

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
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