

**TABLE OF ACTIONS FROM
HEALTH & SAFETY COMMITTEE (HSC) MEETING
HELD ON 13TH SEPTEMBER 2021**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC (21)59	Terms of Reference <ul style="list-style-type: none"> To incorporate the Planning Objectives allocated to the HSC within the work plan. 	MR	01/11/21	Complete
HSC (21)60	Health and Safety Update <ul style="list-style-type: none"> To establish whether the new Head of Workforce is aware of any suitable venues which could be utilised for manual handling training in Ceredigion. To include violence and aggression trend data in future Health & Safety Update reports to the HSC. To provide a breakdown of the distribution and usage of Peoplesafe devices to the HSC at the November 2021 meeting. 	SM	01/11/21	Complete
		TH	Ongoing	Complete
		TH	01/11/21	Complete – Contained within agenda item 2.1 Health & Safety Update.
HSC (21)61	Health and Safety Executive (HSE) Enforcement Actions Update <ul style="list-style-type: none"> To discuss the non-attendance of Associate Medical Director representation at HSC meetings with the Medical Director. To escalate to Board the concerns raised by the HSE associated with leadership in Bronlais General Hospital, which is being monitored as work progresses. 	MR	01/11/21	Complete - Mr John Evans, Assistant Director, Medical Directorate, will attend in the first instance and this will be reviewed in the new year.
		CW	23/09/21	Complete
HSC (21)62	Health and Safety Regulations <ul style="list-style-type: none"> To forward the needle stick injuries report to Mrs Delyth Raynsford and Ms Ann Murphy. 	TH	23/09/21	Complete

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	<ul style="list-style-type: none"> To include a sharps update within the Health & Safety update report to be presented at the HSC meeting in November 2021. 	TH	01/11/21	Complete
HSC (21)63	Fire Safety Update Report <ul style="list-style-type: none"> To provide an update to the HSC, once received, with regard to fire training level 2 compliance figures. To determine whether South Pembrokeshire Hospital has been considered to support Phase 2 works. 	RE	01/11/21	Complete – Update contained within agenda item 2.3 Fire Safety Update Report.
		RE	01/11/21	Complete – The opportunity to use South Pembrokeshire Hospital (SPH) for the temporary decant ward has been fully considered by the General Management team at Withybush General Hospital (WGH). It has been confirmed that this would not be a workable solution, given the acuity of patients located within this decant ward and the ability of clinical staff to support the patients, given the distances between SPH and WGH.
	<ul style="list-style-type: none"> To ensure that the consideration of alternative options/sites for the Phase 2 works is included within the appendices to the Business Justification Case submitted to Welsh Government. 	RE	01/11/21	Complete – Welsh Government have now approved funding support for the Business Case for the temporary decant ward to support Phase 2 fire works. Appropriate referencing will be included within the document to confirm that alternative locations have been considered.
HSC (21)64	Fire Safety Audit Report <ul style="list-style-type: none"> To follow up the response from Welsh Government following the Fire Safety Audit report submission and provide an update at the November 2021 HSC meeting. 	RE	01/11/21	Complete - Response received from Welsh Government, confirming that the publication of the all-Wales Fire Safety Report will be as planned in January 2022.

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HSC (21)67	Policies for Approval <ul style="list-style-type: none"> To offer any further views to Mrs Hardisty or Mrs Rayani on the requirement for a separate “H&S vision”. To inform the Policy Co-ordinator of the necessary amendments to be made to Policy 010 – Health & Safety Policy. 	All	30/09/21	Complete
		CW	23/09/21	Complete
HSC (21)68	HSC Workplan 2021/22 <ul style="list-style-type: none"> To discuss the work plan 2021/22 with Mrs Hardisty and update accordingly. 	MR	01/11/21	Meeting scheduled with the Head of Health & Safety for 09/11/21 to refresh workplan.
HSC (21)70	Any Other Business <ul style="list-style-type: none"> To escalate matters to the HSC should the maternity and ultra violet lighting issues raised not be resolved at the H&S Trade Union Group meeting. 	ATG	01/11/21	Matter is unresolved. Ms Taylor-Griffiths to escalate the matter at the HSC meeting on 15/11/21.

ATG – Ann Taylor-Griffiths

CW- Claire Williams

TH – Tim Harrison

MR – Mandy Rayani

RE – Rob Elliott

SM – Steve Morgan