

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING  
HELD ON 11 SEPTEMBER 2023**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC(23)19	<b>Minutes and Matters Arising from the Meeting Held on 9 January 2023:</b> <ul style="list-style-type: none"> <li>To provide an assessment report to the Executive Team on the outcome of the visit to Cardiff and Value University Health Board to investigate the Unscheduled Care handover arrangements.</li> </ul>	MR	May 2023	<b>Complete:</b> Slides have been circulated.
HSC(23)37	<b>Health and Safety Update:</b> <ul style="list-style-type: none"> <li>To look into communications with the public regarding violence and aggression at Health Board sites.</li> </ul>	MR	July 2023	<b>Complete:</b> MR to email Jonathan Webb at the NHS All-Wales Anti-Violence Collaborative to inquire about their timeline for public messaging.  <b>Update:</b> MR contacted the Safety and Learning Advisor, Jonathan Webb to discuss priorities for the NHS All-Wales Anti-Violence Collaborative. MR was informed that they are focussing on 3 key areas: 1. A Task & Finish Group on incident reporting and use of the Datix system. 2. Training for the Task & Finish Group. 3. Communications for the public and workforce around around violence and aggression. <b>MR received assurance that the Task &amp; Finish Group approach will</b>

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
				TH will provide an update to HSC once the All-Wales work has been completed.
				<b>In progress:</b> Alwena Hughes-Moakes to undertake communications locally within the Health Board.
HSC(23)54	<b>Health and Safety Update:</b> <ul style="list-style-type: none"> <li>To check whether facilities at North Road have been considered for training accommodation.</li> </ul>	MR	Sept 2023	<b>Complete:</b> TH's team visited the facilities in North Road but concluded that significant investment would be required to make it a suitable training venue. A wider report on training facilities has been submitted to the October PODCC meeting.
HSC(23)54	<b>Health and Safety Update:</b> <ul style="list-style-type: none"> <li>To meet with the Director of Workforce and Organisational Development to discuss training facilities on HDdUHB.</li> </ul>	MR	Sept 2023	<b>Complete:</b> A wider report on training facilities has been submitted to the October PODCC meeting.
HSC(23)59	<b>Lifting Operations and Lifting Equipment Regulations (LOLER) Update:</b> <ul style="list-style-type: none"> <li>To look into the requirements needed for a tender process at the end of a contract</li> </ul>	JW	Sept 2023	<b>Complete:</b> When the tender comes to an end the LOLER reference will be added to any new tender documentation
HSC(23)62	<b>Procedure 1155: Critical Threat Level Procedure:</b> <ul style="list-style-type: none"> <li>To liaise with the Board Secretary regarding moving CONTEST to the remit of the Executive Director of Public Health, as operational lead, if that is most appropriate</li> <li>To confirm the operational lead for CONTEST to Ms Wilmshurst who is reviewing the scheme of delegation for the Audit and Risk Assurance Committee in August</li> </ul>	MR  MR/SH	Sept 2023  21 July 2023	<b>Complete:</b> MR met with Dr Ardiana Gjini on 14/9/23 to discuss. Dr Gjini will establish a Group through which CONTEST and public health matters will progress. Joanne Wilson will support the governance arrangements for the Group.

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC(23)74	<b>Health and Safety Update:</b> <ul style="list-style-type: none"> <li>To ensure the risk assessment for pipes/wires/beams left exposed during contractor work, are all up to date.</li> </ul>	TH	Nov 2023	<b>Complete:</b> Ligature risks have been highlighted to Contractors and Estates/Capital teams. The current situation at WGH does create potential ligature points at high level but wherever possible access to these points is eliminated. E.g. removal of ladders
HSC(23)74	<b>Health and Safety Update:</b> <ul style="list-style-type: none"> <li>To ask Jonathan Hughes to add cylinder storage to the agenda for discussion at the next Cylinder Management Group meeting, and bring an update of the discussion to the next HSC meeting</li> </ul>	SD	Nov 2023	<b>Complete:</b> A formal request has been placed with the cylinder management group for "Cylinder Storage" to be added as an agenda item. Work has started with regards to identifying cylinder storage requirements across the acute sites and some departments have started to order new cylinder storage solutions.
HSC(23)74	<b>Health and Safety Update:</b> <ul style="list-style-type: none"> <li>To liaise with SD regarding drafting a risk assessment for working at height.</li> </ul>	TH	Nov 2023	<b>Complete:</b> Work at height Policy being presented at Nov HSC. Risk assessment is integral to the policy and safety compliance.
HSC(23)75	<b>Security Management Update:</b> <ul style="list-style-type: none"> <li>To inform MR of the membership of the Group working on issues with staff ID badges, and arrange for MR to Chair the next meeting.</li> </ul>	TH	Nov 2023	<b>Complete:</b> A Task & Finish Group has been established with core membership across subject matter leads. Terms of reference for the Staff ID Badge Group have been written.
HSC(23)75	<b>Security Management Update:</b> <ul style="list-style-type: none"> <li>To discuss with the Workforce and OD team what arrangements can be put in place to collect ID badges from staff when they leave the Health Board, and provide an update at the next HSC meeting.</li> </ul>	AG	Nov 2023	<b>Complete:</b> ID Badge Group established to look at IT solutions to improve the current arrangements. This will provide better

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
				assurance once implemented. Update in the Security SBAR
HSC(23)76	<b>Mental Health 136 Suite Accommodation Update:</b> <ul style="list-style-type: none"> <li>To raise with the 136 partners the issue of patient history not always being provided during the handover process.</li> </ul>	RTP	Nov 2023	<b>Complete.</b> Multi agency group convened to review process.
HSC(23)76	<b>Mental Health 136 Suite Accommodation Update:</b> <ul style="list-style-type: none"> <li>To raise the issue of 136 suites being included on the risk register, with the MHL D Team and the Assurance and Risk Team</li> </ul>	RTP	Nov 2023	<b>Complete.</b> New risk added to MHL D directorate risk register.

Key:

MR: Mandy Rayani

TH: Tim Harrison

JW:Jon Wilson

AG: Amanda Glanville

SD: Simon Day

RTP: Rebecca Temple-Purcell

RE: Rob Elliott