

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 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 | ✓ | | | | | |
| Planning Objectives Update Report | MR | MR/DW | ✓ | | ✓ | | ✓ | |
| <ul style="list-style-type: none"> • 4H – Emergency planning and civil contingencies <ul style="list-style-type: none"> • Major Incident Plan (May) – transferred from PPPAC – (deferred to July 2022) | Director of Public Health | Director of Public Health | | | | | | |
| | Director of Public Health | AS | | ✓ | | | | ✓ |
| <ul style="list-style-type: none"> • 3L – Review of existing security arrangements (IC July 2022) | MR | MR | | ✓ | | | | ✓ |
| Health and Safety Regulations – Estates Low | | | | | ✓ | | | |

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|---|---------------------------|---------------------------|----------|-----------|-----------|----------|----------|------------|
| Voltage (LV) Electricity Compliance - Audit Tracker | | | | | | | | |
| 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 HSC | MR | CW | ✓ | | ✓ | | ✓ | |
| Operational Risks Assigned to HSC | MR | CW | ✓ | | ✓ | | ✓ | ✓ |
| Deep Dive Risk Review (2 Operational Risks): | | | | | | | | |
| Display Screen Equipment (including agile working) | MR | TH | ✓ | | | | | |
| Health & Safety Regulations ('6-Pack') | MR | TH | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Workplace Health & Safety Regulations | MR | TH | | ✓ | | | | |
| RIDDOR | AS | TH | ✓ | | | ✓ | | |
| PREVENT and CONTEST Update | MR | PL | ✓ | | | ✓ | | |
| Emergency Planning (Transferred from PPPAC) | Director of Public Health | Director of Public Health | | | | | | |
| Fire Safety Update Report | AC | RE | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Contractor Control Regulations | MR | SJ/PE | | ✓ | | | ✓ | |
| Fire Safety Audit System Report 2022/23 | AC | RE | | | ✓ | | | |
| COSHH Update Report | TH | TH | | ✓ | | | | |
| Operational Security Model Update | MR/AC | MR/AC | | ✓ | | | | |
| Bariatric Equipment Update | TH | TH | ✓ | | | | | |
| Electricity Compliance | TH | SC | | | ✓ | | | |
| LOLER | AC | CH/WO | | ✓ | | | | |
| Policies | | | | | | | | |
| Smoke Free Policy | JM | JD | | | | | | ✓ |
| 393 Confined Space Policy | | | | | | | | ✓ |

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|---|------|---------------------|----------|-----------|-----------|----------|----------|------------|
| 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 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 JM – Jo McCarthy | TH- Tim Harrison RE – Rob Elliott CW – Charlotte Wilmshurst (formerly Beare) PL – Phil Lloyd JD – Jo Dainton AS - Alison Shakeshaft SC – Simon Chiffi |
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