

QUALITY & SAFETY COMMITTEE

HIGHLIGHT REPORT FROM THE CHAIR OF THE HEALTH, SAFETY & FIRE SUB COMMITTEE

DATE OF MEETING	22 March 2022
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report
PREPARED BY	Emma Walters, Corporate Governance Manager
PRESENTED BY	Dilys Jouvenat, Independent Member
EXECUTIVE SPONSOR APPROVED	Hywel Daniel, Executive Director for People
REPORT PURPOSE	FOR APPROVAL
ACRONYMS	
	None Identified.

1. INTRODUCTION

- 1.1 This report had been prepared to provide the Committee with details of the key issues considered by the Health, Safety & Fire Sub Committee at its meeting on 28 February 2022.
- 1.2 Key highlights from the meeting are reported in section 3.

2. PURPOSE OF THE HEALTH, SAFETY & FIRE SUB COMMITTEE

- 2.1 The purpose of this Sub-Committee is to:

- Advise and assure the Board and the accountable officer on whether effective arrangements are in place to ensure organisational wide compliance of the health Board's health and safety policy and fire safety policy, approve and monitor delivery against the Health, Safety and Fire priority action plan and ensure compliance with the relevant standards for Health Services in Wales.
- This will be achieved by encouraging strong leadership in health and safety, championing the importance of a common sense approach to motivate focus on core aims distinguishing between real and trivial issues.

Where appropriate, the committee will advise the Board (through the Quality & Safety Committee) and the accountable officer on where and how, its health and safety management may be strengthened and developed further.

3. HIGHLIGHT REPORT

ALERT / ESCALATE	Nil
ADVISE	<ul style="list-style-type: none"> • The Head of Health, Safety & Fire Report was received. Concerns were raised by members in relation to Manual Handling Training performance and noted that the Health & Safety Team were in the process of developing a plan to address the position; • The Health, Safety & Fire Performance Quarterly Report was received and noted; • The Fire Safety report was received. Members noted the concerns raised in relation to Fire Safety Training compliance which was an area of concern across Wales. Members noted that work was being undertaken to determine the exact number of fire risk assessments which were out of date within Merthyr & Cynon ILG; • The Organisational Risk Register was received. A suggestion was made that it would be helpful to have an update in relation to the progress being made regarding the development of the Emergency Department plan;

	<ul style="list-style-type: none"> • Health, Safety & Fire Highlight Reports were received from Primary Care, Rhondda Taf Ely ILG, Bridgend ILG and Merthyr & Cynon ILG. Mandatory Training compliance was highlighted as an area of concern by both RTE and Bridgend ILG's; • The Sub Committee received a report on Violence and Aggression which included an update on Hate Crime. Members noted that whilst staff were being encouraged and supported to report incidents of hate crime, the majority of staff did not want the incidents to be pursued further; • A report on RIDDOR – Covid 19 was received. The Sub Committee supported the continued use of both the additional CTM COVID-19 RIDDOR reporting process and the All Wales Reporting Guidance for Reported Employee COVID-19 Sickness; • The Sub Committee received a report on Occupational Health and noted the steps being taken to address the challenges and risks within the service, including the issues being experienced in relation to recruitment and retention of staff.
ASSURE	<ul style="list-style-type: none"> • A report on Estates Water Safety was received. Members noted that the recommendations contained within the All Wales Review undertaken by Internal Audit had all been addressed.
INFORM	<ul style="list-style-type: none"> • The Health, Safety & Fire Sub Committee ENDORSED FOR COMMITTEE APPROVAL the revised Sub Committee Terms of Reference; • The Sub Committee received the Final Internal Audit Review report into Fire Safety Management and noted that the report now included the Management Response; • The Health, Safety & Fire Sub Committee ENDORSED FOR APPROVAL the Needlestick (Sharps) and Contamination Incident Management Following Occupational Exposure Procedure
APPENDICES	NOT APPLICABLE

4. RECOMMENDATION

4.1 The Quality & Safety Committee is asked to:

- **NOTE** the report;
- **NOTE** the Needlestick (Sharps) and Contamination Incident Management Following Occupational Exposure Procedure will now be approved by the Strategic Leadership Group.
- **APPROVE** the revised Terms of Reference for the Health, Safety & Fire Sub Committee;