

Board of Directors (in Public)

Item 5.11*

Subject: Annual report of the Health and Safety Committee 2020/21
Date of Meeting: Tuesday 27th July 2021
Prepared by: Helen Martin, Risk and Safety Lead
Presented by: Hayley Kendall, Chief Operating Officer
Purpose of Report: To Note

BAF Reference	Impact on BAF
N/A	No impact on the BAF.

Level of assurance					
<input checked="" type="checkbox"/>	Acceptable assurance Controls are suitably designed, with evidence of them being consistently applied and effective in practice	<input type="checkbox"/>	Partial assurance Controls are still maturing – evidence shows that further action is required to improve their effectiveness	<input type="checkbox"/>	Low assurance Evidence indicates poor effectiveness of controls

1. Executive Summary

This is the annual report on the effectiveness of the Health and Safety Committee during 2020 in terms of delivery of objectives set by the Board of Directors (as per the Terms of Reference) and effectiveness of the Committee.

There are no significant variations against national directives and policies and there is evidence to demonstrate strong performance against the objectives set by the Board of Directors.

The Board of Directors is asked to note the annual report.

2. Delivery of Objectives

The objectives within the committees Terms of Reference were to monitor performance of health and safety management within the Divisions and provide assurance to the H&S Committee and the Risk Management and Corporate Governance Committee as to the effective management of health and safety across the Trust. Some of the objectives target specific needs while others are long term and will roll over from one year to another as they relate to the continual development of health and safety management within the Trust. The objectives are as below:

TOR Ref	Objective	Evidence to support delivery	Outstanding issues / action plan
3.1	Effective management of health and safety risks throughout the Trust	Health and Safety Assessment regimen for 2020 Risk Registers are reviewed by Divisional Governance Committee's twice yearly and in the Risk Management and Corporate Governance Committee	The 2020 H&S assessment schedule commenced in January 2020. Due to the workload of the Risk and Safety Lead, 10 low risk, non- clinical areas did not receive an assessment. These areas were office based where many of the staff were agile working. All areas received a Covid secure assessment.
3.2	To review data on incidents to staff, patients and visitors, identifying trends and ensuring appropriate action is taken.	Staff, patient and visitor incidents are reported as a standing agenda item. RIDDOR, occupational reports and violence and aggression incidents are presented at each meeting. These detail any harm obtained as a result and actions of mitigation taken.	No outstanding issues
3.3	To consider reports and other information provided by the HSE (Health Safety Executive) and other external bodies and recommend appropriate action	Hospital spot check HSE recommendations received in March 2021.	Assessment of the document completed. Risk assessments for review in RMC and H&S committee. No outstanding actions
3.4	Monitor the Trust's performance in relation to health and safety via key performance indicators.	Key performance indicators were set to review numbers of staff absent as a result of back pain, musculo skeletal issues and stress. Monitoring of these incidents reveal numbers to be low in the Trust.	Issues relating to staff absence are reviewed at each committee meeting. At the meeting in January 2014, the committee decided to continue to monitor reasons for staff absence and set KPI's accordingly relating to increases in relative areas. As numbers remain low no KPI's set. No outstanding issues.
3.5	To monitor compliance of health and safety policies, produce an Annual Report regarding health and safety and fire safety.	Security Annual report – The report detailed that there had been an increase in the number of physical assaults reported in year. Most of the assaults were clinical in nature.	No outstanding issues.

		<p>However, other mitigations have been put into place such as refresher training for security officers; increased patrolling and a refresh of the Delirium policy.</p> <p>The Fire Safety Annual report was received by the H&S committee in 2020. An action plan was developed in order to advance the actions identified. One of which was the appointment of a Fire Safety Office.</p>	
3.6	To review, consult on and ratify policies pertaining to health and safety	Policies are reviewed and approved as per work plan	No outstanding issues

3. Membership and Attendance

The membership composition is made up of senior managers and leaders from multi-disciplinary backgrounds across the Trust. The Chairmanship of the committee is performed by the Director for Research and Innovation (Chief Risk Officer).

Union H&S reps attend the committee from Unison and CSP. During the year, the Unison rep stood down from his position. A request was made to HR regarding appointing a new Unison H&S rep. This was to be discussed at the Staff side meeting.

Four members of the committee have attended the meetings 50% or less of the time (see appendix 1). It should be noted that Security Advisor only had their hours increased part way through the year and thus the attendance levels will look low.

The Chairman of the committee has reviewed the membership to ensure that it remains appropriate and relevant. All meetings in 2020 have been quorate.

4. Sub Committees

The committee receives minutes from the Local Water and Ventilation Safety group, the Radiation Safety Group and the Medical Gas Committee.

5. Conduct of Meetings

The work plan is presented at the beginning of the year and is sent out with papers for each meeting. Papers and reports are sent out at least 5 working days ahead of the committee meeting. The minutes are of a consistently high quality and are sent out one week following the meeting. Action logging is robust and maintained at each meeting with follow on actions taken to each meeting. Responsibilities for completing actions are clear.

Reporting to the Board of Directors is via risk escalation reports through the Risk Management and Corporate Governance Committee. As with previous years, the Board of Directors requested an assurance report on H&S processes which was presented in July 2020.

6. Conclusion

The H&S Committee is an established committee of the Trust. It has shown effective and robust leadership for H&S in the organisation. Members of the committee are fully apprised of their responsibilities, are engaged and committed to communicating the importance of H&S to their teams and the wider Trust community.

7. Recommendation

The Board of Directors is asked to note the annual report from the H&S Committee.

Appendix 1
Attendance at Health and Safety Committee in 2020

Member	Attendance in %
Director of Research and Innovation (Chairman)	75%
Estates Manager (or deputy)	100%
H&S Advisor	100%
Chief Pharmacist (Deputy Chairman from Nov 2019)	75%
Team Prevent	100%
Infection Prevention Specialist	75%
Radiology Specialist	50%
Manual Handling	75%
HR Business Manager	75%
Unison H&S rep	0%
CSP H&S rep	50%
Security Manager	25%
Facilities Manager (or deputy)	75%
Community Services Manager	100%
HON - Surgery	75%