# Health and Safety Meeting

## May 2017

**Author:** Mark Parsons Head of Estates and Health and Safety  
**Date:** 28 June 2017  
**Version:** V1

**Sponsoring Executive Director:** Huw George, Deputy Chief Executive / Director of Operations and Finance

**Who will present:** Huw George

**Date of Board meeting:** 20 July 2017

**Committee/Groups that have received or considered this paper:** Health and Safety Group (Information)

**The Board are asked to:** (please select one only)

| **Approve** the recommendation(s) proposed in the paper |

| **Discuss** and scrutinise the paper and provide feedback and comments |

| **Receive** the paper for information only | √ |

**Link to Public Health Wales commitment and priorities for action:**  
(please tick which commitment(s) is/are relevant)

| Priority 7 – Developing the Organisation |

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Date: 1 June 2017  
Version: V1  
Page: 1 of 3
1 Health and Safety Group (Update)

This report provides a synopsis of the Health and Safety Group agenda and minutes of the meeting of 11 May 2017.

The H&S group reviewed the previous minutes and these were agreed as an accurate record.

Reports were submitted from:

- Operations and Finance directorate
- Quality, Nursing and Allied Health Professionals
- People and Organisational Development
- Health and Wellbeing
- Public Health Services – Screening
- Public Health Services – Microbiology
- Research and International Development
- Quality Improvement and Patient Safety / 1000 Lives

There were no significant trust wide issues reported through the directorates, with a number of local issues tabled which directorates will manage internally and seek support if required from the H&S team.

Incidents by type and directorate were shared with the majority of incidents being within public health services, two of which were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). These were discussed as there was evidence of both good practice following potential exposure and the procedures followed and the other that could have been avoided if Personal Protective Equipment had been worn.

An overall update was provided on the Health and Safety and Estates related action plan with the progress made to date and the schedule of the remaining actions. All of the actions have now been categorised for ease of use and understanding.

The Head of Estates and Health and Safety presented proposed changes to the format of the agenda, moving towards exception reporting as PHW had made positive steps over the last 12-18 months and this would enable the Trust to focus on key areas identified through exception reporting. The proposed new structure was agreed and to be adopted immediately.

An update was provided on key Health and Safety Executive topics for the public sector and on up and coming legislation for the group to be aware.

The Director of Operations and Finance talked through the Health and Safety Annual Report as this had previously been circulated and the group approved the report, subject to minor amendments.
The new format/agenda for the Health and Safety group is outlined below.

The new agenda covers:

- Approval of minutes
- Action Point Review (from previous meeting)
- Health & Safety Action Plan

Health and Safety Performance data:

- Incidents
- RIDDOR
- Route Cause Analysis review/Lessons learned
- Health and Safety (compliance audits)
- Access audits
- Health and Safety Training
- Alerts update
- Estates update
- Report from Building Environment Group (this is in the process of being developed)
- Estates Alerts update

Directorate Exception Reports/High Risk Areas

- Operations and Finance
- Quality, Nursing and Allied Professionals
- Workforce and Organisational Development
- Health and Wellbeing
- Public Health Services (Screening/Microbiology/ Health Protection)
- Research and International Development
- Quality Improvement and Patient Safety / 1000 Lives