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Name of Meeting
Quality, Safety and
Improvement Committee
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Agenda item:
3.7

Health and Safety Report

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Approval/Scrutiny route:	Health and Safety Group
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Purpose

This report provides an update on the health and safety performance for the period of 01 April – 30 June 2021.

The report is split into two sections. Section one of this report provides an update on the health and safety performance for the period of 01 April – 30 June 2021. Section two (page 14) of the report provides an update on the workplace measures that have been undertaken across the organisation in response to the legislation and regulations imposed on us as a result of the COVID-19.

Recommendation:

APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
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The Committee is asked to:

- **Receive assurance** that appropriate measures are in place to monitor compliance and to address areas identified for improvement.

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities.

This report contributes to the following:

Strategic Priority	Choose an item.All organisational priorities
Strategic Priority	
Strategic Priority	

Summary impact analysis

Equality and Health Impact Assessment	Internal report only
Risk and Assurance	The paper details the health and safety risks on Directorate and divisional risk registers and also includes safety alert notifications. It additionally outlines where gaps have been identified, control measures are being implemented to address issues identified.
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Theme 2 - Safe Care
Financial implications	None identified
People implications	There are no implications for workforce / staff identified

1. Introduction and Purpose

1.1 The purpose of section one of this report is to provide an update on the health and safety activities and performance for the period 01 April 2021- 30 June 2021. The key areas of compliance includes;

- Health and safety incidents reported and lessons learnt under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Health and safety premise inspection audits
- Health and safety statutory/mandatory training
- Health and safety Corporate Risk Register
- Notifications and alerts
- Health and safety policies and procedures
- The provision of Directorate health and safety updates

The report also provides an update on the specific measures and actions that have been completed or are planned in relation to ensure our estate is compliant with the various legislation and regulations as a result of COVID-19 following the previous update provided Board in February 2021.

2. Background

In order for the Health and Safety Group to discharge its responsibilities, it needs to receive assurance that the organisation is effectively managing health and safety. This includes details of any concerns, areas of non-compliance, outstanding actions from relevant health and safety action plans and controls and mitigations are in place.

The Health and Safety Group receives this assurance via this report and exception reports received from the various Directorates/Divisions through the respective Health and Safety leads.

3. Key Highlights

3.1 No RIDDORs was reported during Quarter 1 (1 April – 30 June 2021).

3.2 No additional workplace Covid-19 cases have been reported following the last update to the Committee.

3.3 Due to the organisation's response to COVID-19, no health and safety audits have been undertaken within the specified timeframe. However we have undertaken a COVID workplace preparedness risk assessment of the workplace and subsequently established

compliance monitoring processes. These have been continuing during quarter 1.

3.4 There are 19 properties within the organisation's estate portfolio where the responsibility to undertake statutory duties is that of the organisation. These duties include:

- Fire Risk Assessment
- Legionella Risk Assessments
- Electrical Inspection Condition Report (EICR)
- Asbestos survey/re-inspection
- Gas Safety Certification

As at the 30 June 2021, all properties for which the organisation has statutory responsibility are compliant for the five key areas of statutory responsibility with the exception fire risk assessment. Further detail is provided at Section 6 page 5.

3.5 All health and safety alerts and notifications received within the reporting period have been reviewed and addressed, with appropriate actions taken where required.

4. Health and Safety Incident Reporting

4.1 Statistics on incident records per directorate

All staff are required to report incidents using the Datix system in accordance with the organisation's policies and procedures. Incidents are monitored to help identify trends, to ensure investigations are undertaken and are concluded identifying the incident cause and any lessons learnt.

From 01 April – 30 June 2021, the total number of reported health and safety incidents is provided with a breakdown by directorate shown in Table 1.

Table1. Reported health and safety incidents by Division

Division	No of incidents
Estates and Health & Safety	1
Public Health Services Directorate Wide	1
Microbiology	38
Screening	9
Total	49

All incidents relating to health and safety are notified to the relevant Health and Safety Managers and are followed up. Any learning is captured and shared to prevent reoccurrence.

These incidents are classified under the following categories-

Table 2. Reported health and safety incidents by category

Category	No of incidents
Contact	4
Exposure/Spillage of Chemical/Micro-organism /Hazardous Substances	24
Unwanted Fire Signal (Fire Alarm Activation - Fire Service Attended	2
Fire Incident	2
Fire Safety Equipment/System Fault or Failure	1
Ill Health	4
Manual Handling	1
Sharps (Including Needlestick)	4
Slip/Trip/Fall	5
Violence and Aggression	1
Infection control incident	1
Total	49

Note- where no incidents are reported against a category, these have been omitted from the table above.

5.0 RIDDORs

No RIDDORs have been reported to the Health and Safety Executive during quarter one.

6.0 Estates Compliance

Over the reporting period 1 April – 30 June the monitoring and scheduling of compliance has continued to be maintained. Compliance levels for the five key areas of responsibility, at sites where the organisation has a statutory responsibility for, are shown below five of the key area:

- Fire Risk Assessment – 90% compliant
- Asbestos – 100% compliant
- 5 year electrical inspection – 100% compliant
- Gas Safety – 100% compliant
- Water Management (Legionella) – 100%

The fall in compliance for Fire Risk Assessments is as a consequence of contractor delays in the provision of quotations for requested assessments and challenges associated with contractors scheduling of risk assessments.

The established six year rolling programme of compliance checks continues to be adhered to, to ensure inspections and testing are undertaken at appropriate intervals at all sites. Updates will continue to be provided to the group on a quarterly basis providing assurance on compliance.

Compliance information is also required to be collated for sites at which we have staff based and for which landlords or host organisations have responsibility for. As support requirement continues to reduce for the PHW response to Covid, further work has been undertaken to assess the best way to secure compliance assurance from hosts and landlords. This work has identified the use of an online electronic compliance assurance return as a preferred approach and its use will be adopted in quarter 2.

As previously highlighted, it should be noted that despite the lack of supporting statutory compliance documentation from our hosts and landlords for their areas of compliance – it does not necessarily mean that they are not compliant. As we enter the post Covid recovery period, the proposed securing of assurance statements will be prioritised.

Issues Identified and actions to address

The outstanding Fire risk Assessments are scheduled to be undertaken on the 9 August 2021.

7.0 Health and Safety Statutory/Mandatory Training

All staff are required to complete a number of statutory and mandatory modules. All directorates are expected as a minimum to attain Welsh Government All Wales compliance target of 85%, with an organisational target of 95%.

The key health and safety statutory/mandatory modules are:

- Fire Safety
- Health, Safety and Welfare
- Moving and Handling Level 1
- Violence and Aggression A

The organisations compliance status as of for quarter four is shown in the table below. All four statutory and mandatory training areas have seen a slight increase in compliance however these still remain short of the Public Health Wales target of 95%. Health and Safety and Violence and Aggression training are however meeting the Welsh Government target of 85%.

Table 2: Health and safety training compliance by Directorate (data as of end of June 2021)

Directorate	Fire Safety %	Health & Safety %	Manual Handling %	Violence & Aggression %
Corporate Directorate	52.17%	56.52%	60.87%	69.57%
Covid 19 Directorate	87.92%	93.72%	87.92%	82.61%
Health & Wellbeing Directorate	84.16%	91.09%	84.49%	98.02%
Hosted Directorate	82.98%	92.20%	85.82%	91.49%
Knowledge Directorate	89.58%	93.75%	93.75%	97.92%
NHS Quality Improvement Directorate	88.16%	97.37%	90.79%	100.00%
Operations and Finance Directorate	85.00%	90.83%	82.50%	95.83%
People & OD Directorate	87.10%	100.00%	90.32%	100.00%
Health Promotion & Screening Services Directorate	81.53%	88.41%	79.17%	93.12%
Quality Nursing & Allied Profs Directorate	78.95%	92.11%	84.21%	94.74%
SPRs Directorate	93.75%	93.75%	93.75%	100.00%
WHO CC	89.36%	95.74%	91.49%	97.87%
Overall	83.37%	90.32%	82.86%	93.33%

Welsh Government target **85%**; Public Health Wales target **95%**

8.0 Risk Registers

There are a number of open Health and Safety Risks across the organisation. These are held on Directorate and Divisional Risk Registers. The risks are reviewed by the respective Directorates and by the Divisional Senior Management Team meetings at monthly meetings.

The table below summarises the number of health and safety risks currently managed at a Directorate and Divisional level. Please note this covers all new risks reported since the previous report up until 21 July 2021. Since the last report, three risks have been closed following review. Of the 21 open risks, there are eight new risks reported since the last health and safety report. Details of these risks are included below-

Number of open Health and Safety Risks	21
Number of meeting target risk score	0

Number of risks not meeting target risk score	21 (ID-, 987, 978, 980, 720, 879, 1040, 1064, 1108, 1137, 1152, 1165, 1169, 1174, 1240, 1199, 1238, 1201, 1241, 1215, 1206, 1220)
New risks since last Health and Safety Report	1240, 1199, 1238, 1201, 1241, 1215, 1206, 1220

For risks not meeting the target risk score, the Estates and Health and Safety Team continue to work with Health and Safety Leads across the organisation to ensure actions are being undertaken to mitigate the risk down to meet the agreed target score. Work is ongoing with the Chief Risk Officer to explore alternative and improved ways to communicate risks and provide assurance on the action that is being undertaken.

New risk updates:

Risk 1240- Microbiology- Cardiff and Vale- There is a risk of increased staff stress associated with uncomfortable working temperatures which can lead to increased fatigue and dehydration due to high working temperatures. Due to the nature of the work, the windows have been sealed to prevent environmental contamination of the clinical specimens.

Control measures:

- Staff have been reminded on to follow advice for working during hot weather.

Actions: Health Board have been contacted to explore possibility of providing air conditioning for the areas.

Risk 1199- Microbiology- There is a risk of injury and illness to staff from inadequate manual handling procedure being utilised. Manual handling B training currently out for commissioning with POD however it could take up to two months before commissioned. New staff currently not trained and existing staff are due to fall out of compliance. Commissioning of the training is currently being progressed.

Control measures:

- Manual Handling A available through ESR as part of statutory and mandatory training.
- High risk items such as gas cylinders being manipulated by staff with previous training and untrained staff are being supervised.

Actions: People and OD, with input and support from Estates/Facilities/Health and Safety and IP&C colleagues, have completed the commissioning of advanced statutory and mandatory training (in person), including Manual Handling Modules B (inanimate load handling)

and C (safer people handling). Applicable to around 25% of our workforce, primarily in Screening), courses will commence no later than September 2021. All contracts issued will remain in place until March 2022 with an option to extend.

Risk 1238- Microbiology- Cardiff and Vale- There is a risk of exposure with organisms/chemicals from containment level 3 staining sinks. It has been identified that the plumbing of the staining sinks is not compliant with HBN 15 Facilities for pathology services. Shared services and Cardiff and Vale estates have been informed and literature review undertaken.

Control measures:

- Results of the review state that sinks can be heat fixed which will reduce the risk and also indicates that organisms stained by the laboratory do not yield viable tubercle organisms and therefore infection risk is mitigated.

Actions: Working with Cardiff and Vale Estates to ensure chemicals used during the staining process are being disposed properly.

Risk 1201-Microbiology- Wrexham- There is a risk that there could be a pressurised gas incident with the gas manifold room. This is due to manifolds, regulators and pipework being in a poor state of repair. These have not been maintained by local estates and there is no written scheme of examination in place.

Control measures:

- Currently no controls in place.

Actions: The Estates and Health and Safety Division have escalated this (09 July 2021) with the Health Board to agree how we take this forward. To date no response has been received. Continuing to follow up.

Risk 1241- Microbiology- Cardiff and Vale- There is a slip/trip/fall risk caused by the presence of equipment sited near the entrance/exit. The department has become over crowded with equipment with essential equipment now creating an impediment to access/egress.

Control measures:

- One door has been taken out of routine use to decrease burden on access/egress and staff advised on situation (door is still accessible in the event of an emergency).

Action: Further options scoped for relocation of equipment and working with Cardiff and Vale to scope options for renovations to allow equipment to be moved.

Risk 1215- NHS Collaborative- Following a fire risk assessment there is a risk that the five fire doors at River House are compromised and will not contain smoke in the event there is a fire.

Control measures:

- Occupancy within building is low (2-5 staff on site) due to staff following Government's work from home where possible due to COVID-19 pandemic.
- Building is non-residential and only occupied Monday - Friday between the hours of 8:30 - 6:00pm.

Actions: Remedial work to be arranged to address issues with fire doors.

Risk 1206- Cardiff Microbiology- There is a risk that the Microbiology laboratory will be unable to sterilise the cabinet suitably, should there be a large spillage of infectious material within an cabinet. Current hydrogen peroxide units have not been maintained. One unit is not working. The manufacturer has been liquidated resulting in inadequacy of supply of reagent. The Safety Cabinet will be taken out of service resulting in delay in turn around times for samples as alternative cabinets that could be used already have significant work streams associated with them. This could lead to potential removal of service if in a smaller laboratory with minimal alternative cabinets available. There is also a cost impact due to external contractor required to undertake sterilisation.

Control measures:

- Small volumes of infectious material handled within the microbiological safety cabinet lowering likelihood of high volume spillages.
- One sample processed at a time.
- Working volumes of required reagents only used.
- Access to external contractor for sterilisation purposes.

Actions: Arrangement with service engineer in place to decontaminate the cabinets as and when required. No further action required.

Risk 1220- Microbiology- Cardiff and Vale- There is a risk that the power supply to the four Class I Safety Cabinets in WCM Room 36 are not adequately covered for any power cuts. Normally, the four cabinets are connected to a UPS that provides 5-10 minutes of power in the event of a

power cut. This gives staff time to stop processing of any high risk samples before cabinet air flow stops.

Control measures-

- Impact is relatively minor as the cabinet airflow will not immediately reduce to 0 m/s in the event of a power cut.
- The airflow will reduce gradually and alarms will sound at low air flow.

Actions: A replacement UPS has been ordered which a scheduled delivery date before the end of July.

9.0 Alerts and Notifications

The organisation receives a number of alerts under the headings:

- Safety Action Bulletins (SAB)
- Medical Device Alerts (MDA)
- Drug Alerts (DA)
- Chief Medical Officer Alerts (CMO)
- High Voltage Hazard Alerts (HVHA)
- Estates and Facilities Alerts (EFA)

All of these alerts are managed by the Quality, Nursing and Allied Professionals Directorate and a report submitted to the Quality and Safety Committee for information.

The organisation also receives a number of notifications under the headings:

- Specialist Estates Service Notifications (SESN)
- Publication Notices (PN)

These notifications are sent out directly from NHS Wales Shared Services Specialist Estates Service as Specialist Estates Service Notifications (SESN) and Publication Notices (PN) to the Estates, Safety and Facilities Division. For the reporting period, a total five have been received and are detailed in Table 3.

Table 3. Specialist Estates Service Notifications received.

Date Received	SESN No:	SESN Description	Action
19/04/2021	SESN 21-08	EFPMS Submission	No action Required PHW exempt from reporting requirements.
19/04/2021	SESN 21-09	NHS Wales Decarbonisation Strategic Delivery Plan	Distributed internally to Senior Sustainability Officer (WHOCC) 190421.
28/05/21	SESN 21-09	2022 NHS Wales Estate Revaluation	Estates & Facilities / Finance completed return and submitted by required deadline.
15/06/2021	SESN 21-11	COVID-19 Waste Management Standard Operating Procedure	Shared with IPC leads and screening / microbiology via screening General Manager and Operational lead for Microbiology.
28/06/202	SESN 21-12	HTM 03-01 Specialised Ventilation For Healthcare Buildings	No action Required

10.0 Summary

The organisation has a number of processes in place for maintaining and monitoring health and safety compliances so that assurance can be provided and any gaps identified with the appropriate actions required.

In light of the risks of Covid-19 transmission we have taken independent health and safety advice, completed risk assessments and addressed actions to ensure our workplaces are Covid safe and continue to monitor compliance and adjust to ensure compliance with regulations. Regular spot checks are taking place and Health and Safety leads are regularly visiting buildings across the estate to address staff concerns and implement actions as necessary.

Incidents and RIDDOR's are actively managed, with lessons learned identified and shared. Audit schedules are in place, undertaken and results

acted upon to ensure gaps in process are resolved. Risk registers have been reviewed with issues identified and actions outlined to mitigate risks.

Processes are in place to monitor policy and procedure reviews and/or development. There are also systems in place to action alerts and notifications as appropriate for the organisation.

The Group is asked to:

- **Note** the report; and
- **Receive assurance** that appropriate actions are being undertaken to address issues raised in this report

Section 2- Additional workplace safety measures

Since the *Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020* came into force in Wales on 07 April 2020, Public Health Wales has been working across its estate to ensure compliance and maintain the safety of staff and service users. It states '*A person responsible for work being carried out at premises where a person is working must, when such work is being carried out during the emergency period, take all reasonable measures to ensure that a distance of 2 metres is maintained between any persons on the premises.*'

Guidance has also been issued to work places that states provided '*reasonable steps*' have been taken an employer would be compliant with the Regulations. It should also be noted that the guidance also states '*while that is an objective test that is intended to be applied consistently, it is not an absolute rule that has to be applied all of the time in all circumstances. In addition it is not a measure that will apply in the same way in all circumstances.*'

Further actions undertaken since previous update

Since the previous update, the Estates and Health and Health and Safety Team, in conjunction with Infection Prevention and Control Leads and Health and Safety Managers, have continued to put in place measures in line with guidance to ensure the safety of our staff and service users. Details of these actions have been included below.

Cases within the workplace

Following the previous cases of Covid-19 occurring in the workplace, no new cases have been reported. Additional measures arising as a result of investigations have been actioned and continue to be monitored.

As restrictions begin to be eased, to support the safe return of staff to the workplace, the Estates and Health and Safety Team published a number of principles. These principles provide guidance to staff and line managers on returning to the workplace for both well-being and business needs. Over the last two months, the impact of the principles has been monitored and to date we have not seen a dramatic increase in staff numbers attending sites across the Estate which has helped with managing occupancy levels and maintaining social distancing. We have however experienced increased reported occurrences of staff not wearing masks when moving about the estate and we have asked Health and Safety Group members to reiterate the guidance and also included further reminders in recently published communications.

The Estates and Health and Safety Division are also working alongside People and Organisational Development to build on the 'Our Conversation' engagement to inform how we will work going forward. A large element of this engagement focused on the estate but ensuring staff can continue to work safely will remain a key priority. At present the Welsh Government message of work from home where you can remains and we will continue to support staff to do this as much as possible until further restrictions are eased.

Compliance monitoring- Following the risk assessment, compliance monitoring has been a key element of ensuring our premises remain safe for staff and service users. This has continued across the estate through our Health and Safety leads and risk assessments are also updated accordingly to reflect the changing guidance and regulations as and when required.

Over the next two months we will be reviewing our current risk assessments in line with any changes to the guidance and any changes resulting from this process will be communicated to staff.

Staff working from home- All staff that are not, as part of their role, required to be on a specific site have been encouraged through Directorates/ Divisions to work from home in line with the Welsh Government guidance. This is to reduce the risk of spreading infection and ensure that those who do need to be in the workplace remain as safe as possible. A large proportion of staff are now able to work from home and guidance has been provided to managers and employees through the staff bulletins and internet pages which also includes guidance on home working, setting up IT equipment and using skype. Microsoft Teams, One Drive and other O365 packages have also been rolled out across the organisation providing another communication tool for staff. A new suite of information will be published within the new Public Health Intranet over the next 2 months so staff can easily find and access the latest information and guidance.

Since the start of the pandemic, the Estates and Health and Safety Team have been working closely with the Information Management and Technology (IM&T) Division to support requests for equipment to enable working from home. As at 20 July 2021, 1574 pieces of equipment have been loaned to staff. This includes requests for provision of a monitor, key board, mouse, head sets and chair following review of a completed DSE assessment. This is a 116% increase since the previous report in April 2021.

Additional training for staff

To ensure staff can continue to work safely whilst at home we have procured additional online training to ensure staff are aware of how to set up their work environments and we have revised the Display Screen Equipment assessment process that is incorporated into the training.

Currently 24% of staff have completed the training which was rolled out in May 2021. It should be noted this includes all staff, some of which, due to the nature of their roles are not able to work from home.

Provision of Personal Protective Equipment (PPE) and hand sanitizer

Estates and Health and Safety Division continue to work closely with Infection Prevention and Control (IP&C) colleagues to manage the requests and advice on the provision of PPE across the organisation.

Provision, management and distribution of PPE levels has become business as usual and is predominantly being managed at a service level now. The Head of Estates and Health and Safety attends the PPE Leads Group meetings and receives regular updates on any national shortages.

Covid-19 Vaccinations

As of the 12 July 2021, 2,004 current PHW employees have been given their first dose, which is 88% of our total workforce. 1819 Public Health Wales employees are now fully vaccinated (80%). In terms of our front-line workers, 887 have been given their first dose, which is 94% of our front-line workers. 853 front-line workers are now fully vaccinated (90%), this includes staff vaccinated at mass vaccination centres and by the internal vaccination team. Please note that ongoing data entry means that the true number of vaccinations given is likely to be higher. We are starting to see some data for staff who have been vaccinated in England. Work is still ongoing to get the full list of English vaccinations into WIS. Internally, the last Covid-19 vaccine was administered on Tuesday 13 July 2021 and 597 vaccines have been delivered. Plans are well under way for the next phase of the Covid-19 vaccine programme.