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Bwrdd Iechyd Prifysgol
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Cardiff and Vale
University Health Board

UHB 575 - H&S Management Review Procedure

Reference Number: UHB 575 Version Number: 1	Date of Next Review: 13.09.2027 Previous UHB Reference Number: N/A
IMS-02-05-CAV: H&S MANAGEMENT REVIEW PROCEDURE	
<p>Purpose</p> <p>This document details the procedure for the Health and Safety Management Review at Cardiff and Vale University Health Board.</p> <p>The function of these reviews is to assess the suitability, adequacy and effectiveness of the Information Management System (IMS) for Health and Safety to meet the present and anticipated future needs of the organisation.</p>	
<p>Audience The target audience for this document is all managers.</p> <p>Operational Health and Safety Group The Operational Health and Safety Group should approve the Health and Safety Management Review procedure and commit to its full implementation.</p> <p>Procedure Review The Procedure will be reviewed within three years of implementation or as the Health Board changes and/or when legislation, codes of practice and official guidance dictate, by the Head of Health and Safety in collaboration with the Chief Executive.</p> <p>Line Managers Line managers must ensure that they understand the requirements of the Management Review. All line managers should demonstrate the importance of this document by ensuring that their own behaviours actively promote and serve as a role model for the desired health and safety values and principles.</p> <p>All employees All employees must ensure that they understand the requirements of the Management Review and contribute as necessary.</p>	
<p>Supporting Documents</p> <p>IMS-01-01-CAV: Health and Safety Policy.</p> <p>Other References:</p>	

Equality and Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed for the Health and Safety Policy and confirmed there is no adverse impact
Approved by	Operational Health and Safety Group
Group with authority to approve procedures written to explain how this policy will be implemented	Operational Health and Safety Group
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
<p><u>Disclaimer</u></p> <p>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the <u>Governance Directorate.</u></p>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	13.09.2024	27.02.2026	New document to support the Health and Safety Policy and fulfil the UHB statutory obligations under the Management of Health and Safety at Work Regulations 1999

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1. Introduction

The management review will be conducted on an annual basis by clinical or service board.

The main purposes of the management system review is to;

- Assess the suitability, adequacy and effectiveness of the H&S Management System and address any identified gaps in it
- Assess the implementation of the management system or similar system if employed
- Provide assurance to the H&S Committee and Executive Board that H&S is being effectively managed at CAVUHB

Key points from the reviews will be fed back to the Health and Safety Committee and Management Exec board along with the escalation of any necessary recommendations from the Head of Health and Safety.

The review template should be completed and returned to the H&S department ahead of the review meeting and it will form the basis of discussion for that particular Clinical/Service Board.

Reviews should be held in May/June and look back on the previous financial year

2. Aim

The aims of this document are to:

- Outline the requirement for the Clinical/Service Board management review
- Outline the arrangements for the Clinical/Service Board management review

3. Scope

The target audience for this document is all line managers responsible for inputting into a Clinical/Service Board management review.

4. Objectives

- To review the adequacy of the Health and Safety Management system

5. Review Input and Output

5.1 Input

Inputs to the review should include as a minimum:

- Operational and Organisational changes which have taken place since last review and are planned for future year.
- Review of actions from previous Management Review minutes.

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- Health and Safety performance (leading and lagging indicators).
- Common trends and themes from analysis of Serious Incident Review data
- Results of internal and external audits or assessments; e.g. HSE interventions, PHW etc
- Current status of audit corrective and preventive actions
- Legal compliance and any relevant Statutory and Regulatory changes since the last review and upcoming changes.
- Health and Safety Action Plan status and quality.
- Policy review compliance, any notable changes in policy implementation.
- Continued validity of Health and Safety risk assessments.
- Any other recommendations for improvement to the Health & Safety Management system from an Operational and functional perspective

5.2 Output

Output from the reviews should include:

- Decisions and actions (if appropriate) regarding improving the effectiveness of the Health and Safety Management System and its processes
- Actions to improve Health and Safety implementation
- Resource requirements for future continual improvement of the H&S Management System
- Actions on the Clinical/Service Board department if serious local non-conformances are found which are not systemic failings in the H&S Management System

Note: Only significant actions need to be recorded in the review minutes. It is acceptable for any non-significant actions to be incorporated into other established action management processes.

6. Review Process and Responsibility

6.1 Responsibility for conducting reviews

- Each Management Review Team should be composed, as a minimum, of senior members of the relevant Clinical/Service Board and Health and Safety department as appropriate to the review.
- The role of the most senior member of the Operational Team is to lead their team in the review process.
- The role of the H&S department is to facilitate the review.

6.2 Review preparation

- Prior to the review meeting, all relevant information, documents and analysis data must be prepared and collated by the Senior Clinical/Service Board Manager or his/her delegate.
- To assist with this, the agendas are populated with red text giving examples of useful information to be available at the review

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6.3 Senior management review

- The culmination of the entire management review process must end in a high-level review of the output of all reviews and should concentrate on the most significant issues that have been raised.
- The most significant issues will be shared at the Health and Safety Committee

6.4 Review frequency and timings

- Management reviews must be conducted at least annually.

6.5 Review minutes and actions

A draft copy of the minutes should be circulated to:

- Attendees of the meeting
- Anyone else who has been identified as being best placed to own an action from the review.

If a non-attendee has been identified as being best placed to own an action, the review facilitator must have a courtesy conversation with them to seek their acceptance of the action and agreement of target date for action closure.

A final copy of the minutes of meetings must be produced and should be distributed to:

- Attendees of the meeting
- Head of Health, Safety and Fire
- Anyone else who has agreed to owning an action from the review

6.6 Retention

- Management Review minutes must be maintained by the Clinical/Service Board and H&S Department.
- Management review minutes must be kept for at least 5 years.
- Resultant actions must be recorded in i-Auditor