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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>02 September 2019</b>	<b>Agenda Item</b>	<b>2.6</b>	
<b>Report Title</b>	<b>Operational Group Key Issues Report</b>			
<b>Report Author</b>	Laurie Higgs, Head of Health and Safety Interim Head of Compliance, Corporate Governance Mark Parsons, Interim Assistant Director of Health & Safety Darren Griffiths, Associate Director of Performance			
<b>Report Sponsor</b>	Gareth Howells, Director of Nursing and Patient Experience			
<b>Presented by</b>	Laurie Higgs, Head of Health and Safety			
<b>Freedom of Information</b>	Open			
<b>Purpose of the Report</b>	The purpose of this report is to update the Committee on the business discussions of the Health & Safety Operational group meeting 5 August 2019.			
<b>Key Issues</b>	<ul style="list-style-type: none"> <li>• The Health and Safety Operational group meets on a bi-monthly basis and reports to the Health &amp; Safety Committee.</li> <li>• The new terms of reference for the Health and Safety Operational group were approved on the 5 August 2019</li> <li>• A range of reviewed and updated policies and procedures were endorsed for ratification</li> </ul>			
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommendations</b>	Members are asked to : <ul style="list-style-type: none"> <li>• <b>NOTE</b> the report</li> <li>• <b>RATIFY</b> the policies and procedures</li> </ul>			

# OPERATIONAL GROUP KEY ISSUES REPORT

## 1. INTRODUCTION

The purpose of this report is to update the Committee on the business discussions of the Health & Safety Operational group meeting 5 August 2019.

## 2. HEALTH & SAFETY OPERATIONAL GROUP MEETING 5 AUGUST 2019

### 2.1 Health & Safety Operational Group - Terms of Reference

Further to the review of the reporting structures for the group the new terms of reference were presented and approved –see **Appendix 1**.

### 2.2 Unit Director Updates

Individual Unit Directors provided updates on health and safety issues within their respective areas. It was agreed that the new reporting template be used for all future updates to the group to ensure consistency. Health and Safety updates were also received from the Estates, Support Services, Security and HQ Corporate departments. Key elements are set out in the table below.

Item	Comments
Morrison Unit	<ul style="list-style-type: none"><li>• Morrison Unit reviewing terms of reference and meeting content etc. to comply with new governance structure</li><li>• Ongoing work around violence and aggression review</li></ul>
Primary Care and Community Car Unit	<ul style="list-style-type: none"><li>• Noting issues of ownership of buildings e.g. Cimla</li></ul>
Estates Management	<ul style="list-style-type: none"><li>• Currently ,insufficient resources to cover the full range of Authorised Persons in areas such as electrical safety, low and high voltage electricity etc. Plan being developed</li><li>• Asbestos website being developed to make Asbestos register available to staff</li><li>• Review being undertaken to confirm correct procedure for maintenance of fire doors</li></ul>
Support Services	<ul style="list-style-type: none"><li>• Making good progress with actions arising from HSE Notices</li></ul>
Health and Safety Alerts (MDA)	<ul style="list-style-type: none"><li>• General improvement in closure of Medical Device Alerts but further improvement required with some units</li></ul>
Policies with Health and Safety Implications	<ul style="list-style-type: none"><li>• Uniform policy does not form part of Operational Health and Safety group review.</li></ul>

### 2.3 Health and Safety Action Plan 2019-2020

The new Health and Safety action plan for 2019-2020 was received and noted. The group were also given an update on work progressing to address the Health & Safety Executive (HSE) improvement notices.

### 2.4 Policies

The group considered and endorsed the following policies:

- Managing Contractors Policy – **see Appendix 2**.

- Lone Working Policy - **see Appendix 3.**
- Violence and Aggression Policy – **see Appendix 4.**
- Ligation Policy/Procedure - **see Appendix 5.**
- Incident Reporting Procedure – **see Appendix 6.**
- Asbestos Policy – **see Appendix 7.**

Through this paper the Committee is asked to ratify the policies and procedures endorsed by the Operational Group.

The minutes of the meeting will be circulated to the Committee.

### **3. GOVERNANCE AND RISK ISSUES**

Health and Safety governance is as important as any other aspect of governance. It is a fundamental part of an organisation's overall risk management function which is a key responsibility of directors. Failure to manage health and safety risk effectively has both human and business costs. The price of failure can be the damaged lives of workers, patients, their families and friends, as well as direct financial costs, damaged reputations and the risk of legal prosecution.

### **4. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report.

### **5. RECOMMENDATION**

Members are asked to:

- **NOTE** the report
- **RATIFY** the policies and procedures

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
<b>Health and Care Standards</b>		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" 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"/>
<b>Quality, Safety and Patient Experience</b>		
The effective communication of information and coordination of team activities is essential to providing safe patient care. The Health and Safety Operational group are responsible for managing and overseeing effective quality, safety and patient experience.		
<b>Financial Implications</b>		
There are no direct financial implications arising from this report.		
<b>Legal Implications (including equality and diversity assessment)</b>		
SBUHB is committed to providing and maintaining a safe and healthy work place and to provide suitable resources, information, training and supervision on health and safety to all members of staff, patients Contractors and visitors to comply with the legislative and regulatory framework on health and safety.		
<b>Staffing Implications</b>		
Staff will be briefed on health and safety developments through managerial meetings, staff meetings and health and safety alerts and bulletins.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
The Act requires the Health Board to think more about the long term, how we work better with people and communities and each other, look to prevent problems and take a more joined up approach with partners. There will be long term risks that will affect both the delivery of services, therefore, it is important that you use these five ways of working (Long Term Thinking, Prevention, Integration, Collaboration and Involvement) and the wellbeing goals identified in the Act in order to frame what risks the Health Board may be subject to in the short, medium and long term. This will enable The Health Board to take the necessary steps to ensure risks are well managed now and in the future.		
<b>Report History</b>	-	
<b>Appendices</b>	Appendix 1 - Health & Safety Operational Group - Terms of Reference Appendix 2 - Managing Contractors Policy	

	Appendix 3 - Lone Working Policy Appendix 4 - Violence and Aggression Policy Appendix 5 - Ligature Policy/Procedure Appendix 6 - Incident Reporting Procedure Appendix 7 – Asbestos Policy
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