return to their original work place. Reena Owen queried whether the plan was ambitious. Julian Quirk confirmed that it was not ambitious and the Local Authority have confirmed the timescale for the recruitment process.</p> <p>Maggie Berry queried if there was a gap following the Military staff leaving the health board. Chris White confirmed that it was a natural end point with the Military being stood down following advice from Welsh Government.</p> <p>Tom Crick highlighted personal data concerns with the track and trace process and queried the risk perspective. Chris White advised that the Deputy Chief Information Officer is aware of the personal data concerns and has been reporting into COVID-19 Gold Command. Pam Wenger will review the risks with personal data and respond to Tom Crick directly.</p>	PW
Resolved:	<ul style="list-style-type: none"> - An update in relation to the personal data risks be confirmed to Tom Crick. - The update was noted. 	PW
57/20	PERSONAL PROTECTIVE EQUIPMENT	

	<p>A report providing an update on Personal Protective Equipment (PPE) was received.</p> <p>In introducing the report, Mark Parsons highlighted the following points:</p> <ul style="list-style-type: none"> – National and local supplies of FFP3 masks particularly 8833 and 9332+ are in short supply, however national orders have been placed for 1.8 million 8833 masks and 2 million 9332+ masks; – There are stores capacity issues at headquarters and the ability to increase contingencies stock to mitigate any future shortages for future COVID-19 surges, winter pressures/influenza and Brexit; – Potential to relocate to the Bay field Hospital as a health board warehouse, using non clinical space. An application for space has been submitted and awaiting decision; <p>In discussing the item, the following points were raised:</p> <p>Reena Owen needed assurance that care homes are receiving PPE supplies. Mark Parsons advised that care homes are in receipt of PPE directly from All Wales and kits are delivered on a regular basis.</p> <p>Maggie Berry queried if there have been incidents of unauthorised stock removals. Mark Parsons confirmed that there have been two incidents at Morriston and Neath Port Talbot Hospitals.</p>	
Resolved:	The report was noted .	
58/20	HEALTH AND SAFETY COVID-19 DRAFT NEWSLETTER	
	<p>A Health and Safety COVID-19 draft Newsletter was received.</p> <p>Mark Parsons requested that committee members review the draft newsletter and provide him with comments and observations by Friday, 17th July 2020. Once comments are received he will arrange for the final version to be shared with the Senior Leadership Team as per the action log.</p>	
Resolved:	The newsletter was noted and comments requested by Friday, 17 th July 2020.	
59/20	ITEMS TO REFER TO OTHER COMMITTEES	
	<u>55/20 Face Coverings</u> to be referred to Health Board meeting.	
60/20	ANY OTHER BUSINESS	

	There were no items for any other business.	
61/20	DATE OF NEXT MEETING	
	The next scheduled committee meeting is 1 st September 2020.	