



QUALITY & SAFETY COMMITTEE

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

DATE OF MEETING	18 January 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 NOTING

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 30 November 2021.
- 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, approve and monitor delivery against the Health and Safety 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**

- The report from the Head of Health, Safety & Fire was received resulting in the following issues being raised by Members;
 - Compliance with corporate fire and manual handling training for all staff needed improvement in particular within nursing and midwifery and those working at community level. This was in part due to manual handling training issues as demand was currently outstripping capacity. It was noted that pragmatic decisions had needed to be made as regards how fire training could be delivered following the pandemic which had resulted in some training now being provided on-line.
 - Members sought clarity as to whether the issues for community based staff needed to be added to the risk register and noted that further discussions would need to be held on this outside the meeting.
 - In addition, less than 50% compliance was being achieved in relation to departmental fire training.

	<p>Members noted that such training was the responsibility of Ward and Departmental Managers who worked closely with the Fire Safety Officers to ensure local procedures were put into place. The Fire Safety Report was received. Concern was expressed regarding the number of unwanted fire signals being experienced and that fire safety was no longer part of the induction for new starters with reliance being placed on departmental fire training at the present time.</p> <ul style="list-style-type: none"> – Members noted that fire training was a statutory requirement and the Health Board’s Fire Safety team were in touch with the Fire Service in this regard.
ADVISE	<ul style="list-style-type: none"> • The Primary Care Health & Safety report was received. Members noted that the Primary Care Team had experienced issues with recording of Training on the Electronic Staff Record (ESR) system and noted that discussions were being held with Learning & Development colleagues to help ensure records of staff competencies were being kept up to date. ESR data recording issues were also discussed as part of the Head of Health, Safety & Fire report and the Rhondda Taf Ely ILG Health & Safety Report; • The Draft Internal Audit Review into Fire Safety Management was received. Members noted that officers had been disappointed with the ‘Limited Assurance’ rating and noted that steps were being taken to action the recommendations identified. A review would be undertaken of the timelines for completion to ensure they were achievable; • The Organisational Risk Register was received. Members noted that a discussion would need to be held regarding fire risks within the Field Hospital which would need to be added to the risk register; • The Health & Safety Performance Dashboard and Action Plan was received. Members noted that a review would be undertaken outside the meeting to determine the reasons behind the significant increase of non-patient safety incidents within both the Corporate and Operations functions.
ASSURE	<ul style="list-style-type: none"> • A presentation on the transition to a web-based Health & Safety Handbook was received. The concept was welcomed by Members who noted that consideration would need to be

	given as to how this would be managed in terms of resource moving forwards and how staff could be enabled to access the system.
INFORM	<ul style="list-style-type: none"> • Reports from the Merthyr & Cynon, Bridgend and Rhondda Taf Ely Integrated Locality Groups were received; • Members were informed that a report on Occupational Health Services would be presented to the February 2022 meeting.
APPENDICES	NOT APPLICABLE

4. RECOMMENDATION

4.1 The Quality & Safety Committee is asked to **NOTE** the report.