

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST**  
**BOARD OF DIRECTORS**  
**THURSDAY 25 JULY 2019**

<b>Title:</b>	<b>ANNUAL HEALTH AND SAFETY REPORT</b>
<b>Responsible Director:</b>	David Burbridge, Director of Corporate Affairs
<b>Contact:</b>	Adam Aucutt, Health and Safety Lead x 13662

<b>Purpose:</b>	This report provides evidence of the level of compliance with the management of health and safety for the period 1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2019	
<b>Confidentiality Level &amp; Reason:</b>	None	
<b>Strategy Implementation Plan Ref:</b>	#4 Meet regulatory requirements and operational performance standards, in line with agreed trajectories	
<b>Key Issues Summary:</b>	<p>Compliance against key requirements of the Trust's Health and Safety Policy remains robust with the focus for the Health and Safety Team being:</p> <ul style="list-style-type: none"> <li>▪ Continued support to operational colleagues in providing health and safety training, advice, inspection and audit;</li> <li>▪ Developing, implementing and ensuring compliance with an integrated Trust Health and Safety Policy;</li> <li>▪ Increased support to investigating managers and handlers in order to improve learning from incidents;</li> <li>▪ Provision of a Quarterly Health and Safety Report, enabling Divisions to: accurately report compliance with health and safety audit/inspection regimes; capture comprehensive data providing increased oversight, transparency and control and; provide learning from incidents which can be shared.</li> </ul>	
<b>Recommendations:</b>	The Board of Directors is asked to: <b>RECEIVE</b> the report and associated actions.	
<b>Approved by:</b>	David Burbridge, Director of Corporate Affairs	July 2019

# UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

## BOARD OF DIRECTORS THURSDAY 25 JULY 2019

### HEALTH AND SAFETY REPORT

#### PRESENTED BY DIRECTOR OF CORPORATE AFFAIRS

## 1 Introduction

Throughout the period, the Health and Safety Team have continued to utilise the skill-mix and capacity to focus on priority health and safety areas. Oversight has been provided by the Deputy Director of Corporate Affairs, Legal & Risk who, with the Director of Corporate Affairs, continues to monitor RIDDOR incidents and general compliance with internal and statutory requirements.

In August 2018, the Health and Safety Teams from the two previous organisations integrated and are currently co-located at Queen Elizabeth Hospital and Heartlands Hospital.

## 2 Compliance with Health and Safety Policy

### 2.1 Appointment of Nominated Managers

166 nominated managers were appointed to manage health and safety arrangements in 182 wards/areas during the reporting period; some nominated managers cover more than one ward/area. From April 2019 onwards, a further 208 appointments have been made ensuring all wards/areas throughout the Trust have a nominated manager.

### 2.2 Mandatory Health and Safety Training

Completion of the Managing Risks course is mandatory for nominated managers. Of the 166 nominated managers, 157 have completed the Managing Risks course which is the highest number on record and training compliance is 95%. In addition to nominated managers, 154 other employees also completed the Managing Risks course during the reporting period and again this is the highest number on record. More than 1,000 employees ( $n=1,295$ ) have completed Managing Risks training since its introduction although some of these employees have since left the Trust.

From April 2019, a health and safety booklet has been issued to all staff at Corporate Induction.

### 2.3 Risk Management

From October 2018, risks relating to health and safety hazards were categorised as operational risks and documented on DATIX. Risk management compliance is confirmed during workplace health and safety audits on a triennial audit cycle.

### 2.4 Health and Safety Audits/Inspections

The Health and Safety Team completed 246 health and safety audits/inspections during the reporting period, which exceeds the performance indicators set out in the Trust Health and Safety Policy. This is an increase of 40 on the previous year (2017/18) and is the highest number of completed audits/inspections on record. The performance of the Health and Safety Team is expected to continue to improve throughout 2019/20.

From April 2019, a triennial cycle of leadership interventions was introduced consisting of: -

#### 2.4.1 Health and safety audit

Formal health and safety audits are conducted with the nominated manager and review: -

- a) Proactive risk management, such as completion of risk assessments and escalation of risk
- b) Reactive risk management, such as learning from incidents
- c) Local management systems such as communication, competency, supervision, training and information; administration; degree of integration of risk management into operations
- d) Implementation of controls, assessed by employee interviews, inspection and observation.

#### 2.4.2 Environmental Inspections

The Health and Safety Team visit wards/areas to carry out environmental inspections to determine whether the physical environment is safe and free from significant risks.

#### 2.4.3 Divisional inspections

Divisional health and safety inspections are performed by Directors of Operations (DOps)/Senior Managers. 87 inspections were completed during 2016/19 which is an increase of 16 on the previous period.

### 2.5 Inspections

In addition to the leadership interventions, other inspections are performed by the Health and Safety Team and/or other teams consisting of: -

#### 2.5.1 Themed inspections

Themed inspections focus on specific workplace issues such as preventing inoculation injuries, falls (low level), wheelchair access, patient safety, medical gas management, thermal comfort etc.

#### 2.5.2 Staff Side inspections

Staff Side Health and Safety Representatives are authorised to perform health and safety inspections. None were completed during the reporting period

### 2.5.3 Joint Estates Risk Management Group inspections

Joint health and safety inspections are performed by the Health and Safety Team, Estates and relevant Facilities Management Provider. No inspections were completed during the reporting period

### 2.5.4 Health and safety self-assessments

From April 2019, a six-monthly self-assessment has been required in all wards/areas confirming compliance of both environmental safety and health and safety management

## 2.6 Health, Safety and Environment Committee (Committee)

The Committee, chaired by the Director of Corporate Affairs, met on four occasions during the reporting period and each Division in attendance provided a report of health and safety compliance and activity. Regular reports to committee included security, occupational health and estates. From April 2019, Committee membership has been reviewed to reflect the new Trust structure and include representation from all Divisions.

## 3 Incidents

### 3.1 Reports to Health and Safety Executive (HSE)

The Trust reported 109 incidents to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) during the reporting period. This is an increase of nine on the previous period (2017/18).

All reportable incidents are forwarded to the Director of Corporate Affairs, Deputy Director of Corporate Affairs, Legal and Risk, and the appropriate DOp. In addition, actions following RIDDOR reportable incidents are also included in Divisional reports to Committee which monitors compliance.

### 3.2 External audits and visits by the HSE

The HSE performed three investigations of Trust activities during the reporting period: -

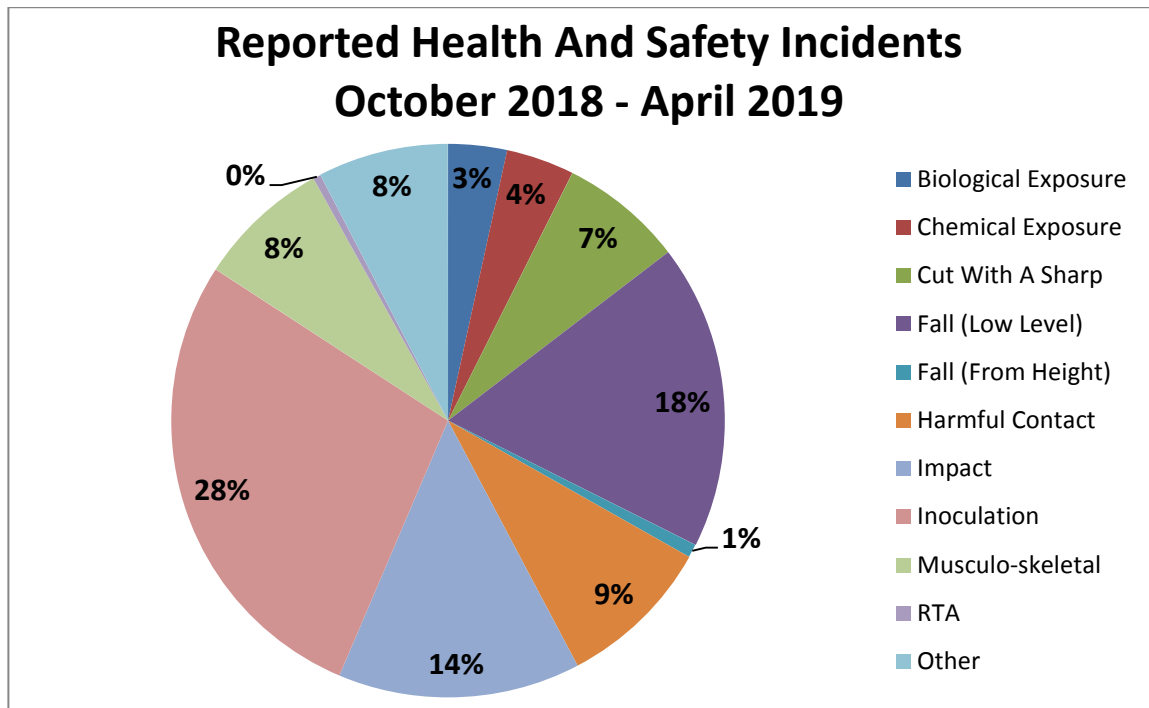
- a) Following the diagnosis of a number of cases of occupational dermatitis, the HSE visited throughout the reporting period to investigate the Trust's procedures for the prevention and management of occupational dermatitis. No material breaches were notified and the investigation was closed.
- b) Following the diagnosis of occupational De Quervain's tenosynovitis, the HSE visited the Trust in April 2018 to investigate the management of work related upper limb disorders. No material breaches were notified and the investigation was closed.
- c) Following a road traffic collision between a Trust vehicle and a member of staff, the HSE visited the Trust in April 2018 to investigate whether pedestrians and vehicles could circulate in a safe manner. Following the investigation, the Trust was issued with a Notice of Contravention and an

Improvement Notice for material breaches under the Health and Safety At Work Act 1974, Regulation 2 and Workplace (Health, Safety and Welfare), Regulations 4 and 17. The HSE have confirmed that the Improvement Notice has been complied with and no further action is required.

The HSE continue to investigate/enquire about individual RIDDOR reports and additional information is provided upon request.

### 3.3 Incidents – Most Reported

In October 2018, the categories of health and safety incidents were aligned throughout the Trust. Since the alignment, a total of 904 health and safety incidents were reported and the most frequently reported categories were inoculation injuries at 28% of all reported incidents ( $n=251$ ), falls (low level) at 18% ( $n=161$ ) and impact incidents at 14% ( $n=128$ ).



All reported health and safety incidents were reviewed by the Health and Safety Team and contact made with the investigating manager/handler regarding investigations where appropriate.

### 4. Recommendation

The Board of Directors is requested to receive this report and associated actions.

**David Burbridge**  
Director of Corporate Affairs

