

Date: 1.4.19

Report: Health and Safety Meeting

Prepared by: Joanne Jones, Head of Support Services

Sponsored by: Darren Griffiths, Associate Director of Performance

Title: Morriston Portering Department Additional Resources.

1. Background

The parking department in Morriston is a very busy department and the staffing levels are only just capable of managing the workload.

Two issues have arisen recently which require management action to resolve:

- i. Internal audit – PADR
- ii. HSE Improvement Notices

2. Issues

- i. Internal Audit

An action plan has been agreed which requires an immediate and sustained improvement in PADR.
Current compliance is 0%

- ii. HSE Improvement Notices

Two improvement notices have been received which require improvement by September 2019.

- Manual handling
- Violence and Aggression.

3. Current Position in the Department

Wte	109.22
No. of heads	108
PADR compliance	0%
Mandatory training:	
Equality, Diversity and Human Rights	1.85%
Fire Safety	1.85%
Health, Safety and Welfare	3.70%
Infection Prevention and Control	3.70%
Information Governance	55.56%

Moving and Handling	12.96%
Resuscitation	3.70%
Safeguarding Adults	2.78%
Safeguarding children	2.78%
Violence and aggression	5.56%
Dementia Awareness	7.41%
Social Services and Wellbeing Act	89.81%
Violence against Women, Domestic abuse and Sexual violence	1.85%
Average	14.89%

Sickness (Morriston Porters)

Month	Long term	Short term	Total
Dec '18	8.17%	6.78%	14.94%
Jan'19	6.45%	9.56%	16.01%
Feb '19	7.27%	7.07%	14.34%

4. **The Way Forward**

There are currently 4 wte vacancies in the department and interviews have just taken place.

Nine candidates were able to be appointed so I recommend that an additional 5wte are employed.

This can be done by extending the current recruitment procedure to avoid re-advertising the posts as suitable candidates are available.

The approximate costs per annum of this would be 5 wte x band 2 porter (average pay per annum £24,700) would be a maximum of £124,000 but would reduce over the next 12 months as the following staff are due to retire and or be moved from other sites to reduce the cost.

2 x staff retirement (BW & KM)

1 x staff career break (CV) Jan 2019 – Jan 2020

1 x Vacancy - Cefn Coed Hospital

5. **Compliance**

As a result of this the following compliance would need to be achieved:

	March '19	June '19	Sept '19	Dec '19	March '20
PADR	0%	25%	50%	75%	95%
Mandatory	14.8%	40%	60%	80%	95%