

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING  
HELD ON 6 MARCH 2023**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC(23)05	<b>Outcome Report/Action Plan Of HSC Self-Assessment Process</b> <ul style="list-style-type: none"> <li>To liaise with Ms Ann Murphy and Mr Anthony Dean regarding local arrangements prior to amending the Terms of Reference to include the Trade Union Update.</li> </ul>	JW	March 2023	<b>In Progress:</b> The meeting was held on 13 March to discuss the operating arrangements and the links between the trade union update and the Health and Safety Committee. Advice is being sought from the Executive Director of Workforce and OD to clarify the final arrangements.
HSC(23)05	<b>Health And Safety Update</b> <ul style="list-style-type: none"> <li>To rectify the typo on the action from the previous meeting 'To provide more data relating to the overall amount of personal injury claims paSid' to 'paid'.</li> </ul>	KL	March 2023	<b>Complete</b>
HSC(23)11	<b>FIRE SAFETY UPDATE REPORT</b> <ul style="list-style-type: none"> <li>To clarify Level 3 Fire Safety Training numbers, distinguishing between new starters and refreshers data in the next report.</li> </ul>	RE	March 2023	<b>Complete:</b> On Committee agenda (item 3.2)  <i>"A review of the total numbers of staff in this group (190) indicates that almost all of these staff will need refresher training with very few new starters."</i>
HSC(23)19	<b>Minutes and Matters Arising from the Meeting Held on 9 January 2023:</b> <ul style="list-style-type: none"> <li>To provide an assessment report to the Executive Team on the outcome of the visit to Cardiff and Value University</li> </ul>	MR/AC	May 2023	<b>In Progress:</b> Summary slides will be shared ahead of the Committee in May 2023.

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	Health Board to investigate the Unscheduled Care handover arrangements.			
HSC(23)22	<b>Health and Safety Update Report:</b> To provide a more detailed deep dive in to RIDDOR incidents across the Health Board within the Health and Safety Report for the meeting scheduled for May 2023.	TH	May 2023	<b>Complete:</b> On Committee agenda (item 3.1)
HSC(23)22	<b>Health and Safety Update Report:</b> To initiate a review of all Mental Health 136 suites accommodation and processes across the organisation and feedback to the HSC.	MR	May 2023	<b>In Progress:</b> The Assistant Director of Nursing, Mental Health and Learning Disabilities will undertake a review of the 136 facilities available across the Health Board. The Terms of Reference has been drafted and a summary report will be forward planned for the Committee in July 2023.
HSC(23)23	<b>Operational Risk Update:</b> To request an update on all Datix Risks over three years old by the Directorate leads for scrutiny by the Executive Team.	MR	May 2023	<b>In Progress:</b> Risks were discussed at the April 2023 Executive Risk Group. Work is ongoing with relevant services and Directorates with a further update scheduled for the Executive Risk Group meeting in June.

MR: Mandy Rayani

TH: Tim Harrison

JW: Jo Wilson

AC: Andrew Carruthers

KL: Katie Lewis