

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING  
HELD ON 10 JULY 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 circulates to the H&S Committee
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>In progress:</b> This issue been raised through NHS All-Wales Anti-Violence Collaborative meeting on 27 June 2023, to be progressed on an all-Wales basis. Public messaging has been discussed with Mr Harrison and his team will work with the Head of Communications. Depending on timing on action by the All-Wales Anti-Violence Collaborative, HDdUHB may continue with communications internally.
HSC(23)38	<b>Fire Safety Update Report:</b> <ul style="list-style-type: none"> <li>To share an update on the scope of Phase 2 of the fire safety works in Withybush Hospital by the Committee meeting in July 2023.</li> </ul>	RE	July 2023	<b>Complete:</b> update provided under the Fire Safety Update Report item on the agenda at the 10.07.23 Committee meeting.
HSC(23)53	<b>Terms of Reference:</b> <ul style="list-style-type: none"> <li>To add the Executive Director of Public Health to the membership section of the Terms of Reference.</li> </ul>	CSO	July 2023 (to present to Board)	<b>Complete</b>

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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	
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>In Progress:</b> MR will liaise with the Director of Engagement and communication upon her return from leave re the communication plan to support this work
HSC(23)54	<b>Health and Safety Update:</b> <ul style="list-style-type: none"> <li>To submit a report on issues regarding lack of training facilities, to PODCC</li> </ul>	TH	August 2023	<b>Complete:</b> on the agenda for the October PODCC meeting.
HSC(23)55	<b>Fire Safety Update Report:</b> <ul style="list-style-type: none"> <li>To provide an update at the next HSC meeting regarding contractors requesting an extension on phase 1 works at GGH, to May 2024.</li> </ul>	RE	Sept 2023	<b>Complete:</b> Contained within SBAR on Fire Safety Management
HSC(23)55	<b>Fire Safety Update Report:</b> <ul style="list-style-type: none"> <li>To highlight exposed pipes in GGH with the estates team to minimise risks in those areas.</li> </ul>	RE	Sept 2023	<b>Complete:</b> The team have been advised of the concerns raised and have taken all actions possible to limit time ceilings are removed exposing services above. It is important to note that given the nature of the scheme that issues are identified whilst ceilings are removed and can then require a design solution and works to be completed before ceilings are reinstated. All efforts are being made to reduce this timeline.
HSC(23)55	<b>Fire Safety Update Report:</b> <ul style="list-style-type: none"> <li>To liaise with the head of Communications to discuss appropriate messaging/signs in areas of exposed works in GGH</li> </ul>	RE	Sept 2023	<b>Complete:</b> Signage now being produced and siting imminent

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HSC(23)55	<b>Fire Safety Update Report:</b> <ul style="list-style-type: none"> <li>To investigate issues regarding the outside area at Costa coffee shop in GGH, which is unusable as the doors automatically lock during fire alarms.</li> </ul>	RE	Sept 2023	<b>Complete:</b> This has been reviewed. The Costa area has an automated roller shutter door to control Fire Risk. This door closes within 1 minute 45 seconds of the Fire Alarm being raised. Customers within the internal seating area can be safely evacuated within this timeline. However there are concerns that customers in the external area may not hear the alarm and if they do not evacuate within the limited time available they will have no other exit from the external area. I have asked the team to look again at this to see if there is any other alternative way to manage this whilst maintaining a safe process of evacuation in the event of a fire.
HSC(23)57	<b>Reinforced Autoclaved Aerated Concrete (RAAC) Update:</b> <ul style="list-style-type: none"> <li>To investigate whether GP surgeries are linking in with HDdUHB work on RAAC, or are undertaking their own reviews.</li> </ul>	RE	Sept 2023	<b>Complete:</b> GP practices are included in the HB portfolio review of RAAC effected buildings.
HSC(23)58	<b>Major Incident Plan:</b> <ul style="list-style-type: none"> <li>To add the plan to the updated policy template</li> </ul>	SH	Sept 2023	<b>Complete</b>
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	It is being reviewed whether this action is for JW or MR.

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HSC(23)59	<b>Lifting Operations and Lifting Equipment Regulations (LOLER) Update:</b> <ul style="list-style-type: none"> <li>To discuss with the Director of Finance where digital infrastructure problems fits with the HDdUHB digital plan</li> </ul>	JW	Sept 2023	Complete
HSC(23)60	<b>Security Update:</b> <ul style="list-style-type: none"> <li>To discuss with the Director of Finance funding resources for connecting security cameras.</li> </ul>	TH	Sept 2023	<b>Complete:</b> Discussion has taken place. Funding stream identified. Connection/Installation Plan to be confirmed by IT.
HSC(23)60	<b>Security Update:</b> <ul style="list-style-type: none"> <li>To meet outside of the Committee to discuss the issue of departing staff giving their ID badges to the facilities team.</li> </ul>	MR/TH	Sept 2023	<b>Complete:</b> Sub-group of the Security Management Group to be established to progress this matter at pace.
HSC(23)60	<b>Security Update:</b> <ul style="list-style-type: none"> <li>To submit updates on the work streams/projects that are being used to enhance security arrangements across HDdUHB (which were listed on page 2 of the report) to the September HSC meeting. This is to submitted in a table detailing the work, who is leading on it and dates of work scheduled/completed.</li> </ul>	TH	Sept 2023	<b>Complete:</b> submitted to the September HSC meeting
HSC(23)63	<b>Security Policy:</b> <ul style="list-style-type: none"> <li>Minor amendments to be made to the policy as agreed at the HSC meeting, and to submit the policy for final approval via Chair's actions.</li> </ul>	TH	Sept 2023	<b>Complete:</b> amendmnets made and policy agreed via Chair's Action on 13.07.23
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>In Progress:</b> Meeting scheduled with Ardiana Gjini and Mandy Rayani to discuss on 14.9.23. Operational lead(s) to be confirmed following this.

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HSC(23)64	<b>Policy 145: Electrical Safety Policy:</b> <ul style="list-style-type: none"> <li>Amendments to be made to the policy as agreed at the HSC meeting, and policy to be shared with Ms Wilmshurst to establish whether it can be approved via Chair's Actions, or if it will need to be resubmitted to the Health and Safety Committee.</li> </ul>	SC/JW	Sept 2023	<b>Complete:</b> the policy has been updated and approved via Chair's Actions on 13.07.23
HSC(23)64	<b>Any Other Business: Environmental Risks:</b> <ul style="list-style-type: none"> <li>Further discussions to take place to understand the current level of risk and what the Health Board is willing to accept</li> </ul>	MR/AC /RE/ CW	Sept 2023	<b>Complete:</b> Initial Risk appetite discussion took place at the Executive Risk Meeting held on 2 <sup>nd</sup> August. A corporate risk is being drafted with the the Director of Estates. A meeting also took place on on 22 August.

MR: Mandy Rayani

TH: Tim Harrison

JW:Jon Wilson

RE: Rob Elliott

SH: Sam Hussell

SC: Simon Chifi

CW: Charlotte Wilmshurst