

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING  
HELD ON 9<sup>TH</sup> MAY 2022**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC (22)60	<p><b>HEALTH &amp; SAFETY UPDATE</b></p> <ul style="list-style-type: none"> <li>To seek further clarification in relation to community sites across HDdUHB, offering the use of internet facilities for staff requiring access to weight management services.</li> </ul>	MR	5 <sup>th</sup> September 2022	Unfortunately there is no availability for people to access rooms in order to attend virtual appointments at present however this is being considered as part of the development of the virtual hubs and telephone appointments are offered to those who cannot access virtual appointments within the weight management service. The team are scoping the need for some face to face clinics going forward if people cannot access virtual appointments, depending on the availability of clinic rooms.
HSC(22)61	<p><b>CONTRACTOR CONTROL REGULATIONS</b></p> <ul style="list-style-type: none"> <li>To provide an update report to HSC, including lessons learned/progress made in January 2023</li> </ul>	CSO	12 <sup>th</sup> July 2022	Completed – Workplan updated
HSC(22) 62	<p><b>WORKPLACE (HEALTH AND SAFETY REGULATIONS)</b></p> <ul style="list-style-type: none"> <li>To pursue the use of Wellbeing Funds to support staff in utilising the available space in accommodation.</li> </ul>	JH/DR	5 <sup>th</sup> September 2022	Ms Habiba Lewis will schedule a meeting between JH and DR to discuss the use of Wellbeing Funds.
HSC(22) 65	<p><b>MAJOR INCIDENT PLAN</b></p> <ul style="list-style-type: none"> <li>To clarify whether training around the Major Incident Plan, is built into the job profiles for operational staff who require the training.</li> </ul>	SH	5 <sup>th</sup> September 2022	Major Incident response training is not built in to job profiles. These are developed nationally and we cannot amend them. We do however include reference to major incident response and training in local job descriptions

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				and job specifications. Specific training requirements are detailed in PADR.
HSC(22) 66	<p><b>BUSINESS CONTINUITY PLANNING POLICY</b></p> <ul style="list-style-type: none"> <li>To clarify how the policy aligns, links or differs to the escalation process that is used on acute sites?</li> <li>The clarify why the risk matrix within the BCPP is differs from the HB risk matrix.</li> </ul>	SH  SH	5 <sup>th</sup> September 2022	<p>The business continuity planning policy supports the escalation process. The highest level of escalation in the Emergency Pressure Escalation Policy, level 5, results when a risk score of 25 is reached and details that business continuity plans should be followed to ensure service critical functions are maintained.</p> <p>The risk matrix contained within the policy was taken from a former version of the HB Risk Policy and will be updated accordingly.</p>

MR – Mandy Rayani

DR – Delyth Raynsford

CSO – Committee Services Officer

SH – Sam Hussell

HD – Judith Hardisty