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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	03 March 2020	Agenda Item	3.2	
Report Title	Headquarters (HQ) Unit Health and Safety Report			
Report Author	Pamela Wenger			
Report Sponsor	Pamela Wenger			
Presented by	Pamela Wenger			
Freedom of Information	Open			
Purpose of the Report	To provide the Health and Safety Committee with an overview of HQ systems for managing health and safety and to provide a summary of key issues, risks and plans to address them.			
Key Issues	<p>Headquarters has approximately 300 staff sited within its facility and this is office based.</p> <p>HQ has recently put in place, a Health and Safety Group. The group is chaired by the Head of Corporate Governance and reports directly to the Health and Safety Operational Committee.</p>			
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance	Approval
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> • NOTE the report 			

Headquarters Health and Safety Assurance Report

1. INTRODUCTION

This report is to provide the Health and Safety Committee with an overview of HQ's system for managing health and safety and to offer assurance of our compliance with health and safety matters affecting staff and visitors using its services.

The HQ facility differs from other Units in that it is managed by Orbit Facilities Management Company.

2. BACKGROUND

HQ Health & Safety Group is a sub-group of the Health & Safety Operational Committee. This meeting is chaired by the Head of Corporate Governance and is largely attended by Fire Wardens based within the building.

- **Fire**

There are a total of 16 Fire Wardens for the building. There is one nominated fire warden for each wing with 1-2 deputies. Fire Drills are conducted via Orbit Facilities Management and are held every 6 months. Fire Evacuation plans are the responsibility of Orbit Facilities Management and these are up to date and are placed in the main atrium at HQ, with fire plans on each stairwell and wing of the building. Fire extinguishers are in place and serviced annually. A record of fire extinguishers is held by Orbit Facilities Management.

- **Datix Incident**

During 2019, one incident had been reported. Patient records were damaged due to a leak from the buildings heating system overnight. Lessons learned – patient records to be locked away in a filing cabinet/drawers securely overnight.

- **HQ Health and Safety Risks**

There are currently 0 risks relating to Health and Safety on the risk register.

Weekly site tours/walks are undertaken by security personnel and reported back to Orbit Facilities Management Company.

3. RECOMMENDATION

Members are asked to:

- **NOTE** the report

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input checked="" type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input checked="" type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
<i>(please choose)</i>	Staying Healthy	<input checked="" type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Financial Implications		
Nil		
Legal Implications (including equality and diversity assessment)		
Staffing Implications		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
Report History	Nil	
Appendices	Nil	