

## Appendix 2 - Health & Safety/Fire/Moving & Handling Action Plan

Compliance Area	Delivery Mode	Remarks	Mitigation
<b>Health &amp; Safety</b>			
<b>Level 1 – All Staff,</b>	<b>E Learning</b>	Training is currently provided via E-Learning Training and will continue in this manner.	The All Wales H&S Managers Group will be revising this package over the next 12 months to ensure it remains current
<b>Level 2 – Line Manager Training</b>	<b>Face to Face</b>	<p>This training has historically been provided in the classroom for groups up to 20 managers over 3 days. The aim of the course is to ensure that managers are aware of their legal duties and the Health Board procedures to follow when managing risks.</p> <p>Attending the course allows participants to gain their Health and Safety competency as well as attaining competencies in Fire Safety Management and Infection Prevention and Control. Courses have been run monthly for managers for the past 10 years with an increase in courses being offered to support compliance with managers in Bridgend as the previous ABMUHB did not previously offer this training. Since the start of the Pandemic this training has been suspended due to social distancing requirements and availability of large classrooms.</p>	To mitigate the courses not running, the health safety and fire team have been exploring moving this training to on-line. The intension is that the training will be separated in to modules and participants will be able to tackle the various modules over a 12 month period to gain compliance. To succeed in completing this course, participants are required to undertake all modules and a risk assessment within their workplace entering it on to their departmental risk register. This new E-Learning course is hoped to be launched in early 2022.
<b>Level 3 – Senior Manager Training</b>	<b>Face to Face</b>	<p>This half day training is aimed at predominantly Heads of Nursing, Clinical Service Group Managers and Senior Managers.</p> <p>The aim of the training is to provide these senior managers with the tools and understanding to have appropriate</p>	Similar to Level 2 above, the health, safety and fire team are exploring the ability to utilise E-Learning along with Teams for future provision.

		processes in place to manage compliance within their respective areas. The courses have previously been provided in a classroom and run bimonthly.	
<b>Level 4 – Board Development</b>	<b>Face to Face</b>	This training is provided to the Board biannually to update the Board on any new developments in health and safety management and to ensure the Board are clear on the Governance arrangements in place to ensure compliance.	
<b>Fire Safety</b>			
<b>Level 1 – Fire Awareness,</b>	<b>E Learning</b>	This training is provided by a Fire Officer and provides an understanding of the risks of fire, fire prevention and practical demonstration of firefighting equipment. Due to the pandemic and social distancing requirements and availability of large classrooms it has not been practicable to provide this training.	To mitigate this, the Health Board has put in place an E-Learning package for staff to complete and gain some competence on the subject. This E-Learning package does not allow the practical use of firefighting equipment and the Fire Officers have started to resume this training where conditions allow. This training will be reviewed again in January 2022.
<b>Level 1A – Ward/Department Local Fire Training,</b>	<b>Face to Face</b>	This training is to be provided by the ward/dept. manager/senior person utilising the HBs local procedure. Every ward/dept. must have one of these in place ( <i>compiled by the ward/dept. manager assisted by the HB Fire Officer who looks after the site</i> ). Responsibility for ensuring and delivering this to staff is the ward/dept. manager. The manager then can update the staff members ESR for this level.	The requirement to undertake this training has not changed throughout the pandemic and is required biannually.
<b>Level 2 - Emergency Evacuation Equipment &amp; Fire Safety Training</b>	<b>Face to Face</b>	Those identified as being 'Responsible for the area' (ward/dept. or property) must ensure their staff are competent in the use of any evacuation equipment provided. The Health Board uses a cascade approach for the training in these items 'train the trainer principle'. The ward/department/property manager contacts the manual handling department to arrange for the 'nominated trainer' to be trained. It is then the manager's	During the pandemic this training was temporarily suspended to allow provision of additional manual handling training to newly recruited staff. The training has now

		responsibility to ensure the training is carried out for all the staff who may evacuate others using the equipment provided for their area.	resumed and course dates are available.
<b>Level 3 - Fire Safety Management,</b>	<b>E Learning</b>	This training has been a classroom based interactive session which provides managers and understanding of their responsibilities from fire safety legislative requirements. The course provides guidance & best practices adopted across the Health Board to assist managers in complying and how to manage fire safety effectively.	A new E-learning package has now been developed to support the delivery of this competency requirement and is to be launched in the coming weeks.
<b>Level 4 - Fire Incident Co-ordinators/Nurse in Charge – Hospitals,</b>	<b>Face to Face</b>	This training is provided face to face and is for all staff nominated as having responsibility to respond to a fire incident and 'take control' of that incident for the site. Due to the relatively small number of staff that require this training and the complexity of the role the Fire Incident Co-ordinators/Nurse in Charge this training has remained unchanged.	
<b>Violence and Aggression</b>			
<b>Level 1 – V&amp;A Awareness</b>	<b>E Learning</b>	This is a once only E-Learning package which all staff are required to complete.	
<b>Level 2 – V&amp;A theory of personal de-escalation for Low Risk Areas</b>	<b>E Learning</b>	This is an E-Learning package which all staff are required to complete every 3 years.	
<b>Level 3 – V&amp;A theory of personal de-escalation for Higher Risk Areas,</b>	<b>Face to Face</b>	This is classroom based training and provides learners with the skills to manage potential violence. The course involves theory of violence and includes role play.	This training was paused during the pandemic and courses are now being provided once again. All staff are required to complete the training every 3 years.
<b>Level 4 - V&amp;A Breakaway Training</b>	<b>Face to Face</b>	This is classroom based training for staff who work in an environment where there is evidence and history of physical	This training was paused during the pandemic and courses are now being

		assault. The course involves being taught (and practicing) the physical skills to break away from an assault.	provided once again. All staff are required to complete the training every 2 years.
<b>Level 5 - The safe management of patients who display clinically challenging behaviour,</b>	<b>Face to Face</b>	This is classroom based training for staff who work in an environment where they may be exposed to, and have to manage, patients who display clinically challenging behaviour.	This training was paused during the pandemic and courses are now being provided once again. All staff are required to complete the training every 2 years
<b>Level 6 – Prevention &amp; Management of V&amp;A (PMVA) lower Combined Services Training (Adults, Older &amp; Child’s Mental Health)</b>	<b>Face to Face</b>	This is classroom based training for staff working in Older Mental Health services, wards 35 PCH, Ward 7 YCC where physical restraint techniques may be required to manage clinically challenging behaviour.	This training was paused during the pandemic and courses are now being provided once again. All staff are required to complete the training annually.
<b>Level 7 – Prevention &amp; Management of V&amp;A (PMVA) higher Combined Services Training (Adults, Older &amp; Child’s Mental Health)</b>	<b>Face to Face</b>	This is classroom based training for staff working in mental health services, where physical restraint techniques may be required to manage overt violent behaviour and clinically challenging behaviour.	This training was paused during the pandemic and courses are now being provided once again. All staff are required to complete the training annually.
<b>Moving &amp; Handling</b>			
<b>Level 1 – Moving and Handling Theory</b>		This is an E-Learning package which all staff are required to complete every 3 years.	
<b>Level 1a – Moving &amp; Handling (Inanimate Load Handling)</b>	<b>Face to Face</b>	This is classroom based training for all staff, including unpaid and voluntary staff, whose role involves potentially hazardous inanimate load handling activities. Initial training is within a classroom and rather than determine a set period for refresher training, a Workplace Competency Assessment should take	This training was suspended during the pandemic as the priority was to train frontline staff in Level 2 training

		place every 2 years. Classroom training will only then be repeated should a Workplace Assessment dictate.	(below). This training has now resumed.
<b>Level 2 – Moving &amp; Handling (Patient Handling),</b>	<b>Face to Face</b>	This is classroom based training for all staff, including unpaid and voluntary staff, whose role involves patient handling activities including assisting fully dependent patients to move in bed using slidesheets, hoists and slings. Initial training is within a classroom and rather than determine a set period for refresher training, a Workplace Competency Assessment should take place annually. Classroom training will only then be repeated should a Workplace Assessment dictate.	
<b>Level 2a - Moving &amp; Handling Level 2 (Patient Handling)</b>	<b>Face to Face</b>	This is classroom based training for all staff, including unpaid and voluntary staff, whose role involves patient handling activities but <b>not</b> assisting fully dependent patients who require assistance to move in bed, using slidesheets, hoists and slings. Initial training is within a classroom and rather than determine a set period for refresher training, a Workplace Competency Assessment should take place annually. Classroom training will only then be repeated should a Workplace Assessment dictate.	