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Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board

# **Annual Report of Health and Safety Committee 2021/22**

## 1.0 Introduction

In accordance with best practice and good governance, the Health and Safety Committee produces an Annual Report to the Board setting out how the Committee has met its Terms of Reference during the financial year.

## 2.0 Membership

The Committee membership is a minimum of three Independent Members. In order for the meeting to be quorate two Independent Members must be present. Meetings are also attended by the Director of People and Culture, who has assumed responsibility as the Executive Lead for Health and Safety, Director of Public Health, Director of Therapies and Health Sciences and Director of Corporate Governance. Staff Safety Representatives also attend the meeting. Other Executive Directors are required to attend on an ad hoc basis.

## 3.0 Meetings and Attendance

Due to the way in which the meetings were scheduled (i) in 2020 to 2021, with the last Committee being held on 30 March 2021, and (ii) for 2022 to 2023 (with the first meeting scheduled on 19 April 2022), the Committee met three times during the period 1 April 2021 to 31 March 2022. The Health and Safety Committee achieved an attendance rate of 87.5% during the period 1 April 2021 to 31 March 2022 as set out below:

	27/07/2021	12/10/2021	25/01/2022	Attendance
Mike Jones (Chair)	Y	Y	Y	100%
Akmal Hanuk	Y	Y	Y	100%
Michael Imperato	Y	Y	Y	100%
Ceri Phillips	N/A	N	Y	50%
Total	100%	75%	100%	87.5%

**Please be advised that Akmal Hanuk was Chair until 31 July 2021 and then Mike Jones took over from 1 August 2021. Ceri Phillips was also appointed to the Committee on 1 August 2021.**

## 4.0 Terms of Reference

The Terms of Reference were reviewed and recommended for Board approval by the Committee on the 25 January 2022. The Terms of Reference were approved by the Board on 31 March 2022.

## 5.0 Work Undertaken

As set out in the Committee Terms of Reference the purpose of the Committee is to:

- a) Provide assurance to the Board that there are effective arrangements in place to ensure organisational wide compliance of the UHB Health and Safety Policy;
- b) approve and monitor implementation of the Annual Health and Safety Priority Improvement Plan and ensure compliance with the relevant Standards for Health Services in Wales;
- c) review the comprehensiveness of assurances in meeting the Board and the Accountable Officers assurance needs across the whole of the UHB's activities, both clinical and non-clinical in relation to Health and Safety;
- d) consider and approve policies as determined by the Board;
- e) provide assurance that:
  - objectives set out in the Health and Safety Priority Improvement Plan are on target for delivery in line with agreed timescales;
  - standards are set and monitored in accordance with the relevant Standards for Health Services in Wales;
  - proactive and reactive Health and Safety plans are in place across the UHB;
  - policy development and implementation are actively pursued and reviewed;
  - where appropriate and proportionate, health and safety incident and ill health events are investigated and action taken to mitigate the risk of future harm;
  - reports and audits from enforcing agencies and internal sources are considered and acted upon;
  - workforce, health, security and safety issues are effectively managed and monitored via relevant operational groups;
  - employee health and wellbeing activities are in place in line with the UHB commitment to be a public health practising organisation and corporate health standards;
  - employee health and safety competence and participation is promoted; and
  - decisions are based upon valid, accurate, complete and timely data and information

There are a number of standing agenda items discussed at every Committee meeting, these being:

Enforcement Agency Reports, Fire Enforcement and Management Compliance Reports, Updated Health and Safety Related Policy Schedules, Minutes from the Operational Health and Safety Group and Environmental Health Inspection Reports.

During the financial year the Health and Safety Committee reviewed the following key matters at its meetings: -

### **Fire Enforcement Report**

**27 July 2021**

The Committee was advised that Cardiff and Vale University Health Board (CVUHB) had seen a down turn in instances of unwanted fire signals last quarter due to COVID-19.

The Committee was advised that Hafan y Coed had been visited by the South Wales Fire and Rescue Service (SWFRS) who had sent 2 enforcement notices. One enforcement notice related to infrastructure issues and the other related to policy.

The Committee was advised that the SWFRS would be invited to inspect the changes made to enable closure of the enforcement notices.

### **12 October 2021**

The Committee was advised that the pilot for face to face training had taken place and 2,800 staff members had attended the events.

The Committee was advised that CVUHB had a fire enforcement notice in place for Hafan Y Coed and a further notice had been received due to an arson taking place at Hafan Y Coed.

The Committee was advised that that the management team within Hafan Y Coed had been excellent and noted that as a result of the arson, two investigations had been set up. One of the investigations related to the patients, and that would be led by the Patient Safety team, and the other related to the environmental settings which would be led by the Head of Health and Safety.

The Committee was advised that the incident would be looked at and reviewed and any management system failures that occurred would be identified and rectified.

### **25 January 2022**

The Committee was advised that another deliberate fire took place Hafan Y Coed. The Fire Service visited but they did not issue a Fire Enforcement Notice as they were satisfied with the work being carried out.

## **Environmental Health Inspector Report**

### **27 July 2021**

The Committee was advised that environmental health visits had stopped during COVID-19 and that they had now started back up again and they had inspected 5 areas in the last quarter:

- Central Food Processing Unit (CFPU), UHW
- Aroma Coffee Outlet – Barry Hospital
- Barry Hospital – Ward Based Catering
- Cardiff Royal Infirmary
- Teddy Bear Nursery – UHW

The Committee was advised that upon receipt of the reports, action plans were developed to address the issues raised, and further to the initial inspection on 17 March 2021, an additional two visits to review the CFPU Product Recall Procedure and a Re-visit Inspection were undertaken on 12 April and 29 April 2021.

The Committee was advised that the Food Safety Manager had helped with documentation improvements and also carried out spot checks and swab testing to make sure that the teams were compliant.

### **12 October 2021**

The Committee was advised that it is a legal requirement that each hospital / food unit would be registered as a food premises with the Local Authority and were therefore subject to an annual inspection by Local Authority Officers.

It was noted that since March 2021 the inspection process had once again commenced and the following UHB premises had been visited and inspected since the last Health and Safety Committee meeting:

- Teddy Bear Nursery – UHW
- Aroma Plaza Coffee Outlet – UHL
- Food Production, Main Wards & Restaurant – UHL

### **Waste Management Compliance Report**

#### **27 July 2021**

The Committee was advised that the CVUHB Waste Department continued to operate at increased volumes due to the requirement of PPE across all of the estate as a result of the COVID19 pandemic.

The Committee was advised that in addition to the increased waste, there had been a reduction in segregation as the majority of the waste was being treated as contaminated.

The Committee was advised that there were external suppliers with appropriate expertise and that a tender exercise was being prepared to appoint an external Waste Consultant to review the CVUHB waste processes and to highlight areas of improvement and innovation.

### **Risk Register for Health and Safety – Verbal Update**

#### **27 July 2021**

The Committee was advised that every action would be scored under the risk register matrix and be brought back to the October H&S meeting.

#### **12 October 2021**

The Committee was advised that the risk register would be reviewed but that no major risks had been identified at present.

### **Lone worker Devices Report**

#### **27 July 2021**

The Committee was advised that the work relating to the lone worker device had been very encouraging with a month on month improvement since February 2021.

It was noted that it was largely due to a team member in the case management team who was driving the use of lone worker devices.

The Committee was advised that compliance was just under 69% and it was highlighted that it was an important risk reduction measure.

The Committee was advised that the current contract for the supply of lone worker devices was due to expire in July 2022 and that the future commissioning of the lone worker device would need to be considered.

The Committee was advised that a tender exercise would be planned for new contracts and it was noted that it would not be based on cost alone as a number of factors would be taken into consideration such as:

Improved technology

- Ease of use
- Cost
- Training

**12 October 2021**

The Committee was advised that good work had been undertaken with case management to raise the profile of the Lone Worker Devices and noted that usage had increased.

### **Health and Safety Policy – Verbal Update**

**27 July 2021**

The Committee was advised that the policy statement had been written and that the draft was complete.

It was noted that it would be brought to the Committee in October once the structure and the Responsible, Accountable, Consulted, Informed (RACI) matrix had been identified.

### **Health & Safety Dashboard update**

**12 October 2021**

The Committee was advised that the H&S dashboard had been running since April 2021 and provided CVUHB with a consistent format and was quick and easy to navigate.

It was noted that the dashboard provided important data sets and would be used to set KPIs and other targets within CVUHB as well as identifying areas that struggled with compliance and performance.

### **Enforcement Agencies Report**

**12 October 2021**

The Committee was advised that the Health and Safety Executive (HSE) had written to CVUHB in September 2021 regarding concerns that had not been reported through RIDDOR regarding cases of Covid-19 that had been transmitted via the workplace.

It was noted that the H&S team had written back to the HSE outlining the past, present and future positions of the Health Board and the HSE had responded and concluded that, having reviewed the information supplied, they were satisfied that the Health Board did have a system for gathering information and assessing if there was reasonable evidence to support Covid-19 cases in workforce due to occupational exposure via the rapid assessment form process which was then reviewed by the Health and Safety Team.

## **Pedestrian Safety Strategy**

**25 January 2022**

The Committee was advised that traffic for pedestrians across the Health Board sites had improved over the last few years. It was noted that there was still a lot of work to be done in terms of pedestrian safety. However, more people were being encouraged to cycle and take public transport such as “park and ride”.

**25 January 2022**

The Committee was advised that a Pre-Inquest Review into two staff COVID deaths, that was originally scheduled for early December, was adjourned and rescheduled for March 16 2022.

It was also noted that an inquest into a staff COVID death was conducted on the 6 December 2022 and the verdict concluded that it was not a work-related transmission. That matched the Health Board’s determination.

## **Regulatory and Review Body Tracking Report**

**12 October 2021**

The Committee was advised that the concerns which had been raised on the ventilation in UHW theatres had now been closed out and noted that the Head of Estates and Facilities’ team had responded to all issues raised.

It was noted that all of the fire concerns raised in the report had also been closed.

The Committee was advised that the Strategy required funding along with many other obligations. The Discretionary Programme funding, out of which the Strategy was being funded, had been reduced by 25% and this caused concerns for the Committee

## **Policies**

**12 October 2021**

The Committee received and approved 3 policies which included the following:

- Health & Safety Policy
- Violence and Aggression Policy
- Minimal Manual Handling Policy

The Committee has reported to the Board after each of the Health and Safety Committee meetings by presenting a summary report of the key discussion items at the Health and Safety Committee. The report is presented by the Chair of the Health and Safety Committee.

### **7.0 Opinion**

The Committee is of the opinion that the draft Health and Safety Committee Report 2021/22 is consistent with its role as set out within the Terms of Reference and that there are no matters that the Committee is aware of at this time that have not been disclosed appropriately.

**Akmal Hanuk**

**Mike Jones**