

Health and Safety Management Six Monthly Report

Public Board 30 November 2023

Presented for:	Information
Presented by:	Prof Phil Wood, Chief Executive Officer
Author	Karen Armitage, Head of Health and Safety
Previous Committees	Risk Management Committee October 23 Health & Safety Consultation Committee Oct 23

Our Annual Commitments for 2023/24 are:	
Effectively develop and deploy new assets (buildings, equipment, IT)	
Reduce healthcare associated infections	
Improve staff retention	✓
Deliver the financial plan	✓
Reduce average length of stay by 0.5 days per patient	
Achieve the Access Targets for Patients	
Support a culture of research	

Trust Risks (Type & Category)				
Level 1 Risk	(✓)	Level 2 Risks	(Risk Appetite Scale)	Risk
Operational Risk	✓	<ul style="list-style-type: none"> Business continuity We will develop and maintain stable and resilient services, operating to consistently high levels of performance.	Cautious	↔ (same)
Operational Risk	✓	We will protect the health & wellbeing of our patients and workforce by delivering services in line with or in excess of minimum health & safety laws and	Minimal	↔ (same)

		guidelines.		
External Risk	✓	<ul style="list-style-type: none"> Regulatory risk We will comply with or exceed all regulations, retain its CQC registration and always operate within the law.	Averse	↔ (same)

Key Points		
1.	This report provides a range of information including the results of Active and Reactive Monitoring activities which include Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR). This report continues to show a declining trend in the number of serious Health and Safety incidents involving Trust employees	Assurance
2.	This reports includes an overview of the validated results of the 2022 Health and Safety Controls Assurance process	Assurance
3.	The Trust received the RoSPA Gold Medal award in 2023 for the effectiveness of its Health and Safety Management arrangements. This is the third consecutive year that the Gold Medal standard has been awarded and the eighth award in total.	Assurance

Introduction

The Health and Safety team continue to work collaboratively and contribute to the wider Trust objectives alongside clinical and non-clinical colleagues in Occupational Health, Human Resources, Estates and Facilities, Staff Side Union Representatives and Infection Prevention and Control amongst others including the Remote Working Delivery Group. Our team are also in the process of evaluating where the Leeds Improvement Methodology (LIM) can further improve and refine our processes, in particular the Health and Safety Controls Assurance annual process which engages and involves all of LTHT.

The routine work of the Health and Safety team continues and the team continue to successfully adopt some degree of remote and adapted ways of working combined with being actively on-site when required. Training and coaching support continues to be delivered virtually and support continues to be provided to CSU/Corporate Departments in relation to their successful involvement in the Controls Assurance process and reflective reviews of incidents.

The Health and Safety Controls Assurance process will continue to receive reassurances that key, topical processes are in place and under regular review as part of the overall ten mandatory standards being assessed. The team plan to carry out the usual workplace Genba visits which form part of the overall assurance process and these will be planned on an on-going basis with clinical and non-clinical departments.

Reactive Monitoring of Health and Safety Performance Quarterly Data Report

The Health and Safety Executive (HSE) and Royal Society for the Prevention of Accidents (RoSPA) provide guidance on current best practice for the Measuring of Occupational Safety & Health Performance; this guidance recommends the development of Active Monitoring (Proactive) rather than solely focussing on the number of times that harm occurs (Reactive).

Incident data will also help to identify locations and job roles which may be higher risk.

Caution is required when interpreting Reactive incident data; those services with a positive and mature safety culture can appear high risk because they are more likely to report all incidents and near misses. It is advisable to consider the entirety of the incident data, in particular the ratio of Datix reports and serious incidents.

It has been widely reported that high incident reporting organisations with a low number of serious incidents are demonstrating a positive safety culture.

More detailed monitoring data is provided to the Health and Safety Consultation Committee at each quarterly meeting.

Reactive Health and Safety Incident Reports and RIDDOR Data Review (up to and including 31/08/23)

LTH Total	2022/23				2023/24		Explanation of terms
	Q1	Q2	Q3	Q4	Q1	Q2 *	
RIDDOR Total	17	18	24	30	18	4	Total number of RIDDOR Reports made to HSE in reporting period
RIDDOR Incidence rate	1.07	1.13	1.51	1.89	1.13	0.25	Number of RIDDOR reports made per 1000 wte staff.
<i>Staff Harm</i>	11	8	12	10	7	2	Number of Staff RIDDOR reports - 7 day Incapacity, major Injury, Occupational Disease and death
<i>Others Harm</i>	6	7	10	18	11	0	Number of other RIDDOR reports (Patients, Visitors) - major Injury and death
<i>Dangerous Occurrences</i>	0	3	2	2	0	2	Number of other RIDDOR reports relating to defined Dangerous Occurrences
Datix Reports	789	767	824	843	857	296	Total number of non-clinical incidents resulting in harm (not diagnostic, therapeutic or treatment incidents)
Datix Incidence rate	49.7	48.3	51.9	53.1	54	18.7	Non clinical harm per 1000 wte staff.
<i>Staff Harm</i>	377	368	389	407	410	144	Total number of non-clinical incidents resulting in harm to staff
<i>Others Harm</i>	412	399	435	436	447	152	Total number of non-clinical incidents resulting in harm to others (Patients and Visitors)

*figures up to and including 31/08/23

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Reactive monitoring of incidents is one way of evaluating the success of the Trust's Health and Safety Management System (SMS). It gives an indication of the most commonly occurring causes of

harm; currently approximately 33% of the reported RIDDORs arise from slips, trips and falls and contact with an object 17% and 14% for both moving & handling and inoculation injury (Dangerous Occurrence). Other categories of RIDDOR are shown in appendix 2.

The causes of slips, trips and falls are many and varied with no single cause identified. There are proactive checks in place for monitoring the condition of surfaces and floors throughout the Trust.

There is a sustained reduction in the number of RIDDOR reports submitted to the HSE in relation to inoculation injuries over time. There is confidence that those staff members sustaining this type of injury will seek advice and assistance from Occupational Health following an incident of this nature. This continues to be closely monitored by the Health and Safety team and the Inoculation Incidents and Safer Sharps Group that meet on a quarterly basis.

The H&S team continue to support those responsible for the completion of post incident reviews with the aim of understanding how incidents are occurring and implementation of any remedial actions as a result.

No HIV, Hepatitis B or Hepatitis C infections have been reported by those staff sustaining high risk inoculation injuries

The Health and Safety Executive (HSE) investigations and enforcement

The Trust has not received any direct communications from the HSE since the previous Health and Safety report in April 2023, however a communication was issued to NHS Chief Executives by the HSE during April 2023 in relation to a programme of work they have been involved in since 2018 concerning effective management of violence and conflict resolution towards staff in healthcare settings, and the avoidance of musculoskeletal disorders via moving and handling activities. As recognition of the risk of violence and conflict resolution the Associate Director, Estates, Fire and Security has outlined plans already approved to recruit a 'Violence Prevention and Reduction (VPR) Co-ordinator Operational Lead' (8b) reporting to Estates & Facilities alongside an assurance paper for Workforce Committee.

An assurance report in relation to the avoidance of musculoskeletal disorders via moving and handling is currently being prepared by the Head of Health and Wellbeing. This will form part of the current review of the service in relation to Back Care Advisors and recent retirements from the Trust. This current gap has been recorded on CRR04.

RoSPA Gold Medal Award Occupational Health and Safety

The Trust has been awarded the RoSPA Award for the eighth consecutive year with the Gold Medal being awarded for the third consecutive year and an on-going programme of work is in place to further develop the H&S management arrangements to ensure that the RoSPA Award status is further improved over time.

Leeds Teaching Hospitals continues to be one of a small number of NHS Trusts to be awarded this prestigious international recognition of successful Health and Safety Management arrangements.

Health & Safety Controls Assurance Process (Active Monitoring)

The 2022 H&S Controls Assurance process reported a participation rate of 100%, an overall self-assessed **97%** compliance rate (un-validated). This was subsequently reduced to **86%** on completion of the validation process.

Each of the approximate 630 areas participating in the process received feedback on their validated results along with an action plan for improvement which is managed by the relevant CSU/Corporate Department as part of their own quality governance arrangements.

The 2023 H&S Controls Assurance process was launched in August 2023 with a completion deadline during October 2023. The H&S Team are currently supporting clinical & non-clinical colleagues with coaching and resources to assist with the process. This process will be supported by workplace 'Genba' visits by the H&S team based on an evaluation of the hazards and risks that are present

The 2023 process will still require additional assurances to be provided in relation to the implementation and on-going proactive management of Occupational Dermatitis and Remote Working as outlined in previous reports to the committee alongside other mandatory requirements.

Risk

The Risk Management Committee provides assurance oversight of the Health and Safety risks, which cover the Level 1 risk categories operational and external risks. Following discussion at the Risk Management Committee meeting there were no material changes to the risk appetite statements related to the Level 2 risk categories and the Trust continues to operate within the risk appetite for the Level 1 risk categories set by the Board.

Recommendation

Risk management Committee are asked to receive the 6 Monthly Health and Safety report, for assurance.

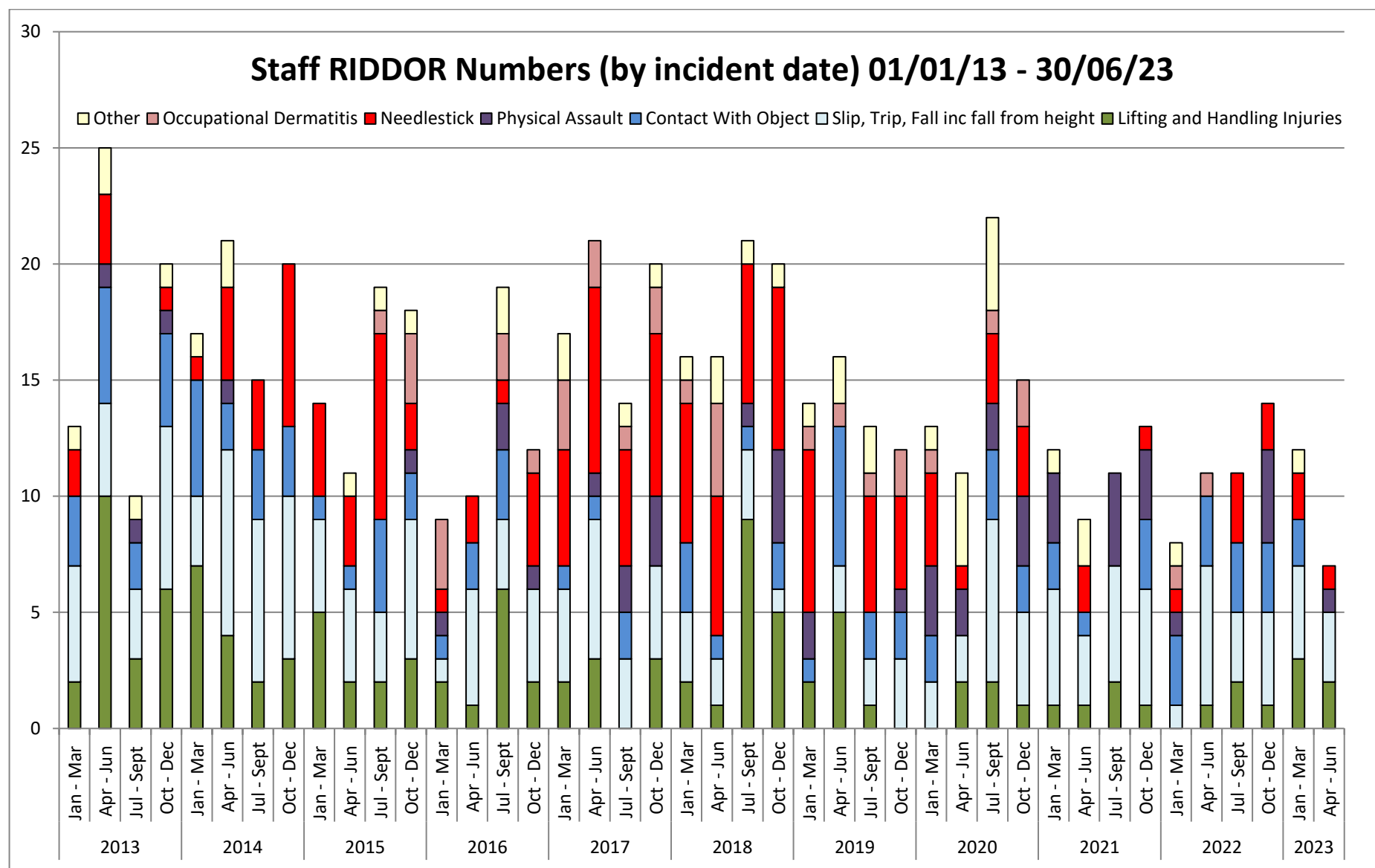
Karen Armitage, Head of Health and Safety

October 2023

Appendix 1 - chart includes 42 data points; this chart shows a reducing number of serious Health and Safety Incidents which are required to be reported externally to the Health and Safety Executive. ***Please note Q2 2023/24 data is incomplete.***

Appendix 2 - table identifying the cause of RIDDOR reports and trends to employees & others.

Appendix 1 - Staff RIDDORs



Staff RIDDOR											
Cause of RIDDOR	2021/22				2022/23				2023/24		Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Inoculation Injury* (Dangerous Occurrence)	2	0	1	1	0	3	2	2	1	2	14
Moving & Handling	1	2	1	0	1	2	1	3	2	1	14
Slip, Trip, Fall	3	5	5	1	6	3	4	4	3	0	34
Contact With an Object	1	0	3	3	3	3	3	2	0	0	18

Appendix 2 - RIDDOR Cause of Harm, 1 April 2021 to 31 August 2023*

Physical Assault	0	1	3	1	0	0	4	0	1	1	11
Occupational Dermatitis (Occupational Disease)	0	0	0	1	1	0	0	0	0	0	2
Other	2	0	0	1	0	0	0	1	0	0	4
Inoculation Injury (Occupational Disease)	0	0	0	0	0	0	0	0	0	0	0
Total	9	8	13	8	11	11	14	12	7	4	97

*Incidents where the donor is identified to be HBV, HCV, HIV - Reported as Dangerous Occurrences (release of a Biological Agent). If subsequent infection occurs these incidents would need to be RIDDOR reported a second time (Occupational Disease).

Patient & Others RIDDOR											
Cause of RIDDOR	2021/22				2022/23				2023/24		Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Slip, Trip, Fall	9	8	5	6	6	7	10	18	11	0	80
Total	9	8	5	6	6	7	10	18	11	0	80