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CYMRU  
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WALES

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

# **Annual Report of Health and Safety Committee 2022/23**

## 1.0 Introduction

In accordance with best practice and good governance, the Health and Safety Committee (the 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 Members. In order for the meeting to be quorate two Independent Members (one of whom must be the Committee Chair or the Vice Chair) must be present. Meetings are also attended by the Executive Director of People and Culture, who has assumed responsibility as the Executive Lead for Health and Safety, the Executive Director of Public Health, the Director of Capital, Estates and Facilities, the Director of Corporate Governance, and the Head of Health and Safety. Staff Safety Representatives also attend the meeting. Other Executive Directors are required to attend on an ad hoc basis.

## 3.0 Meetings and Attendance

The Committee met four times during the period 1 April 2022 to 31 March 2023. The Health and Safety Committee achieved an attendance rate of 69% during the period 1 April 2022 to 31 March 2023 as set out below:

	19/04/2022	19/07/2022	18/10/2022	17/01/2023	Attendance
Mike Jones (Chair)	√	√	√	√	100%
Akmal Hanuk	X	X	√	√	50%
Michael Imperato	X	X	√	√	50%
Ceri Phillips	√	√	√	X	75%
Total	50%	50%	100%	75%	69%

## 4.0 Terms of Reference

The Committee's Terms of Reference are reviewed on an annual basis. The Terms of Reference 2023/24 were reviewed and recommended for Board approval by the Committee on the 17 January 2023. The Terms of Reference are due to be considered by the Board for approval on 30 March 2023.

## 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 and the Accountable Officer that there are effective arrangements in place to ensure organisational wide compliance of the UHB Health and Safety Policy;
- b) Approve and monitor delivery against 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 Officer's 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 were a number of standing agenda items discussed at every Committee meeting which included:

Health and Safety Overview, Fire Safety Updates, Enforcement Agency Reports, Waste Management Compliance Reports, Risk Register for Health and Safety, Regulatory Tracking Reports, Health and Safety Related Policies, Minutes from the Operational Health and Safety Group and Environmental Health Inspection Reports.

During the financial year the Committee reviewed, amongst other items, the following key matters at its meetings: -

### **Health & Safety Overview**

At each meeting, the Committee received a comprehensive verbal update from the Head of Health and Safety. Some of the matters received and discussed by the Committee under this agenda item are set out below.

#### **19 April 2022**

At its meeting in April, the Committee was advised that: -

- (i) two Assistant Heads of Health and Safety had been introduced to the Health and Safety department.
- (ii) The Health Board was due to mark World Safety Day on 28<sup>th</sup> April 2022. It was an international campaign to promote safe, healthy work around the globe.
- (iii) The new Datix Cymru System was due to “go live” date on 1<sup>st</sup> March 2022.

The Committee was also provided with an update on the draft Health and Safety Culture Plan.

#### **19 July 2022**

The Committee received an update regarding an NWSSP audit which had been undertaken to evaluate the adequacy of systems and controls in place with Health and Safety in response to an external review undertaken in 2021. Many of the recommended actions had been incorporated into the Health Board’s three-year Health and Safety Culture Plan. Substantial Assurance had been provided.

The Committee was also informed that a new H&S Share Point site was available to staff and included topics, such as manual handling and fire safety management.

#### **18 October 2022**

The Committee was informed that a number of incidents involving staff smoking and/or vaping on site, had taken place. The Committee discussed that the Health Board should take a “zero tolerance” approach where staff are found to be smoking in hospital settings, and that the Health Board’s No Smoking Policy should be robustly enforced. Actions agreed by the Committee to combat this issue, included (i) urgently referring the matter to the Senior Leadership Board for immediate action, and (ii) convening an urgent meeting with the Committee Chair, the Executive Director of People and Culture, the Executive Director of Public Health and the Head of Health and Safety. Following those meetings, a number of actions (including better signage and increased communication campaigns) were put into place.

The RACI (Responsible, Accountable, Consulted, Informed) matrix had been developed and was due to be rolled out to the Clinical Boards. The RACI document set out the unambiguous ownership of responsibilities in relation to Health and Safety and was due to be presented to the Senior Leadership Board.

### **17 January 2023**

The Committee was informed that a serious incident occurred in December 2022. A waste yard operative had sustained head and shoulder injuries from a 770-litre bin that had fallen from a Stericycle lorry whilst being offloaded. As a result, the Health Board had immediately implemented an exclusion zone around delivery activities. The Committee was informed that a further piece of work would be carried out in order to ensure that appropriate processes were put in place to protect staff.

### **Fire Safety Report**

During the year, the Committee was informed of, and discussed, the following fire safety matters:

**Fire Enforcement Notice** – At its meeting in April the Committee was advised that the Head of Health and Safety and the Head of Estates and Facilities had met with South Wales Fire and Rescue Service enforcement team on 8<sup>th</sup> February 2022 regarding an Enforcement Notice against the A4 Ward in UHW. It was noted that it was difficult work to complete as the Ward needed to be taken out of service. At its meeting in July, the Committee was informed that the A4 Ward had been closed to allow the work to take place. In October, the Committee members were advised that the compliance date for the outstanding actions has been extended to 31 March 2023. The Head of Health and Safety requested that the Ward was brought out of service in order to get the remaining actions from the Enforcement Notice completed.

**Fires at Hafan Y Coed** - Another fire had taken place at Hafan Y Coed on 23<sup>rd</sup> January 2022. The Head of Health and Safety, the Executive Director of People and Culture and the Chief Executive Officer met with the Chief Fire Officer of South Wales Fire and Rescue Service on 23<sup>rd</sup> March 2022 to discuss the Enforcement Notice issued last year. It was noted that no prosecution decision was made in that meeting but both parties were willing to work closely together. The attendees of that meeting had also fed back to the senior managers in the Mental Health Clinical Board on 25<sup>th</sup> March 2022 in order to reaffirm the actions that had been put in place to control ignition sources. In addition, the Committee was advised that the following actions had been implemented: -

- i. a designated Fire Safety Officer had been assigned to the Mental Health department. It was hoped that this role would be located in Hafan Y Coed. The role would also provide support to other Mental Health facilities such as Barry Hospital and Pendine. The designated Fire Safety Officer would report into Health and Safety department and would remain independent of Mental Health.
- ii. A specific Mental Health Fire Safety training course had also been developed.

- iii. The Mental Health department was also looking to implement full body scanners.

**Unwanted Fire Signals** – At the Committee meeting held on October, it was noted that 196 unnecessary fire service calls had been made to date and the Fire Service had attended the Health Board site on 158 occasions. That represented a 30% increase in the last 3 months, with many of those calls being largely avoidable and attributed to behaviour.

### **Fire Prosecution Update**

**17 January 2023**

The Committee was advised that the Head of Health and Safety, the Executive Director of People and Culture and the Chief Executive Office had attended court last week. The Health Board had entered a “not guilty” plea on 4 accounts. A two-week trial was set for the 9th of October 2023.

### **Fire Safety Compliance Report**

**18 October 2022**

The Committee was informed that the Fire Safety Week was due to run from 17 – 21 October 2022 and mass “drop in” training sessions for staff had been arranged.

### **Environmental Health Food Hygiene Report**

**19 April 2022**

The Committee noted that during February 2022 both the ward-based catering service and Aroma Coffee units at University Hospital Wales had been inspected. Both had achieved a food hygiene score of 5 and 4 respectively. It was an improved score since both food businesses were last inspected, most markedly ward-based catering whose food hygiene rating score had increased from 3 (satisfactory) to 5 (very good).

**19 July 2022**

The Committee noted that the Environmental Health team had identified some issues with the central processing unit and that they were being addressed and were being tracked on the Regulatory Compliance Tracker.

The Barry Hospital ward-based catering service had received a five-star food hygiene score following an inspection in June 2022.

**18 October 2022**

The Environmental Health Inspector Report highlighted that four units (Hafan Y Coed at UHL, the Teddy Bear Nursery at UHW, UHL’s main kitchen, wards and restaurant,

and Aroma at UHL) had recently been inspected and all had achieved a food hygiene score of 5.

### **Enforcement Agencies Report**

#### **19 April 2022**

The Committee was advised that: -

- (i) There had been a request for information from the Health and Safety Executive (HSE) regarding maintenance and agreements of T2 UHW animal house ventilation. A response had been sent to the HSE.
- (ii) The Health Board had not received any further enforcement notices from the South Wales Fire and Rescue Service (SWFRS), although two had remained open. Those two notices related to (1) a failure to adequately control ignition sources at Hafan Y Coed, and (2) insufficient fire controls (such as fire dampers and fire and smoke resisting doors) at Ward A4 in UHW.

#### **19 July 2022**

The Enforcement Agencies Report received by the Committee highlighted that the actions relating to T2 UHW Animal House ventilation and UHW theatre trolleys had been addressed by the Health Board and were awaiting sign off from the Head of Health and Safety.

The two SWFRS fire enforcement notices at Hafan Y Coed and Ward A4 in UHW had remained open.

- (1) Hafan Y Coed – the Head of Health and Safety had assigned a Fire Safety Officer to be based at Hafan Y Coed.
- (2) Ward A 4 - The Head of Health and Safety had received confirmation from SWFRS that the compliance date of 6<sup>th</sup> April 2022 would be extended to 31<sup>st</sup> March 2023 to enable the outstanding actions set out in the enforcement notice to be completed. The Committee was advised that the works required to A4 had been brought forward on the Capital, Estates and Facilities Ward Improvement Programme and that the A4 Ward was due for a refit that year.

### **Waste Management Compliance Report**

In July 2022, the Committee noted that Internal Audit had undertaken a Waste Management Compliance Audit to assess the Health Board's compliance with the relevant waste management legislation and guidance and to monitor the Health Board's progress towards national and local waste reduction targets. Reasonable Assurance was provided.

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

This was a standard report which came to the Committee twice a year to track the reports and information regarding inspections undertaken by various inspection/review bodies as a key source of assurance.

At its April meeting, the Committee received a report which provided information for the period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 and included a summary of five Health and Safety Executive (HSE) inspections undertaken during that period.

The Committee received a further report in October 2022 which highlighted two further HSE inspections had taken place and the requested information had been sent by the Health Board to the HSE.

### **Risk Register for Health and Safety**

In line with the Health Board's Risk Management and Board Assurance Framework Strategy, the Health and Safety Department is required to maintain and review a risk register which sets out identified strategic and operational risks that have the potential to impact upon the delivery of the Health Board's strategic objectives. At each of its Committee meetings, the Committee received and discussed the Risk Register for Health and Safety.

### **Health and Safety Culture Plan 2022-2025**

In July, the Committee was provided with an update in relation to the Health and Safety Culture Plan, namely that: -

- (i) the 2022-2025 Health & Safety Culture Plan was a three-year project with specific objectives that would drive the necessary improvements in H&S across the Health Board;
- (ii) it had superseded the H&S Priority Improvement Plan; and
- (iii) it was due to be presented to July's Board for formal approval.

### **Standards for Health Services in Wales relevant to Health and Safety**

At its meeting in April, the Head of Health and Safety advised the Committee that the Standards for Health Services in Wales which were relevant to Health and Safety had been considered by the Health and Safety team and no relevant changes were required.

### **Health and Safety Annual Report 2021-2022**

In July, the Committee received and discussed the Health and Safety Annual Report for 2021-2022. That Annual Report provided an overview of the breadth of work undertaken by the Health and Safety team and provided assurance that areas of high priority had been identified and were being managed during a particularly challenging time for all UK Health Boards given the COVID-19 global pandemic.

### **Policies**



The Committee received and approved the following policies during the year, namely: -

19 April 2022 - Latex Allergy Policy and Procedure

17 January 2023 - Sharps Management Policy and Procedure

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.

## **6.0 Opinion**

The Committee is of the opinion that the draft Health and Safety Committee Report 2022/23 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.

**Mike Jones - Chair of the Health and Safety Committee**