

HEALTH & SAFETY ASSURANCE COMMITTEE WORK PLAN APRIL 2021– MARCH 2022

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 2021 – March 2022 (initials in brackets denote leads).

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	10th May 2021	6th July 2021	13th Sept 2021	15th Nov 2021	10th Jan 2022	14th March 2022
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	✓	✓	✓	✓	✓	✓
HSAC Self-Assessment Process - Review of Questionnaire	Chair	MR	✓					
Outcome of HSAC Self-Assessment Process	Chair	MR		✓				
Self-Assessment Action Plan	JW	JW					✓	
Policies for Approval (as required)	All	All	✓	✓	✓	✓ (nil)	✓	✓
Health & Safety Assurance Committee Annual Report	MR	TH	✓					
Major Incident Plan (May) – transferred from PPPAC	RJ	RJ						
Planning Objectives	MR	MR				✓	✓	✓
HEALTH & SAFETY UPDATES								
H&S Update – to include: Control of Contractors Update, incidents of violence and aggression <i>further items will be confirmed with TH</i>	MR	TH	✓	✓	✓	✓	✓	✓
Corporate Risks Assigned to HSAC	MR	ChB		✓		✓		✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	10th May 2021	6th July 2021	13th Sept 2021	15th Nov 2021	10th Jan 2022	14th March 2022
Deep Dive Risk Review (2 Operational Risks):								
Needle Stick Injuries Update Deep Dive	MR	TH		✓				
Manual Handling Deep Dive	MR	TH				✓		
Management of Violence & Aggression Deep Dive	MR	TH			✓			
Premises and Security Update Deep Dive	AC	RE				✓		
COSHH Deep Dive	MR	TH					✓	
Electrical Safety Deep Dive	MR	TH						✓
Health & Safety Regulations ('6-Pack')	MR	TH	✓	✓	✓	✓ (nil)	✓	✓
Health and Safety Executive Enforcement Action Update	MR	TH	✓		✓	✓		
PREVENT and CONTEST Update	MR	PL	✓			✓		
Emergency Management Planning (Transferred from PPPAC) (Next Update May 2022)	RJ	RJ						
Fire Safety Update Report (From July 21 includes Fire Action Update and Fire Safety Governance Review – formerly separate reports).	AC	RE	✓	✓	✓	✓	✓	✓
Fire Safety Audit System Report 2020/21	AC	RE			✓			
Hazardous Substances and Environmental Safety (COSHH)	MR	TH		✓				
Lifting Operations and Lifting Equipment Regulations (LOLER)	CH	CH						✓
ADMINISTRATION								
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	CSO	✓	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	10th May 2021	6th July 2021	13th Sept 2021	15th Nov 2021	10th Jan 2022	14th March 2022
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 RJ – Ros Jervis
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AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	May 2022	July 2022	Sept 2022	Nov 2022	Jan 2023	March 2023
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 Assurance Committee Annual Report	MR	TH	✓					
Major Incident Plan (May) – transferred from PPPAC	RJ	RJ	✓					
Planning Objectives	MR	MR	✓	✓	✓	✓	✓	✓
HEALTH & SAFETY UPDATES								
H&S Update – to include: Control of Contractors Update, incidents of violence and aggression <i>further items will be confirmed with TH</i>	MR	TH	✓	✓	✓	✓	✓	✓
Corporate Risks Assigned to HSAC	MR	ChB		✓		✓		✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	May 2022	July 2022	Sept 2022	Nov 2022	Jan 2023	March 2023
Deep Dive Risk Review (2 Operational Risks):								
Display Screen Equipment (including agile working)	MR	TH	✓					
Health & Safety Regulations ('6-Pack')	MR	TH	✓	✓	✓	✓	✓	✓
PREVENT and CONTEST Update	MR	PL	✓			✓		
Emergency Planning (Transferred from PPPAC)	RJ	RJ						
Fire Safety Update Report	AC	RE	✓	✓	✓	✓	✓	✓
Fire Safety Audit System Report 2021/22	AC	RE			✓			
COSHH Update Report	TH	TH		✓				
Operational Security Model Update	MR/AC	MR/AC		✓				
Bariatric Equipment Update	TH	TH	✓					
ADMINISTRATION								
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	CSO	✓	✓	✓	✓	✓	✓
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	CSO	CSO	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	May 2022	July 2022	Sept 2022	Nov 2022	Jan 2023	March 2023
meeting and RAG rate								
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	✓	✓	✓	✓	✓	✓

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