

**ANNUAL SELF ASSESSMENT
HEALTH AND CARE STANDARDS**

<p>S Situation</p>	<p>Standard: Standard 2.1 Managing Risk and Promoting Health and Safety</p> <p><i>People's health, safety and welfare are actively promoted and protected. Risks are identified, monitored and where possible, reduced or prevented</i></p>
<p>B Background</p>	<p align="center">: <u>Meeting the Standard</u></p> <p>Compliance to the standard is monitored both internally and by Statutory Bodies , These include HSE. Fire Authority and Environmental Health</p> <p>Cardiff and Vale University Health Board (UHB) is committed to ensure that all of its health and safety and statutory and mandatory obligations are achieved. It recognises that order to meet these requirements, it is necessary to actively promote, engage staff and monitor health and safety performance.</p> <p>The Health Board has a Health and Safety Policy and a number of supporting policies and procedures with an aim of reducing or preventing incidents .</p> <p>It has a Health and Safety Committee which is a full Committee of the Board, this ensures robust governance and effective communication within the Health Board. The Committee's membership includes Board Members, Management, Safety Specialists and Trade Union/staff representatives.</p> <p>The Committee has four formal sub groups; these are Operational Health and Safety Group, the Fire Safety Group, Water Safety Group and the Personal Safety and Security Strategy Group in the delivery of health and safety responsibilities. Each Clinical & Service Board has have formal Health & Safety Meetings reporting into the above</p> <p>To ensure Health and Safety Representatives participate at every level, the Lead and Deputy Lead H&S Staff Side Reps will sit on the Health and Safety Committee, Operational Health and Safety Group, and the other groups</p> <p>Risk Assessments are undertaken for Health & Safety Risks which are added as appropriate to the Corporate Risk Assurance Framework ,</p> <p>Formal Fire Risks assessment are carried out on all</p>

	<p>Health Board Premises.</p> <p>All incidents are reported via an electronic incident reporting system. Incidents are investigated in the first instance by the local manager and subject to an assessment by the relevant Adviser a more detailed investigation may be undertaken.</p> <p>The Health Board has a Health & Safety Department , Fire Safety Team , an Occupational Health Department and Well Being Service for Staff</p> <p>Health & Safety, Fire Manual Handling and Personal Safety Training is delivered and refreshed to all staff at risk.</p>
<p style="text-align: center;">A</p> <p style="text-align: center;">Assessment</p>	<p>Provide 250 words (maximum) to give necessary contextual narrative</p> <p>An Annual Report was submitted to the Health & Safety Committee in July to provide assurance to the Committee that the Health Board's health and safety risks have been appropriately managed during 2016/17.</p> <p>All H&S Policies have been reviewed within their review period</p> <p>During the period Regular Fire Reports were presented demonstrating that all of the 500 + areas within the Health Boards Premises are Fire Risk Assessed. Report confirmed that every area has a designated Deputy Fire Safety Manager who formally meets with the Fire Safety Manager and confirm status of remedial action</p> <p>An Audit of Manual Handling Compliance was conducted during the period, visiting all relevant areas, the finding submitted to committee and funding for lifting equipment found to ensured that there were sufficient stock for need.</p> <p>Staff re-organised it Safety Representative Structure during the period, it subsequently appointed a New Chair Staff Safety Representative and deputy chair both of which were existing Committee members. All unions have come together within the last 12 months to raise the profile of Health and Safety within the UHB.</p> <p>The Health Board has continued to pursue a prioritised approach in eight identified strategic areas for action, these being:-</p> <ol style="list-style-type: none"> 1. Health and Safety Management Structure (including incident reporting) 2. Violence and Aggression Management 3. Manual Handling

	<p>4. Health Issues 5. Environment Safety and Health and Safety Patient Issues 6. Fire Safety Management 7. Health and Safety Estates Management. 8. Sharps Safety</p> <p>Priority Improvement plan was considered at each Committee and Sub Group during the period demonstrating continued improvement The Corporate Risk Assurance Framework approach was reviewed during the period with plans to implement an improved system in 2018/19</p> <p>Reports demonstrate that 94% of reported events on Datix have been closed. Only 6 of the 3599 staff incidents remain awaiting review at the end of the period</p> <p>H&S related Mandatory Training compliance has improved to 80% compliance , Fire Training has increase by 10% during the period to 65% .These are reviewed at the Mandatory Training Steering group and the relevant H&S Groups Estates H&S compliance has enhanced its contractor control requirement with active monitoring , this has significantly improved contract compliance The Health Boards continues to lead the way in pursuing those people who assault our staff ,by offering support to staff and criminal action where appropriate</p>
<p style="text-align: center;">R</p> <p>Recommendation</p>	<p>The following improvement actions have been identified as key deliverables for the coming period</p> <ul style="list-style-type: none"> • Prepare Health & Safety & Fire Annual Report on performance and submit for assurance to the H&S Committee • Complete update of Corporate Risk Assurance Framework system has progress e Datix for risk assessment data base • Implement the finding of the Manual Handling Audit and reassess to further enhance safety risk • Review Training approach to enhance H&S training being delivered to staff at risk. • Extend Contractor Control standards to those contractors outside of Estates control