

**CONFIRMED MINUTES OF THE HEALTH AND SAFETY COMMITTEE HELD ON 8TH
OCTOBER 2019**

NANT FAWR 2, GROUND FLOOR, WOODLANDS HOUSE, MAES-Y-COED

Present:

Michael Imperato	MI	Independent Member – Legal (Chair)
Akmal Hanuk	AH	Independent Member – Community
Dawn Ward	DW	Independent Member – Trade Union

In attendance:

Janice Aspinall	JA	Staff Safety Representative
Charles Dalton	CD	Head of Health and Safety
Martin Driscoll	MD	Director of Workforce and OD
Stuart Egan	SE	Staff Safety Representative
Fiona Kinghorn	FK	Director of Public Health
Lee Wyatt	LW	Head of Facilities
Ceri Butler	CB	Head of Learning and Education (for item HSC: 19/10/007)
Catherine Salter	CS	Senior Health and Safety Trainer (Strategic) (for item HSC: 19/10/007)

Secretariat:

Rachael Daniel	RD	Health and Safety Adviser
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Apologies:

Carol Evans	CE	Assistant Director of Patient Safety and Quality
Nicola Foreman	NF	Director of Corporate Governance
Geoff Walsh	GW	Director of Capital, Estates and Facilities

Observer:

Maggie Berry	MH	Swansea Bay University Health Board
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HSC: 19/10/001	WELCOME AND INTRODUCTIONS	ACTION
	The Chair welcomed everyone to the meeting.	
HSC: 19/10/002	APOLOGIES FOR ABSENCE	
	Apologies for absence were noted.	
HSC: 19/10/003	DECLARATIONS OF INTEREST	
	The Chair invited Committee Members to declare any interest in the proceedings included in the agenda. None were declared.	
HSC: 19/10/004	MINUTES OF PREVIOUS MEETING	
	The minutes of the Health and Safety Committee held on the 9 July 2019 were reviewed.	
	The Committee resolved – that:	

**HSC:
19/10/005**

The Committee approved the minutes of the meeting held on 9 July 2019.

COMMITTEE ACTION LOG

The Committee reviewed the action log from the meeting held on the 9th July 2019.

The Committee resolved – that:

- (a) The action log and updates upon it be received and noted.

**HSC:
19/10/006**

CHAIRS ACTION TAKEN SINCE LAST MEETING

The Chair informed the Committee that the following had taken place since the last meeting:

- (a) He had attended Swansea Bay University Health Board's Health and Safety Committee meeting which was chaired by Martyn Waygood (Interim Vice Chair) who was the previous chair of this Committee, however Maggie Berry was now the current chair of the Committee. Mr Imperato commented he was surprised health and safety was not a statutory committee and he would be urging other Health Boards to have a Health and Safety Committee.

The Independent Member – Trade Union commented she was a member of the Quality, Safety and Experience Committee which had a very busy and heavy agenda so if health and safety was part of that Committee it would not be able to give it due credence. The Staff Safety Representative (SE) advised if the Health Board didn't have a Health and Safety Committee the Safety Representatives would be demanding for one to be set up.

- (b) Mr Imperato informed the Committee he had borrowed a lone worker device and took it on a patient safety walk around with District Nurses where it has been positively received.

**HSC:
19/10/007**

PRESENTATION – STRUCTURE AND PROCESS FOR STAFF HEALTH AND SAFETY TRAINING

The Chair welcomed Ceri Butler, Head of Learning and Education and Catherine Salter, Senior Health and Safety Trainer (Strategic) to the meeting.

Mrs Butler began the presentation by giving some background to the Electronic Staff Record (ESR) process, she explained:

- All staff had the 10 core mandatory modules linked to their ESR record.
- Unable to produce an accurate Training Needs Analysis (TNA) linked to individual staff requirements.
- Time consuming - manual update of training records from classroom and e-learning uploaded by Learning Education and

Development (LED) team.

- Corporate Induction revised and staff completed mandatory training modules prior to attending bringing certificates as evidence.
- All Wales project introduced to automate e-learning to update ESR.
- Reduced the need for manual update of training records by LED team.
- Corporate Induction revised, LED were no longer required to check certificates of completion of mandatory training e-learning modules.
- Requirement to up-skill staff to enrol and access e-learning appropriately.

As a result of the above the following work was undertaken in 2018:

- ESR prompting all staff to complete all modules was inaccurate.
- in conjunction with Subject Matter Expert's (SME's) identify accurate training requirements for levels 1-4 training and upload specific training requirements for staff into ESR – mapping training to job roles and not the person.
- Decision for all payslips to be made available from ESR encouraged staff to access the ESR Portal which highlighted individual's mandatory training compliance.
- LED commenced work to upload Level 1 training into ESR.
- LED had almost completed the upload of Level 2-4 training into ESR.
- Every time LED upload a new module onto ESR – generates queries from across the organisation.
- LED are liaising with SME's to ensure those removed are appropriate.
- All Mandatory Training reporting via Workforce Information Team to avoid any reporting inconsistencies.

Mrs Butler advised as a result of undertaking the above the following benefits can already be seen:

- TNA can now be produced which will support HSE visit.
- Avoid time consuming completion of paper based TNA's.
- ESR Portal shows accurate compliance details for individual staff.
- Increased ownership of training and staff are less likely to duplicate training.
- Line Manager can monitor compliance for individuals with ESR alerts.
- ESR Inter Authority Transfer (IAT) ensure consistency of training across Wales and avoid duplication.

Mrs Salter informed the Committee of the project work being undertaken by the Health and Safety Department to improve the compliance for both manual handling and violence and aggression training.

The project identified 5 primary drivers to improve compliance, these being; ESR (admin process), training module, link worker system, reporting & monitoring and communication and a number secondary drivers then fed from these which then ultimately led to specific ideas to test or change concepts. Mrs Salter added the scale of the project could not be under estimated.

The Independent Member – Trade Union welcomed the approach being taken as it identified what training was essential for staff. She added the system was the answer but was still not quite right, she stated there were a range of job descriptions which potentially could be used for bespoke training and queried whether there was a timeframe for completion. Mrs Butler advised this was being led by Shared Services but she would investigate and feedback.

The Independent Member – Community acknowledged this was a vast project and queried whether the training was provided internally or externally. Mrs Salter advised the trainers were managed through the health and safety department so it was a health board resource. The majority of the training provided was classroom based but was looking to do more workplace training which should improve compliance. The project was also investigating the possibility of merging foundation and update training. The Head of Health and Safety added there was also a link worker system in place but there was a very small uptake percentage for this approach.

Mrs Ward agreed that Link Workers was definitely the way forward but to learn lessons from other link worker roles where the time required to undertake the function had not been protected.

The Committee resolved that:

- (a) the scale of the project be noted.
- (b) the quality of the data was key so that training could be targeted.
- (c) the Director of Workforce and OD update the Committee at the next meeting.

RISK REGISTER FOR HEALTH AND SAFETY

The Director of Workforce and OD informed the Committee this item would be deferred to the next meeting.

HSE INSPECTION OF VIOLENCE AND AGGRESSION AND MUSCULOSKELETAL DISORDERS IN HEALTHCARE 2018-19

The Head of Health and Safety informed the Committee that as yet there was no date for the proposed inspection.

Mr Dalton assured the Committee that work was on-going in preparation for the impending inspection. A Health and Safety Adviser from the team had been allocated to co-ordinate a review of current status and develop an action plan for identified shortfalls. The Adviser had initiated a number of meetings and actions to give greater assurance of our risk with knowledge with particular emphasis

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HSC:
19/10/008

HSC:
19/10/009

on status of risk assessments, management controls and training compliance.

The Chair queried whether there was someone externally that could undertake a mock audit, Mr Dalton stated the health and safety department work independently and therefore would pick up the negatives as well as the positives, shortcomings have been identified and plans in place to address.

Mr Imperato stated he was assured that the health and safety department's preparations were on track and requested he be informed as soon as the date was known.

The Committee resolved that:

- (d) the report be noted.
- (e) a progress report be presented to the January meeting.
- (f) the Chair be informed as soon as the date was known.

PEDESTRAIN ACCESS STRATEGY

The Head of Facilities informed the Committee the programme of works would be completed in January 2020 as planned. The Head of Health and Safety added the lockdown of the tunnels had been completed and a positive difference could already be seen.

The Committee resolved that:

- (a) the report be noted.
- (b) an update of the Task and Finish Group Programme of Works be provided to the January meeting.

FIRE SAFETY ANNUAL REPORT

The Head of Facilities informed the Committee the annual report identified that the number of false alarms had significantly improved. The Independent Member – Trade Union stated the strategic priorities had all been addressed in the report but queried whether the Deputy Fire Safety Managers were given dedicated time to undertake this function in order for the role to be given credibility. The Head of Health and Safety advised the DFSMs were senior positions in the Clinical Boards and had delegated some of the responsibilities.

The Committee resolved that:

- (a) the annual report be noted.

ENFORCEMENT AGENCIES REPORT

The Head of Health and Safety informed the Committee there were no new issues since the last meeting.

Mr Dalton advised the Committee the case in relation to the Contractor Fall had now come to its conclusion and the Health Board received a fine of £400,000.00. He advised a briefing report had

**HSC:
19/10/010**

**HSC:
19/10/011**

**HSC:
19/10/012**

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been prepared which included the main learning points from the case, the Chair requested that the report be shared with him.

The Committee resolved that:

- (a) the report be noted.
- (b) the briefing report be shared with the Chair.
- (c) agreed that appropriate actions were being pursued to address the issues raised.

FIRE ENFORCEMENT AND MANAGEMENT COMPLIANCE REPORT

**HSC:
19/10/013**

The Head of Facilities informed the Committee the issues raised had been discussed in HSC: 19/10/011.

The Committee resolved that:

- (a) the report be noted.

HEALTH AND SAFETY ASSURANCE SCHEDULE AND PRIORITY IMPROVEMENT PLAN 2019/20

**HSC:
19/10/014**

The Head of Health and Safety informed the Committee a lot of the actions were operational in nature and would be monitored through the Operational Health and Safety Group.

The Independent Member – Trade Union stated she did take assurance from this report but did have a concern with the timescales for those items with limited assurance.

The Committee resolved that:

- (a) the report be noted.
- (b) agreed that appropriate actions are being taken to address the issues raised.

LONE WORKER DEVICES REPORT

**HSC:
19/10/015**

The Head of Health and Safety informed the Committee new devices were currently been swapped for old so no usage compliance data was available at this time, he also assured that at no time during the transition period would anyone be without a working device. He added the contract had been renewed for a further 3 years.

The Chair advised he had recently undertaken a patient safety walk around with community nurses and staff's opinion is that they do not need this level of protection. Mr Imperato stated there was a duty on staff to protect themselves and staff need to be educated that they must use these devices. The Staff Safety Representative (SE) added safety representatives class these devices as part of Personal Protective Equipment (PPE) and staff are duty bound to use them. The Independent Member – Trade Union stated these were fantastic devices that had significantly improved and staff placed a high value on them, Clinical Boards need to sign up to the principle for them and

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ensure they are used.

The Committee resolved that:

- (a) the report be noted.

**UPDATED HEALTH AND SAFETY RELATED POLICIES
SCHEDULE**

**HSC:
19/10/016**

The Director of Public Health informed the Committee the Smoking Policy had not been updated as the Health Board were awaiting the Public Health (Wales) Act early next year.

The Committee resolved that:

- (a) the updated schedule be noted.

**ENVIRONMENTAL HEALTH REPORT OF CATERING
DEPARTMENT, ROOKWOOD HOSPITAL ON 25TH JULY 2019**

**HSC:
19/10/017**

The Head of Facilities informed the Committee a score of 3 had been awarded and a re-score had been applied for as the action had now been completed.

The Committee resolved that:

- (a) the report and remedial actions taken be noted.

**ENVIRONMENTAL HEALTH REPORT OF WARD BASED
CATERING, UNIVERSITY HOSPITAL OF WALES ON 13TH
AUGUST 2019**

**HSC:
19/10/018**

The Head of Facilities informed the Committee a score of 3 had been awarded. Mr Wyatt stated the UHW site was very complex with lots of old kitchens, this inspection had generated a large action plan which is currently being worked through.

The Director of Public Health expressed her disappointment with the scores and requested assurance that maintenance was of a high quality and the management issues had been re-emphasised and re-trained. Mr Wyatt advised they were engaging in a Joint Partnership Programme with Cardiff Council with independent management levels in place.

Following further discussion it was agreed at the next meeting there would be a presentation on Food Safety.

The Committee resolved that:

- (a) the report and remedial actions taken be noted.
- (b) there would be a presentation on food safety at the next meeting.

HEALTH AND SAFETY POLICY

The Head of Health and Safety advised the Policy had been slightly

LW/GW

**HSC:
19/10/019**

amended to reflect organisational changes.

The Committee resolved that:

- (a) the Policy be RATIFIED for onward approval by the Board.

CONTRACTOR CONTROL POLICY

The Head of Facilities advised the Policy had been amended and updated to reflect the enhanced systems for contractor control holistically.

The Committee resolved that:

- (a) the Policy be APPROVED.

OPERATIONAL HEALTH AND SAFETY GROUP

The Committee resolved that:

- (a) the minutes of the Operational Health and Safety Group held in June 2019 be RATIFIED.

**HEALTH AND SAFETY PRIORITY IMPROVEMENT PLAN –
DETAILED**

The Committee resolved that:

- (a) the plan be NOTED.

**ENVIRONMENTAL HEALTH REPORT OF Y GEGIN, UNIVERSITY
HOSPITAL OF WALES ON 20TH JUNE 2019**

It was noted that a score of 4 had been awarded.

The Committee resolved that:

- (a) the report be NOTED.

**ENVIRONMENTAL HEALTH REPORT OF AROMA PLAZA
OUTLET, UNIVERSITY HOSPITAL LLANDOUGH ON 25TH JUNE
2019**

It was noted that a score of 5 had been awarded.

The Committee resolved that:

- (b) the report be NOTED.

**ENVIRONMENTAL HEALTH REPORT OF AROMA COFFEE
OUTLET, WOODLANDS HOUSE ON 9TH AUGUST 2019**

HSC:

It was noted that a score of 5 had been awarded.

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19/10/025

The Committee resolved that:

(c) the report be NOTED.

REVIEW OF MEETING

The Chair welcomed comments from the Committee.

**HSC:
19/10/026**

The Director of Public Health commented that too much detail is discussed at times, she appreciated the need to get the balance right but felt some discussions could be briefer.

Mr Imperato requested members let him know of any issues they wished to be discussed at the Committee so that they could be considered as part of the agenda setting process. It was noted that there would be a presentation on food safety at the next meeting.

The Staff Safety Representative (SE) requested the opportunity to have agenda items, Mr Imperato welcomed this approach and again requested any issues to be forwarded either to himself or Miss Daniel for the agenda.

DATE OF THE NEXT MEETING OF THE COMMITTEE

**HSC:
19/10/027**

Tuesday 21st January 2020 at 9.00am, Cefn Mably Meeting Room, Woodlands House, Heath, Cardiff, CF14 4TT