

<b>Meeting Title</b>	<b>Open Board of Directors</b>		
<b>Date</b>	<b>16 November 2023</b>	<b>Agenda item</b>	<b>Bo.11.23.34</b>

## Annual Health and Safety Report 2022/23

<b>Presented by</b>	Chris Davies, Deputy Director of Estates and Facilities		
<b>Author</b>	Caroline Nicholson, Head of Non-Clinical Risk		
<b>Lead Director</b>	Sajid Azeb Chief Operating officer and Deputy Chief Executive		
<b>Purpose of the paper</b>	The Health and Safety annual report provides summary information relating to principal activities associated with the management and promotion of Health and Safety issues during 2022/23		
<b>Key control</b>	This paper is a key control for the operation of the Board Assurance Framework.		
<b>Action required</b>	For assurance		
<b>Previously discussed at/ informed by</b>	The report was shared with the Health and Safety Committee and comments received and approved. The report was shared with the Executive Management Group and approved		
<b>Previously approved at:</b>	<b>Academy/Group</b>	<b>Date</b>	
	Health and Safety Committee	18 August 2023	

### Key Options, Issues and Risks

The Health and Safety annual report provides summary information relating to principal activities associated with the management and promotion of Health and Safety issues during 2022/23 in relation to Health and Safety. It also highlights the current key priorities for the Health and Safety team during this current financial year. The report provides a summary of a gap analysis undertaken in relation to key areas of legislation, guidelines and Trust performance. This approach of identifying gaps and risks associated with any health and safety regulations benefits the Trust as it provides a clear picture of health and safety compliance.

Whilst the Trust's performance in relation to Health and Safety is generally good, there are opportunities for change and improvement.

### Analysis

During 2022/23 the Health and Safety Committee have had a challenging year reviewing all areas of health and safety and refocusing on what is required to move the Trust forward.

The Health and Safety Team have worked closely with the CSUs and Corporate Departments, The report highlights any gaps in health and safety that the Trust need to be aware of as well as providing detail of what has moved forwards such as fire risk assessments that are now 100% complete for all high risk areas. A large amount of the actions from the 2022/23 action plan have been completed with any outstanding actions going forward onto 2023/24.

The report details changes in legislation that have taken place during 2022/23 or planned to take place in 2023/24. The Trust has appropriate Health and Safety policies and procedures in place.

### Recommendation

The findings of the report have led to an action plan which will assist with the focus of the Health, Safety for the Trust. It is recommended that this report is accepted by the Board as the current position for health and safety and approved as the Trust annual Health and Safety report for 2022/23.

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Risk assessment						
Strategic Objective	Appetite (G)					
	Avoid	Minimal	Cautious	Open	Seek	Mature
To provide outstanding care for patients			g			
To deliver our financial plan and key performance targets			g			
To be in the top 20% of NHS employers					g	
To be a continually learning organisation				g		
To collaborate effectively with local and regional partners					g	
The level of risk against each objective should be indicated. Where more than one option is available the level of risk of each option against each element should be indicated by numbering each option and showing numbers in the boxes.	Low		Moderate	High	Significant	
	Risk (*)					
Explanation of variance from Board of Directors Agreed General risk appetite (G)						

Benchmarking implications (see section 4 for details)	Yes	No	N/A
Is there Model Hospital data relevant to the content of this paper?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there any other national benchmarking data relevant to the content of this paper?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the Trust an outlier (positive or negative) for any benchmarking data relevant to the content of this paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Risk Implications (see section 5 for details)	Yes	No
Corporate Risk register and/or Board Assurance Framework Amendments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quality implications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal/regulatory implications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diversity and Inclusion implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance Implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Regulation, Legislation and Compliance relevance
<b>NHS Improvement: (please tick those that are relevant)</b> <input checked="" type="checkbox"/> Risk Assessment Framework <input checked="" type="checkbox"/> Quality Governance Framework <input checked="" type="checkbox"/> Code of Governance <input checked="" type="checkbox"/> Annual Reporting Manual
<b>Care Quality Commission Domain: Safe</b>
<b>Care Quality Commission Fundamental Standard: Safety</b>
<b>NHS Improvement Effective Use of Resources: Corporate Services, Procurement, Estates &amp; Facilities</b>
<b>Other (please state):</b>

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Relevance to other Board of Director's academies: (please select all that apply)			
People	Quality	Finance & Performance	Other (please state)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 1 PURPOSE/ AIM

The purpose of the 2022/2023 annual report is to provide the Trust's Board of Directors with an overview of health and safety performance for Bradford Teaching Hospitals NHS Foundation Trust ('The Trust') during the year and to summarise The Trusts key risks to achieving its objectives. All matters relating to health and safety are essential factors and are integral to all corporate and management decisions, and as such are embedded within the Strategic Objectives of the organisation.

This report is being presented for assurance and approval by the Trust's Board of Directors.

## 2 BACKGROUND/CONTEXT

The report provides details of the work undertaken during the financial year and key areas of consideration for 2022/23.

The Health and Safety annual report provides summary information relating to principal activities associated with the management and promotion of Health and Safety issues during 2022/23 in relation to Health and Safety. It also highlights the current key priorities for the Health and Safety team during this current financial year. The report provides a summary of a gap analysis undertaken in relation to key areas of national policy and Trust performance. This approach of identifying gaps and risks associated with any health and safety regulations benefits the Trust as it provides a clear picture of health and safety compliance.

The Health and Safety risk profile across the Trust has a clear defined governance structure, including a Health and Safety Committee. The Committee provides the Trust's Board with assurance, through the work of the People Academy.

Whilst the Trust's performance in relation to Health and Safety is generally good, there are opportunities for change and improvement.

## 3 PROPOSAL

This report provides an assessment of the level of compliance with health and safety legislation and to identify areas which require further attention to improve compliance. This report therefore provides analysis of health and safety performance across the Trust for the year April 2022 to March 2023 by reviewing and assessing:

- The internal structure for the management of health and safety
- The arrangements in place to identify and remove/reduce significant risks.
- How the Trust is performing year on year (both internally and benchmarking with similar organisations)
- Compliance with relevant health and safety legislation
- Consultation with employees

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- External stakeholders/influences (e.g. HSE, Estates and Facilities alerts, best practice)

It is proposed that this report is shared with the Board of Directors to provide them with an overview of the Trusts performance for Health and Safety for 2022/23 in line with the Health and Safety at Work Act 1974 and ING417- Leading health and safety at work.

#### **4 | BENCHMARKING IMPLICATIONS**

Not Applicable

#### **5 | RISK ASSESSMENT**

There are a number of areas of concern that have been highlighted within this report via a gap analysis. The gap analysis highlights the risk rating for the Trust against legislation/regulations linked to subject within the health and safety remit.

As a result of any gaps that have been highlight a Trust wide action plan has been produced. The action plan and gap analysis will assist with the focus of the health and safety plan for 2023/24 for the Trust.

#### **6 | RECOMMENDATIONS**

It is recommended that this report is accepted by the Board as the current position for health and safety and approved as the Trust annual Health and Safety report for 2022/23.

#### **7 | Appendices**

Appendix 1: The Health and Safety Annual Report 2022/23