

**CONFIRMED MINUTES OF THE HEALTH AND SAFETY COMMITTEE HELD ON 21st
JANUARY 2020**

CEFN MABLY, GROUND FLOOR, WOODLANDS HOUSE, MAES-Y-COED

Present:

Michael Imperato	MI	Independent Member – Legal (Chair)
Dawn Ward	DW	Independent Member – Trade Union

In attendance:

Charles Dalton	CD	Head of Health and Safety
Aaran Fowler	AF	Head of Corporate Governance
Leigh Gallacher	LG	Primary Care Officer, South Glamorgan Community Health Council
Fiona Kinghorn	FK	Director of Public Health
Geoff Walsh	GW	Director of Estates, Capital and Facilities
Simon Williams	SW	Commercial Services Manager (for agenda item 20/01/007)

Secretariat:

Rachael Daniel	RD	Health and Safety Adviser
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Apologies:

Stephen Allen	SA	Chief Officer, South Glamorgan Community Health Council
Martin Driscoll	MD	Director of Workforce and OD
Stuart Egan	SE	Staff Safety Representative
Carol Evans	CE	Assistant Director of Patient Safety and Quality
Nicola Foreman	NF	Director of Corporate Governance
Akmal Hanuk	AH	Independent Member – Community

HSC:	WELCOME AND INTRODUCTIONS	ACTION
20/01/001	<p>The Chair welcomed everyone to the meeting. Mr Imperato informed the Committee at the pre meeting it was agreed that extended discussion priority would be given to three items, these being Health and Safety Executive Inspection, Pedestrian Access Strategy and the Priority Improvement Plan, members agreed with these priorities.</p>	
HSC: 20/01/002	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were noted.</p>	
HSC: 20/01/003	<p>DECLARATIONS OF INTEREST</p> <p>The Chair invited Committee Members to declare any interest in the proceedings included in the agenda. None were declared.</p>	
HSC: 20/01/004	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Health and Safety Committee held on the 8 October 2019 were reviewed.</p>	

The Committee resolved – that:

The Committee approved the minutes of the meeting held on 8 October 2019 subject to the following point of clarification:

HSC: 19/10/006 (a) – Maggie Berry is the current Chair of Swansea Bay University Health Board's Health and Safety Committee.

COMMITTEE ACTION LOG

The Committee reviewed the action log from the meeting held on the 8th October 2019.

HSC: 19/10/007 – the Chair stressed the importance of health and safety training and the way forward following the presentation at the last meeting. Mr Imperato stated he would request an update from the Director of Workforce and OD prior to the next meeting. He also stated he wanted health and safety training to be an agenda item at every other meeting.

The Head of Health and Safety added the presentation had gone to the Innovation Team for further support.

The Committee resolved – that:

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

CHAIRS ACTION TAKEN SINCE LAST MEETING

The Chair informed the Committee he did not have anything to report.

FOOD SAFETY PRESENTATION

The Chair welcomed Simon Williams, Commercial Services Manager, Capital, Estates and Facilities Service Board to the meeting.

Mr Williams explained his presentation covered 'UHB Provided Catering Services' and gave a background into legislation, Local Authority responsibilities, food hygiene ratings and the actions undertaken by the Health Board to meet these requirements.

Mr Williams advised the Health Board were considered a large scale catering operation with 96 areas being inspected and the Service Board were always aiming for a score of 4+.

He also informed the Committee all Environmental Health (EHO) inspections were unannounced and for example one area inspection out of 8 inspections could bring the score down. He stated the Service Board had also appointed a Food Safety Assurance Manager.

The Service Board were also developing a dedicated training facility for all staff and the Assistant Operational Services Manager had produced a revised programme of training including refresher which was all certified to acknowledge achievement and compliance.

**HSC:
20/01/005**

**HSC:
20/01/006**

**HSC:
20/01/007**

MI/RD

Mr Imperato thanked Mr Williams for his presentation and invited comments from members.

The Independent Member – Trade Union welcomed the strong leadership within the Service Board and the strong message that was being portrayed from the top and commended the Service Board on some great innovations, she was assured from the presentation and particularly welcomed the inclusion of integration.

Mr Williams thanked her for her words and added staff do take it personally when lower scores are received and stressed that all staff regardless of grade had a legal and moral obligation to provide safe food for all.

Mr Imperato advised he took a lot of assurance from the presentation.

**HSC:
20/01/008**

STRATEGIC ROLE OF HEALTH AND SAFETY COMMITTEE - OVERVIEW

The Chair informed the Committee that he wished for a more detailed discussion at the next meeting on the strategic role of the committee as it was important to balance the strategic and operational discussions.

The Director of Public Health added it was important to veer away from operational discussions as the role of this Committee was to provide assurance to the Board. The Head of Health and Safety stated there was a process for discussing operational issues at the Operational Health and Safety Group.

Mr Imperato stated this was an opportune time to review the Terms of Reference of the Committee and it was agreed these would be sent to members for their comments for further discussion at the next meeting.

RD

The Independent Member – Trade Union welcomed this approach and the Committee required assurance the structure below was working.

**HSC:
20/01/009**

RISK REGISTER FOR HEALTH AND SAFETY

The Head of Corporate Governance informed the Committee the Board would be discussing the high level risks on the Board Assurance Framework (BAF) at its meeting next week. Mr Fowler stated a unified approach on reporting would be rolled out to the Committees which would include the top 3 – 5 risks scoring 12 or above. He also added there was an element of over scoring across the Health Board which would be addressed by the new approach.

The Head of Health and Safety advised he had met with the Director of Workforce and OD to discuss the health and safety risk register and part of that discussion was that the scoring needs to be rational. Mr Dalton added the Priority Improvement Plan and Risk Register will need to be in unison.

The Independent Member – Trade Union added the Independent Members were very aware of the work undertaken by the Director of Corporate Governance and were assured by the systematic and strategic approach being taken.

The Committee resolved that:

- (a) the update be noted.

**HSC:
20/01/010**

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.

The Health and Safety Adviser explained the action plan was a live document and very fluid in nature. The Director of Public Health stated it was a detailed pre-emptive plan and in future the Committee just needs to be made aware of the key risks and timescales. It was requested that the Chair be notified as soon as date was known.

CD

Mrs Ward thanked Miss Daniel for the work undertaken and was assured that a lot was going on in the background in preparation for the inspection.

The Committee resolved that:

- (a) the report be noted.
- (b) an update be presented to the April meeting.
- (c) the Chair be informed as soon as the date was known.

**HSC:
20/01/011**

PEDESTRAIN ACCESS STRATEGY

The Director of Capital, Estates and Facilities informed the Committee the team were currently progressing the action plan and the works identified had been prioritised accordingly.

The Director of Public Health acknowledged there were a number of estate areas that required modernisation and was pleased that focus was being placed on the high risk areas. The Chair added the timescales were quite widely drawn and a targeted list of priorities was required, Mr Walsh advised this was due to departmental resources and the number of on-going schemes.

The Committee resolved that:

- (a) the report be noted.
- (b) a progress report against the action plan to be provided to the July meeting.

**HSC:
20/01/012**

ENFORCEMENT AGENCIES REPORT

The Head of Health and Safety informed the Committee there were 6 new issues since the last meeting, these being;

- (i) Over exposure of radiation to an employee in Radiology
- (ii) Notification of pressure vessel inspection failure
- (iii) Failure of hydraulic lift inspection
- (iv) Failure of 2 passenger lift inspections
- (v) Amendment to the preventative maintenance scheme for the heating boilers at UHW.
- (vi) Water safety/legionella controls – Barry Hospital

Mr Dalton advised the Health and Safety Executive (HSE) visited the Health Board on the 29th October to investigate the over exposure of radiation to an employee. They identified contraventions of the Ionisation Radiation Regulations 2017 which resulted in two Improvement Notices being issued and also two material breaches were identified.

The visit arose as a result of an employee involved in interventional radiology having received a dose in excess of 1msv in a calendar month that was not investigated for several months. Secondly, they identified that the mechanisms used for assessing eye dose using a collar dose meter was not a suitable technique.

The HSE requested information to be provided to them by the 9th December 2019 which was met and a response is now awaited from the HSE.

The Director of Public Health reported the legionella cluster in Barry was led by Public Health Wales and Barry Hospital was commended for full compliance. Mrs Kinghorn was sending an e-mail to thank all involved.

The Director of Capital, Estates and Facilities was concerned that he was not always made aware of correspondence from the HSE as it did not come to him directly, it was agreed this would be taken up outside the meeting.

GW

The Committee resolved that:

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

**HSC:
20/01/013**

**FIRE ENFORCEMENT AND MANAGEMENT COMPLIANCE
REPORT**

The Director of Capital, Estates and Facilities informed the Committee since the last meeting completion of fire risk assessments were slightly behind and there had been an improvement in the number of false alarms.

Mr Walsh also reported fire safety training was currently at 68% and although ESR recording was still an issue he did not consider it to be a significant %. The Head of Health and Safety added the Director of Workforce and OD had requested the Senior Fire Adviser look at other options to improve fire training.

The Committee resolved that:

- (a) the report be noted.

**HSC:
20/01/014**

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

The Head of Health and Safety informed the Committee he had included the risks from the draft risk register into the plan.

The Committee resolved that:

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

**HSC:
20/01/015**

UPDATED HEALTH AND SAFETY RELATED POLICIES SCHEDULE

The Health and Safety Adviser informed the Committee all Health and Safety Policies were in date. The Health and Safety Policy itself was ratified by the Committee but was now required to be presented to the Board for approval.

The Committee resolved that:

- (a) the updated schedule be noted.

**HSC:
20/01/016**

ENVIRONMENT HEALTH INSPECTION REPORT OF AROMA UNITS, UHW ON 28TH NOVEMBER 2019

The Director of Capital, Estates and Facilities informed the Committee a score of 3 had been awarded. All actions had now been completed and it had been submitted for re-inspection.

The Independent Member – Trade Union queried the criteria for employing agency staff. Mr Walsh advised only those with level 2 are employed and are then trained in the Health Board's HACAP procedures.

The Committee resolved that:

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

**HSC:
20/01/017**

SAFE WORKING WITH ELECTRICITY POLICY

The Director of Capital, Estates and Facilities advised the Policy had been amended and updated. Mr Walsh stated the requirement for staff to have a medical had been removed and had included the requirement for tagging isolation to identify it had been isolated prior to work commencing.

The Committee resolved that:

- (a) the Policy be APPROVED.

**HSC:
20/01/018**

OPERATIONAL HEALTH AND SAFETY GROUP

The Independent Member – Trade Union queried whether the issue of staff bringing their own food into restaurants had been resolved. The Head of Health and Safety advised the Director of Workforce and OD was emphatic that staff could, therefore Mrs Ward stated the signs advising otherwise need to be removed.

GW

The Committee resolved that:

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

**HSC:
20/01/019**

FIRE SAFETY GROUP

The Committee resolved that:

- (a) the minutes of the Fire Safety Group held in October 2019 be RATIFIED.

**HSC:
20/01/020**

HEALTH AND SAFETY ASSURANCE SCHEDULE AND PRIORITY IMPROVEMENT PLAN – DETAILED

The Committee resolved that:

- (a) the plan be NOTED.

**HSC:
20/01/021**

WASTE MANAGEMENT COMPLIANCE REPORT

The Director of Capital, Estates and Facilities apologised to the Committee that no report was available, this was due to staff absence.

**HSC:
20/01/022**

ENVIRONMENTAL HEALTH INSPECTION REPORT OF FOOD PRODUCTION, RESTAURANT AND WARDS, UNIVERSITY HOSPITAL LLANDOUGH ON 19TH SEPTEMBER 2019

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

The Committee resolved that:

- (a) the report be NOTED.

**HSC:
20/01/023**

ENVIRONMENTAL HEALTH INSPECTION REPORT OF CENTRAL FOOD PRODUCTION UNIT, UNIVERSITY HOSPITAL OF WALES ON 24TH SEPTEMBER 2019

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

The Committee resolved that:

- (a) the report be NOTED.

**HSC:
20/01/024**

**ENVIRONMENTAL HEALTH INSPECTION REPORT OF
ROOKWOOD HOSPITAL ON 25TH SEPTEMBER 2019**

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

The Committee resolved that:

- (a) the report be NOTED.

**HSC:
20/01/025**

**ENVIRONMENTAL HEALTH INSPECTION REPORT OF BYWD
BLASUS UNIT, UNIVERSITY HOSPITAL OF WALES ON 28TH
NOVEMBER 2019**

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

The Committee resolved that:

- (a) the report be NOTED.

**HSC:
20/01/026**

**ENVIRONMENTAL HEALTH INSPECTION REPORT OF WARD
BASED CATERING, UNIVERSITY HOSPITAL OF WALES ON 2ND
DECEMBER 2019**

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

The Committee resolved that:

- (a) the report be NOTED.

**HSC:
20/01/027**

**ITEMS TO BRING TO THE ATTENTION OF THE BOARD/OTHER
COMMITTEES**

There were no items to bring to the attention of the Board or other Committees.

**HSC:
20/01/028**

REVIEW OF MEETING

The Chair welcomed comments from the Committee. The Director of Public Health felt the Committee was getting a better balance between strategic and operational discussions.

**HSC:
20/01/029**

DATE OF THE NEXT MEETING OF THE COMMITTEE

Tuesday 2020 at 9.00am, Nant Fawr 1 Meeting Room, Woodlands House, Heath, Cardiff, CF14 4TT