

COVERSHEET

Meeting	Board of Directors' meeting in PUBLIC
Paper Title	Health, Safety, Security and Fire Committee Annual Report 2019/20
Date of meeting	29 September 2020
Date paper was written	8 October 2020
Responsible Director	Nigel Lee, Chief Operating Officer
Author	Kath Titley, Health & Safety Team Manager
Presenter	Nigel Lee, Chief Operating Officer

EXECUTIVE SUMMARY

This report addresses the work of the Trust's Health, Safety, Security and Fire Committee in the period 1 April 2019 to 31 March 2020. The main Committee met four times in the year as planned, with an additional policy meeting making five meetings in total. The four main meetings reported to the Sustainability Committee on current issues. The Committee was quorate for two of its five meetings due to staff side attendance numbers, with the staff side member present agreeing to proceed at the remaining three meetings.

The Committee received updates on developments in legislation and guidance at the four main meetings and recommended appropriate actions in response. Relevant policies were considered for consultation and approval, and each meeting received an update on current policy review status. The four main meetings received updates on internal audit and inspection work, as per previously agreed priorities.

The Committee was regularly updated on the Trust's interactions with the Health and Safety Executive, the Shropshire Fire and Rescue Service, and the local authority Environmental Health Officers.

Trust-wide H&S, Fire, Security and Food Safety issues were considered by the Committee at the four main meetings and recommendations for action were agreed. The Committee received reports from Care Groups and Directorates with varying compliance, and this will be addressed by means of revised arrangements in 2020/2021.

Annual reports for the year 2018/2019 addressing the Committee's performance, Security and Fire Safety were received and approved.

The report addresses disruption to usual business arising from the Covid-19 pandemic, and describes work undertaken in relation to respiratory protective equipment in particular.

The report makes the following recommendations for improvements in 2020/2021.

1. To ensure that the Trust has sufficient capacity for RPE fit testing to continue to meet Covid-19 PPE guidelines.
2. To evaluate current arrangements for health surveillance with a view to improving participation rates.
3. To strengthen food safety arrangements by seeking assurances from the League of

Friends outlets operating at RSH and PRH.

4. To review and agree audit priorities for H&S, Food Safety and Security.
5. To review the use of available incident and EL/ PL claims data to drive improvements in performance.
6. To require Care Group and Directorate representatives to attend at least 75% of the year's meetings, as per Terms of Reference.
7. To require Care Groups and Directorates to present a report on current compliance status and live H&S, Fire, Food and Security issues to each Committee meeting, using a reporting template to be agreed.
8. To ensure that all F(ire)S-, F(ood)S-, SY- and HS-prefixed policies are within review dates, via consultation and agreement by Committee members, Policy Approval Group and the Sustainability Committee.
9. To ensure that future policy review dates are staggered to improve Committee work flow.
10. In light of the recently implemented Improvement Alliance, to compare this Committee's Terms of Reference with UHB's, and more closely align this Committee's ToRs to those of UHB.
11. To recommend that Board Directors attend externally accredited health and safety training to a nationally recognised syllabus.

The Board of Directors' are asked to formally approve the Health, Safety, Security and Fire Committee Annual Report 2019/20.

Previously considered by

This report was considered by the Health, Safety, Security and Fire Committee of 14 September 2020, where it was approved with minor amendments to the main body of the text, plus the addition of objectives 10 and 11 (above) as requested by David Holden, Interim Director of Corporate Governance before the meeting.

Finance and Performance Committee 29 September 2020.

THE BOARD OF DIRECTORS' (Committee) ARE ASKED TO:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Receive	<input type="checkbox"/> Note	<input type="checkbox"/> Take Assurance
To formally receive and discuss a report and approve its recommendations or a particular course of action	To discuss, in depth, noting the implications for the Board or Trust without formally approving it	For the intelligence of the Board without in-depth discussion required	To assure the Board that effective systems of control are in place

Link to CQC domain:

<input checked="" type="checkbox"/> Safe	<input type="checkbox"/> Effective	<input type="checkbox"/> Caring	<input type="checkbox"/> Responsive	<input checked="" type="checkbox"/> Well-led
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Link to strategic objective(s)

PATIENT AND FAMILY Listening to and working with our patients and families to improve healthcare

	<input checked="" type="checkbox"/> SAFEST AND kindest Our patients and staff will tell us they feel safe and received kind care <input type="checkbox"/> HEALTHIEST HALF MILLION Working with our partners to promote 'Healthy Choices' for all our communities <input checked="" type="checkbox"/> LEADERSHIP Innovative and Inspiration Leadership to deliver our ambitions <input type="checkbox"/> OUR PEOPLE Creating a great place to work
Link to Board Assurance Framework risk(s)	<p>BAF 1771 - IF we do not have adequate resources, systems and processes in place THEN we cannot manage the outbreak of the COVID- 19 virus effectively Recommendation: To ensure that the Trust has adequate resources in place to ensure that staff have access to respiratory protective equipment to maintain their safety during Covid-19 throughout winter 2020/21, by supporting the August 2020 Covid-19 Revenue Request Form for 3 WTE Band 3 staff members.</p> <p>BAF 1558 - IF we do not have sufficient, competent and capable Directors THEN we cannot deliver the Trust's agenda. Recommendation: That Board Directors attend a suitable accredited health and safety training course, such as the 1-day NEBOSH HSE Certificate in Health and Safety Leadership Excellence.</p>
Equality Impact Assessment	<input checked="" type="radio"/> Stage 1 only (no negative impact identified) <input type="radio"/> Stage 2 recommended (negative impact identified and equality impact assessment attached for Board approval)
Freedom of Information Act (2000) status	<input checked="" type="radio"/> This document is for full publication <input type="radio"/> This document includes FOIA exempt information <input type="radio"/> This whole document is exempt under the FOIA
Financial assessment	<p>RPE fit testing: Covid-19 Revenue Request Form submitted 21 August 2020, awaiting approval/ rejection.</p> <p>Board Directors H&S training: NEBOSH HSE Certificate in Health and Safety Leadership Excellence course fees = £595 per delegate, Course Provider HSE, venue HSE Buxton.</p>