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

Annual Report of Health and Safety Committee 2020/21

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 Workforce and OD, 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

The Committee met four times during the period 1 April 2020 to 31 March 2021. This is in line with its Terms of Reference. April was a special meeting. The Health and Safety Committee achieved an attendance rate of 83.5% (80% is considered to be an acceptable attendance rate) during the period 1st April 2020 to 31st March 2021 as set out below:

	30/04/2020	24/11/2020	05/01/2021	30/03/2021	Attendance
Akmal Hanuk (Chair)	Y	Y	Y	Y	100%
Michael Imperato	Y	Y	Y	Y	100%
Dawn Ward	Y	Y	N	N	50%
Total	100%	100%	67%	67%	83.5%

Please note that Independent Member Dawn Ward left her position in January 2021.

4.0 Terms of Reference

The Terms of Reference were reviewed and approved by the Committee on 5th January 2021 and were **approved by the Board on 25th March 2021**

5.0 Work Undertaken

30th April 2020

April was a special meeting held to discuss concerns around Personal Protective Equipment (PPE).

The Committee was advised that it would be aware of the media coverage surrounding the shortage of PPE and were given assurance that PPE was not a concern for the UHB.

The Committee was advised that in relation to stock availability, the procurement department had been exceptional in procuring supplies of PPE equipment. The Executive Nurse Director added that whilst, on occasion the UHB had been low on stock, on the whole there had been very good stock levels throughout the pandemic.

The Committee was advised that the UHB had three different versions of masks available and when new versions were received, all staff needed to be FIT tested to ensure they were safe.

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.

There were two additional agenda items discussed at the November and March meetings, these being:

Risk Register for Health and Safety and the Health and Safety Training Update.

Enforcement Agencies Reports

24th November 2020

The Committee was advised that there were 4 new issues since the last meeting, those being;

- (i) Covid safe workplace – Woodlands House
- (ii) Death of a member of staff as a result of Covid.
- (iii) Self-isolating concerns – Radiology Department, University Hospital Llandough
- (iv) Fit testing within a Nursing Home

The Committee was informed that the Health and Safety Executive (HSE) had received a complaint from a member of staff in relation to Woodland House not being a Covid safe workplace. The HSE requested information in relation to cleaning regimes, information provided to staff and monitoring arrangements. The HSE were informed of the measures being undertaken to keep the workplace safe and were satisfied that no further action was to be taken.

The HSE were investigating whether the member of staff who had died had acquired covid-19 through work related exposure. A group of relevant personnel was formed to pull together the requested information which was provided to the HSE.

The HSE contacted the Health Board in relation to a concern that had been raised with them by a member of staff in the Radiology Department, UHL, where it was alleged that there had been 3 – 4 confirmed positive cases of covid-19 amongst staff, and the manager had told them

to still come to work and not to speak to the test and trace service as he did not want anyone self-isolating.

This concern was fully investigated by the Clinical Board and a number of documents were provided to the HSE, following receipt of the documentation the HSE confirmed no further action would be taken.

The PCIC Clinical Board received communication from the HSE in relation to face fit testing practices in a Nursing Home, following a response to this communication, the HSE followed the matter up with the Health and Safety Department and remained under investigation.

5th January 2021

The Committee was advised that since November's meeting there had been 1 new correspondence from the HSE in relation to a steam boiler at University Hospital Llandough (UHL). It was examined by a competent person and found to have 1 defect. The Health Board responded to the HSE and there had been no correspondence since so it was assumed that the case was closed.

The Committee was advised that there had been 2 updates for noting since the last meeting:

- 1) HSE had investigated the death of a member of staff who had tested positive for Covid-19. Since the report had come out a formal update had been provided by HSE who noted that it was not RIDDOR reportable so they did not consider it a work-related death. The item was closed.
- 2) Communication from the HSE on the 11th November 2020 in relation to face fit testing practices in a Nursing Home. A meeting took place with the IPC Department on 20th November 2020 to address the concerns raised by the HSE.

30th March 2021

To be discussed

Fire Enforcement and Management Compliance Reports

24th November 2020

The Committee was informed that Covid-19 was having an impact on a number of areas.

It was reported that unwanted fire signals had reduced as a direct result of decreased footfall on the sites and to date there had been 69 calls whereas 12 months ago it had been 260.

There were also a small number of fire risk assessments that were unable to be completed as they were in Covid-19 red areas and therefore access was restricted.

The Committee was advised that whilst electronic training had seen an improvement, face to face training had reduced significantly.

5th January 2021

The Committee was advised that there had been no activity in terms of audits from the enforcing authority as they had been preoccupied during the Covid-19 pandemic.

The Committee was advised that there had been a decrease in unwanted fire signals and that there had been a reduction in fire activity across all sites.

The Committee was advised that in regards to fire training there was online training available but unfortunately there was a statutory obligation for clinical teams to have face to face training on an annual basis and that this was a significant issue, particularly given that it was an issue before COVID-19 due to staffing levels.

The Committee was advised that additional staff had been brought in which included ex fire safety officers who would be manning the helideck at the University Hospital of Wales (UHW) and would provide cover for the Lakeside Wing.

The Committee was advised that there had been pressures on Portering and Security services who were part of the firefighting team. A number of staff had been in self-isolation, shielding and reduced numbers in that area meant bringing in support from Cardiff airport in relation to the staffing of the helideck.

30th March 2021

To be discussed at the March Meeting.

Updated Health and Safety Related Policies Schedules

24th November 2020

The Committee was advised that a number of Health and Safety Policies were out of compliance. This had been discussed at the Operational Health and Safety Group where it was agreed to seek approval from the Committee to extend the review period by a maximum of 18 months. The Committee was advised that there were no immediate concerns in relation to any of the policy content.

5th January 2021

The Committee was advised that at the last Health and Safety meeting it was noted that a number of policies were out of date and needed review. It had been advised that there would be a 12 to 18-month extension due to the ongoing Covid-19 pandemic.

The Committee was given assurance that the policies that had not been reviewed did not have any major content that required change and that the policies remained valid.

The Committee was advised that a new policy around Protective Personal Equipment (PPE) was being looked at and that it would be presented at the Committee's March meeting.

30th March 2021

To be discussed

Environmental Health Inspection Reports

24th November 2020

The Committee was advised that no inspections had taken place since March 2020, although these were due to be recommenced in the near future.

5th January 2021

The Committee was advised that Environmental Health were not prioritising inspections and that there had not been any inspections since March 2020. There was also no indication of when they would recommence.

The Committee was advised that the Health and Safety team were still doing what should be done if inspections had continued and had appointed an Environmental Health Officer who would be undertaking internal audits and making sure that nothing fell by the wayside.

30th March 2021

To be discussed

During the financial year 2020/21, the Health and Safety Committee also reviewed the following key items at its meetings:

24th November 2020

- **Discretionary Capital Compliance**

The Committee was informed that estates compliance was initially reviewed in 2013 where there had been 41 areas of compliance in the red at the time and the Board had supported a programme of works to address these. It was reported that there had been a significant improvement and there were now only 6 areas of non-compliance. The Committee was informed that an annual spend of £3.5 million was spent on inspections and testing.

5th January 2021

- **Priority Improvement Plan**

The Committee was advised that the Priority Improvement Plan (PIP) needed a complete overhaul and that the work would be taken by the new Head of Health and Safety who was due to start in February 2021.

The PIP would be in line with the risk register and would be fully reviewed to look at where the organisation was when coming out of the COVID-19 pandemic.

- **Committee Terms of Reference & Work Plan for 2021-22**

The Committee was advised that there were very few changes for the next financial year and that the Deputy Chief Operating Officer (DCOO) had been added to the work plan as the Executive Lead.

The Committee was advised that it was currently under review as to whether it should remain a Committee of the Board and noted that if it did not remain it would likely report into the

Quality, Safety and Experience Committee or the Strategy and Delivery Committee and the Terms of Reference would require amendment to take that into account.

30th March 2021 – To be discussed

- **Health and Safety overview**
- **Lone Worker Devices Report**
- **Regulatory and Review Body Tracking Report**

6.0 Reporting Responsibilities

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 2020/21 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

Committee Chair