

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING
HELD ON 13 NOVEMBER 2023**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC(23)37	Health and Safety Update: <ul style="list-style-type: none"> To look into communications with the public regarding violence and aggression at Health Board sites. 	AHM	July 2023 Mid Dec 2023	In progress: Alwena Hughes-Moakes to undertake communications locally within the Health Board.
HSC(23)92	Health and Safety Update: <ul style="list-style-type: none"> To highlight during the next Senior Leadership meeting, the importance of attending violence and aggression training. 	AC	08/01/24	Complete: Scheduled for Senior Leadership meeting in January 2024.
HSC(23)92	Health and Safety Update: <ul style="list-style-type: none"> To agree the way forward regarding messaging to staff and public on violence and aggression towards staff within the health board. 	MR/ AHM	Mid Dec 2023	Complete: The Director of Communication has drafted a set of posters for consideration by the H&S leadership team with a view to running a campaign from January 24
HSC(23)94	PREVENT and CONTEST Updates: <ul style="list-style-type: none"> To schedule a meeting with the Learning Team to discuss PREVENT training (including identifying which staff should undertake the training/should it be mandatory, how effective/easy to follow the course) 	AG	08/01/24	Complete: Meeting scheduled with Learning and Development, Emergency Planning & H&SS to discuss the training requirements.
HSC(23)94	PREVENT and CONTEST Updates: <ul style="list-style-type: none"> To liaise with Lisa Gostling to decide whether all staff should undertake PREVENT training, given the current challenging workloads. 	TH	08/01/24	As above. Decision not made to make Prevent training mandatory. Counter Terrorism Security Advisers approached to deliver Prevent training to HB staff during 2024
HSC(23)96	Fire Safety Update Report: <ul style="list-style-type: none"> To update the Health and Safety Committee workplan to show that Mr Chiffi would submit a report incorporating 	CSO	08/01/24	Complete

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	fire risk assessment actions and risks to the HSC in six months' time.			
HSC(23)96	Reinforced Autoclaved Aerated Concrete (RAAC) Update: <ul style="list-style-type: none"> To check whether there is an issue with staffing that would cause work on Wards 7 and 11 to be delayed to January 2024 instead of late December 2023. 	AC	08/01/24	Complete: Due to lessons learned from Ward 12 reopening, the Christmas period and the staff rota, it was deemed more beneficial to reinstate them on 8 Jan. A paper has gone to the Bronze Group which can be provided to support this.
HSC(23)98	Working at Height Regulations: <ul style="list-style-type: none"> To invite Anthony Dean to the next 'Working at Heights' Working Group meeting. 	AS	08/01/24	Complete
HSC(23)99	Policies and Procedures for Approval: Safe Working at Height Policy <ul style="list-style-type: none"> To remove Mandy Rayani's name from page 2 of the policy, and only keep the job title. 	AS	08/01/24	Complete

Key:

MR: Mandy Rayani

TH: Tim Harrison

AC: Andrew Carruthers

AG: Amanda Glanville

JW: Jo Wilson

SC: Simon Chiffi

AS: Adam Springthorpe