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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

**CONFIRMED MINUTES OF THE HEALTH AND SAFETY COMMITTEE HELD
AT 9.30am ON 24 OCTOBER 2017 IN CORPORATE MEETING ROOM,
HEADQUARTERS, UNIVERSITY HOSPITAL OF WALES (UHW)**

Present:

Michael Imperato
Stuart Egan

Independent Member – Legal (Chair)
Independent Member – Trade Union/Health and
Safety Staff Lead

In attendance:

| | |
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| Charles Dalton | Head of Health and Safety |
| Carol Evans | Assistant Director of Patient Safety and Quality |
| Fiona Jenkins | Director of Therapies and Health Sciences |
| Catherine Salter | Staff Representative (RCN) |
| Geoff Walsh | Director of Capital, Estates and Facilities |
| Peter Welsh | Director of Corporate Governance |

Apologies:

| | |
|--------------------|--|
| Steve Allen | CHC Representative |
| Charles Janczewski | Independent Member (Vice Chair) |
| Fiona Kinghorn | Deputy Director of Public Health |
| Claire Radley | Assistant Director of Organisational Development |

Secretariat:

Rachael Daniel Health and Safety Adviser

PART 1

HSC: 17/082 WELCOME AND INTRODUCTIONS

Mr Imperato welcomed all present to his first meeting as Chair. He informed the members he had a very useful conversation with Mr Martyn Waygood who had been very helpful in providing him with guidance in taking the Committee forward.

HSC: 17/083 DECLARATIONS OF INTEREST

The Chair invited Committee Members to declare any interest in the proceedings included in the agenda. None were declared.



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HSC: 17/084 MINUTES OF PREVIOUS MEETING

The minutes of the Health and Safety Committee held on the 18 July 2017 were **APPROVED** and **ACCEPTED** as a true record, with the exception of a minor amendment:

- HSC: 17/078 – the minute should read ‘violence and aggression training is part of the mandatory training core modules’.

HSC: 17/085 UPDATED ACTION LOG

The Committee **RECEIVED** the Updated Action Log from the previous meeting. The following updates were provided:

- HSC: 17/032 – the Head of Health and Safety informed the Committee that whilst the Health and Safety Executive were happy with the investigation into the pedestrian road traffic accident they raised concerns that the Health Board had no overall strategy for vehicle/pedestrian safety. Mr Dalton stated whilst a lot work had been undertaken in relation to safety in the tunnels the HSE were looking for a much broader strategy. The Director of Capital, Estates and Facilities added the tunnels were a particular issue as they were service tunnels and not pedestrian walkways, therefore the tunnels would be closed off to all non essential users. This action was supported by the Security and Personal Safety Strategy Group.

A written progress report on the broader strategy was requested for the next meeting.

ACTION – Mr G Walsh/Mr C Dalton

The Independent Member – Trade Union stated he was not happy for the concern he raised at the last meeting to be closed on the action log. Mr Egan stressed that he and the former Chair of the Committee had witnessed cars mounting the pavement as the turning circle was not big enough. Mr Walsh advised he would look at this again but added the safety of the whole area needs to be taken into consideration.

ACTION – Mr G Walsh

- 17/036 – the Head of Health and Safety advised the one page guidance in respect of wedging fire doors open had been produced and circulated to the Fire Safety Group and Deputy Fire Safety Managers. Mr Dalton stated he would verify that the guidance had been added to the intranet and also the induction and mandatory training modules.

ACTION – Mr C Dalton

17/058 – the Assistant Director of Patient Safety and Quality informed the Committee that by the next meeting a timeframe for the risk module would be available, the Chair stated this should be considered as a high priority.

ACTION – Mrs C Evans

17/061 – the Head of Health and Safety advised the trial had not yet commenced as the Mental Health Clinical Board were assessing whether the replacement of cigarettes with e-cigarettes would have an impact on the risk of violence and aggression to staff. It was hoped to commence this trial in early November.

HSC: 17/086 CORPORATE RISK ASSURANCE FRAMEWORK DOCUMENT (CRAF)

The Director of Corporate Governance informed the Committee the high risks associated to this Committee had not changed since the last meeting. Mr Welsh added a major review of risk was currently being undertaken with a new approach to be commenced in April 2018.

The Corporate Risk Assurance Framework Document was **RECEIVED** and **CONSIDERED** by the Committee.

ASSURANCE was provided by:

- The mitigation of Health Board risks being monitored by the appropriate Committees of the Board albeit the information provided via the CRAF required strengthening.

HSC: 17/087 FIRE SAFETY – ASSESSMENT OF EXTERNAL CLADDING PANELS ON UHB BUILDINGS

The Director of Capital, Estates and Facilities informed the Committee in response to the Grenfell Fire, Welsh Government requested all Health Boards review their external cladding. Mr Walsh added this Health Board sent one sample to National Wales Shared Services Partnership – Specialist Estate Services (SES) who confirmed no further testing was required. The report had also been shared with the Management Executive Team meeting.

The report was **RECEIVED** and **NOTED** by the Committee.

REASONABLE ASSURANCE was provided by:

- Reference to Operating & Maintenance (O&M) Manuals for the respective buildings including 'As Installed' drawings and specifications.

The Director of Capital, Estates and Facilities advised the updated Fire Safety Annual Report had been brought back to the Committee as requested at the last meeting.

In respect of unwanted fire signals Mr Walsh informed the Committee South Wales Fire Service were now taking strong action, they previously sent numerous appliances to an alarm but were now only sending one appliance as well as not attending site for a 5 minute period so that the alarm could be investigated and confirmed as an actual fire. Mr Walsh confirmed this was happening at a number of Health Boards. The Head of Health and Safety added this approach had been strongly debated by the South Wales Concordant. Mr Walsh stated the Fire Service now wants Health Boards to make the decision to reset the alarm.

The Chair queried what other Fire Services were doing. Mr Walsh advised North Wales and the Midlands were not responding to unwanted fire signals and others were considering their options.

The Independent Member – Trade Union stressed he was concerned at the reduction of service and SWFS had a duty of care to all. Mr Egan advised the Health Board must make sure in writing SWFS were aware that this situation was not acceptable and be very clear concerning the potential risk. Mr Imperato concurred with this and made clear to SWFS that the Health Board cannot support these actions.

ACTION – Mr G Walsh

The Staff Representative (RCN) still considered the Fire Safety Annual Report did not give appropriate assurances as the training statistics did not cover the reporting period and have not changed from the previous report. The action plan had also been removed from the report as opposed to timeframes being added which was requested at the previous meeting. Mr Walsh advised it proving difficult to get all the training information but that he would liaise with the Learning Education Department (LED) once again, Mr Dalton added there was a general concern in relation to the accuracy of ESR data.

The Director of Therapies and Health Sciences informed the Committee mandatory training compliance was reviewed at every Clinical Board Performance Review and Mr Martin Driscoll the new Human Resources Director could not understand why figures were so low, and it was concluded that ESR was not reliable at this time. Clinical Boards were also not assured that the data was accurate. Mrs Jenkins suggested that a review of statutory and mandatory health and safety training was considered at the next committee meeting.

ACTION – Mr Martin Driscoll

Mr Walsh advised he was not aware of why the action plan had been removed and would investigate further. Mrs Salter added whilst it was interesting to view the annual report the reassurances came from the action plan. Mr Walsh stressed it was difficult to add timeframes to the action plan as these would be financial/resource driven. Mr Dalton suggested the Board should be made aware actions could not be completed due to resources so that the Board had risk with knowledge. Mr Egan suggested the action plan reflected when the actions would be completed if funding was available. The Assistant Director of Patient Safety and Quality stated it all came back to the corporate risk framework and having a detailed record of risks.

The updated Fire Safety Annual Report was **RECEIVED** and **NOTED** by the Committee.

ASSURANCE was provided by:

- Fire Safety aspects being monitored and progressed as appropriate.

**HSC: 17/089 FIRE ENFORCEMENT AND MANAGEMENT
COMPLIANCE REPORT**

The Director of Capital, Estates and Facilities advised the Chair this was a regular report that was brought to the Committee.

Mr Walsh informed the Committee the enforcement notice at Hafan y Coed related to a smoking incident and had been resolved by the Mental Health Clinical Board and therefore the notice had been rescinded by South Wales Fire Service.

The report was **CONSIDERED** by the Committee in relation to the on-going work to meet the requirements of fire enforcement compliance.

ASSURANCE was provided by:

- Identified fire enforcement compliance and safety were being appropriately managed.

**HSC: 17/090 SHARED SERVICES FIRE SAFETY AUDIT OF
UNIVERSITY HOSPITAL LLANDOUGH**

The Director of Capital, Estates and Facilities informed the Committee the action plan had been progressed since the last meeting. The Chair referred to progress in item 9.3.3 that states not started to date and queried when this would be commenced, Mr Walsh stated this statement did not reflect the current position as it was also linked to a number of other items on the action plan.

It was also noted that the action plan was monitored by the Fire Safety Group.

It was **AGREED** this would remain an agenda item until the Committee was **ASSURED** that all actions had been completed.

ACTION – Mr G Walsh

ASSURANCE was provided by:

- Identified fire safety issues in the Shared Services Audit were being appropriately managed.

HSC: 17/091 ENFORCEMENT AGENCIES CORRESPONDENCE REPORT

The Head of Health and Safety informed the Committee there were currently 4 active issues, 1 of which was being pursued by the Health and Safety Executive. The HSE had informed the Health Board they were applying fees for intervention in respect of the contractor fall which they were still investigating.

The report was **RECEIVED** and the Committee **AGREED** that appropriate actions were being pursued to address the issues raised.

ASSURANCE was provided by:

- The continued investigations, actions and monitoring referred to within the report.

HSC: 17/092 HEALTH AND SAFETY EXECUTIVE PRIORITY ACTION PLAN EXCEPTION REPORT

The Head of Health and Safety informed the Committee there were nine red areas on the plan and highlighted key progress made.

In respect of bariatric patients Mr Dalton informed the Committee the Manual Handling Adviser was working with the Internal Medicine Directorate in developing and equipping a suitable area.

Mr Dalton advised significant investment had been made to purchase 60 new hoists. The Pro-act Audit had also recently been repeated and the results would be brought to the next Committee meeting.

ACTION – Mr C Dalton

The exception report was **RECEIVED** and **CONSIDERED** by the Committee.

REASONABLE ASSURANCE was provided by:

- The demonstration of progress against each strategic area and highlighting further actions required within set timescales.

PART 2

HSC: 17/093 COMMITTEE WORK PROGRAMME FOR 2017/18

The Work Programme was **RECEIVED** and **NOTED** for information by the Committee.

HSC: 17/094 HEALTH AND SAFETY EXECUTIVE PRIORITY ACTION PLAN (DETAILED)

The full Priority Action Plan was **RECEIVED** and **NOTED** for information by the Committee.

HSC: 17/095 ENVIRONMENTAL HEALTH REPORT OF ROOKWOOD HOSPITAL ON 13TH JULY 2017

The report was **RECEIVED** and **NOTED** for information by the Committee. It was noted that a hygiene rating score of 5 had been achieved.

HSC: 17/096 ENVIRONMENTAL HEALTH REPORT OF WARD BASED CATERING, UNIVERSITY HOSPITAL OF WALES ON 14TH SEPTEMBER 2017

The report was **RECEIVED** and **NOTED** for information by the Committee. It was noted that a hygiene rating score of 5 had been achieved.

HSC: 17/097 ENVIRONMENTAL HEALTH REPORT OF AROMA UNITS, UNIVERSITY HOSPITAL OF WALES ON 14TH SEPTEMBER 2017

The report was **RECEIVED** and **NOTED** for information by the Committee. It was noted that a hygiene rating score of 4 had been achieved.

The Director of Capital, Estates and Facilities informed the Committee the score was being appealed as a 5 had been given to the Aroma Unit in University Hospital Llandough.

HSC: 17/098 ENVIRONMENTAL HEALTH REPORT OF CENTRAL FOOD PRODUCTION UNIT (CFPU), UNIVERSITY HOSPITAL OF WALES ON 12TH SEPTEMBER 2017

The report was **RECEIVED** and **NOTED** for information by the Committee. It was noted that a hygiene rating score of 5 had been achieved.

The Director of Therapies and Health Sciences stated she was very pleased with the sustained improvement in catering services.

**HSC: 17/099 OPERATIONAL HEALTH AND SAFETY GROUP
MEETING OF JUNE 2017**

The minutes were **RECEIVED** and **NOTED** for information by the Committee.

HSC: 17/100 FIRE SAFETY GROUP MINUTES OF MAY 2017

The minutes were **RECEIVED** and **NOTED** for information by the Committee.

**HSC: 17/101 SECURITY AND PERSONAL SAFETY STRATEGY
GROUP MINUTES OF MAY 2017**

The minutes were **RECEIVED** and **NOTED** for information by the Committee.

**HSC: 17/102 HEALTH AND SAFETY RELATED POLICIES
SCHEDULE**

The schedule was **RECEIVED** and **NOTED** for information by the Committee.

**HSC: 17/103 REVIEW OF THE MEETING AND ITEMS TO BRING TO
THE ATTENTION OF THE BOARD OR OTHER
COMMITTEES**

Mr Imperato thanked everyone for their contribution to today's meeting. He stated going forward he would welcome member's ideas on short presentations in respect of staff stories as it was important to understand the mechanics of what was going on at ground level. He was also keen for good practices to be shared. He would also like for the Board walkabouts to have a staff health and safety perspective.

Mr Welsh advised the patient safety walkabouts were being discussed at the next Quality, Safety and Experience Committee and also the Board Development day in December. Mrs Jenkins stated whilst the patient safety walkabouts focused on quality and safety there was availability to incorporate health and safety or for a separate programme to be developed. Mrs Evans concurred it would be good to have staff presentations.

A number of ideas were put forward by members and Mr Imperato requested that any suggestions were forwarded to Miss Daniel so that they could be collated and considered.

ACTION – All Committee Members

HSC: 17/104 DATE AND TIME OF NEXT MEETING

The next meeting will be held at 9.30am on Tuesday 23rd January 2018 in the Corporate Meeting Room, HQ, University Hospital of Wales.

Signed

Date

