

Board of Directors (Public)

Item 6.9

Board Report

Subject: Health and Safety Annual Report
Date of meeting: 26th May 2015
Prepared by: Helen Martin, Risk, Safety & Emergency Planning Lead
Presented by: Tony Wilding, Chief Operating Officer

Data Quality Rating	BAF Ref	Impact on BAF Risk Rating
Bronze	3	None

1. Executive Summary

This is annual report on effectiveness of H&S Committee during 2014/15 in terms of delivery of objectives set by BoD (per ToRs) and effectiveness of operation of Committee.

The objectives within the committees Terms of Reference were to monitor performance of health and safety management within the Directorates and provide assurance to the Risk Management 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.

2. Delivery of Objectives set by the Board of Directors

ToRs 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 Inspection regimen completed for 2014. No major issues identified. Risk Registers are reviewed by Directorate Governance Groups on a regular basis.	No Outstanding issues. The 2015 schedule commenced in January 2015
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.	No Outstanding issues.

		These detail any harm obtained as a result and actions of mitigation taken	
3.3	To consider reports and other information provided by the HSE (Health Safety Executive) and other external bodies and recommend appropriate action.	<p>Merseyside Fire Service has held strike action on several occasions throughout 2014 in relation to pay and pensions. Staff at the Trust were alerted to this action via email which detailed the required duties in the event of a fire during strike action time. The Fire officer was on site during the strike action to provide support to staff.</p> <p>The official HSE H&S poster was changed in 2014 and all workplaces were required to ensure the poster was changed accordingly. All existing posters were changed as per the directive and additional posters displayed in public areas such as switchboard and in the main entrance.</p> <p>Minor changes to PUWER Regs 1998 ACOP – revised and updated to aid clarity and information</p>	<p>Awaiting results of talks with fire service unions.</p> <p>No other outstanding actions</p>
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.	<p>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.</p> <p>No outstanding issues.</p>
3.5	To monitor compliance of health and safety policies, produce an Annual Report regarding health and safety and fire safety.	Fire safety annual report was provided which offered assurance that measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises within the Trust are compliant; Measures for	No outstanding issues

		<p>securing that, at all material times, the means of escape can be safely and effectively used are compliant; Measures in relation to the means for fighting fires on the premises are compliant; Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises are compliant; Measures in relation to the arrangements for action to be taken in the event of fire on the premises are compliant</p> <p>Management of CoSHH was moved to the Risk Management dept. A new system of work has been implemented providing all areas with a CoSHH summary sheet within their CoSHH files thus enabling a clear concise summarisation of the substances considered hazardous to health, the PPE required and the actions to take in case of emergency in each area. These will be reviewed annually or whenever there are significant changes.</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
3.7	The committee will support the supply of health and safety supplementary evidence as part of the Essential Standards Quality Safety assessment programme.	Supplementary evidence supplied to inform the ESQS assessment as necessary	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. Chairmanship of the committee is provided by the Chief Operating Officer. Union H&S reps attend the committee from Unison and CSP.

Self-assessment of the committee takes place annually to determine development and training needs of the members. Support is provided from the Governance and Safety Lead.

Three long standing members have not met the required standard of 75% attendance. The Chairman of the committee will contact all members to reiterate the importance of attendance at the H&S committee. All meetings have been quorate.

4. Sub Committees

The committee receives minutes from the Falls Group which details risks and assurances discussed in the committee.

Minutes from the Local Water Safety group, the Radiation Safety Group, Medical Gas Committee and the Needle Safe Task and Finish Group are received by the 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 is via risk escalation reports reporting to Risk Management Committee. There have been no requests for information by the Audit committee in 2014/15.

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

That the Trust Board notes the progress made during the past year to ensure robust health and safety systems and processes are in place within the Trust.