

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING
HELD ON 04 MARCH 2024**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC(23)37	<p>Health and Safety Update:</p> <ul style="list-style-type: none"> To look into communications with the public regarding violence and aggression at Health Board sites. 	AHM/ TH	<p>July 2023 Mid Dec 2023 04/03/24 07/05/24</p>	<p>In progress: Final photos/approvals have been received from staff included in the posters. The posters will be printed ahead of the HSC meeting on 07.05.24.</p>
HSC(24)07	<p>Health and Safety Update:</p> <ul style="list-style-type: none"> To look into the possibility of utilising the AMaT system in order to document the actions, maintain a compliance score and be able to keep track of progress (points of ligature assessments). <p>Update: to provide an update at the next Committee meeting on 07.05.24</p>	TH	<p>04/03/24 07/05/24</p>	<p>Complete: H&S Team now have passwords for the system and have met with the AMaT team to create a section within the system for our use. H&S Audits will be conducted using AMaT to report from May 2024.</p>
HSC(24)21	<p>Health and Safety Committee Terms of Reference:</p> <ul style="list-style-type: none"> To amend the ToR as follows: <ul style="list-style-type: none"> Amend Chairman/ Vice-Chairman to gender neutral Chairperson. Update quorum section to include that Lead Executives must attend Committee meetings. To reflect that Amanda Glanville has taken over the role of Assistant Director of Workforce and OD instead of Steve Morgan. 	JW	07/05/24	<p>Complete: ToR has been amended and will be submitted to the Board on 28.03.24 for approval.</p>
HSC(24)22	<p>Committee Self-Assessment Outcomes Report:</p> <ul style="list-style-type: none"> To bring an update on the self-assessment report in 6 months. 	JW/ CSO	07/05/24	<p>Complete: Added to the HSC Workplan to bring to the September 2024 meeting.</p>

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HSC(24)23	Health and Safety Update: <ul style="list-style-type: none"> To review obtaining the electrical safety e-learning package from Swansea Bay University Health Board (SBUHB). 	TH	07/05/24	Complete: Course obtained from SBUHB. Work underway to make mandatory in HDdUHB.
HSC(24)23	Health and Safety Update: <ul style="list-style-type: none"> To update the report in line with general comments regarding how the report is articulated and providing sufficient information, and also to provide further updates on cable management and training, and bring to the next Committee meeting in on 07.05.24. 	TH	07/05/24	Complete: Paper updated in line with comments and resubmitted.
HSC(24)24	Fire Safety Update: <ul style="list-style-type: none"> To provide data from unscheduled care nursing for the next Committee meeting on 07.05.24. 	OM	09/07/24	Complete: Data to be provided at the HSC meeting on 07.05.24.
HSC(24)24	Fire Safety Update: <ul style="list-style-type: none"> To update the fire safety update report in line with discussions at the Committee meeting on 04.03.24, including: <ul style="list-style-type: none"> Fire risks assessments: to provide an action tracker setting out what actions are outstanding and deadlines for completion Include a trajectory for achieving Level 2 fire safety compliance Include detail on level 4 fire warden training in line with discussions at the (how many fire wardens should be in place, what is the compliance for training) 	RE	07/05/24	Complete: The paper has been updated and is on the agenda for the HSC meeting on 07.05.24
HSC(24)25	Reinforced Autoclaved Aerated Concrete (RAAC) Update: <ul style="list-style-type: none"> To ensure future reports will be written and tailored to the remit of the Committee and focussed on health and safety. 	RE	07/05/24	Complete: The paper has been updated and is on the agenda for the HSC meeting on 07.05.24

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HSC(24)26	Estates Low Voltage (LV) Electricity Compliance Update: <ul style="list-style-type: none"> To check with his team what “immediate” refers to in the sentence “these risks do not pose any immediate danger to the Health Board’s operation” in the first paragraph of page 3 of the report. And also determine what the short, medium, long-term dangers are, and update the Committee. 	SC	07/05/24	Complete: The revised LV Electricity Compliance update report submitted to the HSC meeting on 07.05.24 clarifies these queries.
HSC(24)27	Bariatric Compliance (Manual Handling Operations Regulations 1992): <ul style="list-style-type: none"> To bring an update to the Committee meeting on 09.07.24. 	TH/ CSO	09/07/24	Complete: Added to the HSC Workplan to bring to the meeting on 09.07.24.
HSC(24)28	Policies for Approval: 393: Confined Space and Restricted Access Policy: <ul style="list-style-type: none"> To amend the second sentence at the top of page 23 of the policy “Results of this audit shall be made available to the Health & Safety and Emergency Planning Sub Committee” to clarify what Group is referred to, as there is no sub-Committee. To check whether this refers to the Health & Safety Advisor Group, and amend accordingly. 	RE/SC	07/05/24	Complete: It was confirmed that the ‘sub-Committee’ refers to the Health and Safety Advisory Group. The policy is being amended to clarify this.
HSC(24)32	For Information: <ul style="list-style-type: none"> To amend the Major Incident Annual Plan item on the Health and Safety Committee Workplan 2024-25 should show Dr Ardiana Gjini as Lead Executive instead of Mr Severs 	CSO	07/05/24	Complete: Workplan has been amended.

Key:

TH: Tim Harrison JW: Jo Wilson CSO: Committee Services Officer OM: Olwen Morgan RE: Rob Elliott SC: Simon Chiffi