

HEALTH & SAFETY ASSURANCE COMMITTEE WORK PLAN APRIL 2022 – MARCH 2023

Currently, Health & Safety Assurance Committee (HSAC) meets bi-monthly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee's Terms of Reference into a basic work plan April 2022 – March 2023.

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	May 2023	July 2023	Sept 2023	Nov 2023	Jan 2024	March 2024
GOVERNANCE								
Welcome and Apologies	Chair	All	✓	✓	✓	✓	✓	✓
Declarations of Interests	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from previous meeting	Chair	CSO	✓	✓	✓	✓	✓	✓
Table of Actions (ToAs)	Chair	CSO	✓	✓	✓	✓	✓	✓
Review of Terms of Reference (TORs)	Chair	JW		✓				
Matters Arising (not on agenda)	Chair	All	✓	✓	✓	✓	✓	✓
HSC Self-Assessment Process - Share Questionnaire	Chair	MR			✓			
Outcome Report/Action Plan of HSC Self-Assessment Process	Chair	MR					✓	
Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓
Health & Safety Committee Annual Report	MR	TH	✓					
Planning Objectives Update Report	MR	MR/DW	✓		✓		✓	
• 4H – Emergency planning and civil contingencies	Director of Public Health	Director of Public Health						
• Major Incident Plan (May) – transferred from PPPAC – (deferred to July 2022)	Director of Public Health	SH		✓				
• Security Update (IC July 2022)	MR	MR		✓				
Health and Safety Regulations – Estates Low Voltage (LV) Electricity Compliance - Audit Tracker					✓			

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	May 2023	July 2023	Sept 2023	Nov 2023	Jan 2024	March 2024
HEALTH & SAFETY UPDATES								
H&S Update – to include: incidents of violence and aggression <i>further items will be confirmed with TH</i>	MR	TH	✓	✓	✓	✓	✓	✓
Corporate Risks Assigned to HSC	MR	ChB	✓		✓		✓	
Operational Risks Assigned to HSC	MR	ChB	✓		✓		✓	
Deep Dive Risk Review (2 Operational Risks):								
Display Screen Equipment (including agile working)	MR	TH				✓		
Health & Safety Regulations (tbc at agenda setting)	MR	TH	✓	✓	✓	✓	✓	✓
RIDDOR	AS	TH	✓			✓		
PREVENT and CONTEST Update	MR	TH	✓			✓		
Emergency Planning (Transferred from PPPAC)	Director of Public Health	Director of Public Health						
Fire Safety Update Report	AC	RE	✓	✓	✓	✓	✓	✓
Contractor Control Regulations	MR	PE/ SC		✓			✓	
Fire Safety Audit System Report 2023/24	AC	RE		✓				
COSHH Update Report	TH	TH		✓				
Electricity Compliance	TH	SC			✓			✓
LOLER	AC	CH/WO		✓				
Violent Patient Warning Marker Procedure	AC	TH	✓					
Lockdown Policy	AC	TH	✓					
WHTM Engineering Compliance/Governance	AC	PE/ SC	✓					
RAAC	TH	TH			✓			
ADMINISTRATION								
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	CSO	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	May 2023	July 2023	Sept 2023	Nov 2023	Jan 2024	March 2024
Draft agenda to Exec Team prior to issue.	CSO	CSO	✓	✓	✓	✓	✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	CSO	✓	✓	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Circulate minutes & TOA to Committee for comments, points of accuracy & matters arising within 10 days of the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Chase updates on TOA before the next meeting and RAG rate	CSO	CSO	✓	✓	✓	✓	✓	✓
Record and track the TOA as part of the decision tracker	CSO	CSO	✓	✓	✓	✓	✓	✓
Produce written update report for Board	CSO	CSO	✓	✓	✓	✓	✓	✓
Prepare schedule of meetings	CSO	CSO					✓	
HSAC Annual Work Plan	CSO	CSO	✓	✓	✓	✓	✓	✓

Initials

CSO – Committee Services Officer JH –Judith Hardisty MR – Mandy Rayani JW – Jo Wilson AC- Andrew Carruthers	TH- Tim Harrison RE – Rob Elliott ChB –Charlotte Beare PL – Phil Lloyd PE – Paul Evans
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