

## HEALTH & SAFETY COMMITTEE WORK PLAN APRIL 2024 – MARCH 2025

Currently, Health & Safety Committee (HSC) 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 2024 – March 2025.

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	07 May 2024	09 July 2024	10 Sept 2024	12 Nov 2024	14 Jan 2025	04 March 2025
<b>GOVERNANCE &amp; RISKS</b>								
Welcome and Apologies	Chair	All	✓	✓	✓	✓	✓	✓
Declarations of Interests	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from previous meeting	Chair	CSO	✓	✓	✓	✓	✓	✓
Matters Arising (not on agenda)	Chair	All	✓	✓	✓	✓	✓	✓
Table of Actions (ToAs)	Chair	CSO	✓	✓	✓	✓	✓	✓
Review of Terms of Reference (TORs)	Chair	JW						✓
HSC Self-Assessment: 6 month outcome Report, including update on the HSC self-assessment actions	Chair	JW				✓		✓
HSC Self-Assessment: Process for 2025	Chair	JW						
Health & Safety Committee Annual Report	Chair	SD	✓					
Corporate Risks Assigned to HSC	SD	RW	✓		✓		✓	
Operational Risks Assigned to HSC	SD	RW		✓		✓		✓
<b>HEALTH &amp; SAFETY UPDATES</b>								
Staff/Patient Story	SD	various		D	D	✓	✓	✓
H&S Update – <i>further items to be included will be confirmed with TH</i>	SD	TH	✓	✓	✓	✓	✓	✓
Security Management Update	SD	TH	✓	✓		✓	✓	✓
Fire Management Update	AC	RE	✓		✓		✓	
Fire Safety Training	AC	RE			✓		✓	
Fire Safety Audit System (Boris) Report 2024/25	AC	RE		✓	✓			
Estates Management Safety Review (review of outside traffic areas)	SD	TH/RE	✓ (verbal)	✓				
RAAC	SD	TH	✓		✓		✓	

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RAAC - Amber review plan, including review of Primary Care premises	AC/JP	TH/tbc			✓			
RIDDOR: 6-monthly update	SD	AS	✓			✓		
PREVENT and CONTEST: Update 6-monthly update	SD	TH	✓			✓		
Major Incident Annual Plan: 2024/25	AG	SH		✓				
Estates Low Voltage (LV) Electricity Compliance Update	AC	SC	✓			✓		
WHTM (Welsh Health Technical Memorandums): 6-monthly update report	AC	SC	✓			✓		
H&S Internal Audit Reports	SD	SD		✓		✓		✓
H&S Training Compliance Update [ <i>requested by IMs in committee self-assessment process</i> ]	SD	TH				✓		
Control of Substances Hazardous to Health (COSHH) Update Report [ <i>requested by IMs in committee self-assessment process</i> ]	SD	TH		✓				
Occupational Health Report [ <i>requested at IM discussion following May HSC meeting</i> ]	JS	KR		D	D			
Diff X Cleaning Agent: assurance report on the safety concerns raised by Facilities staff via the Trade Union Safety Group [ <i>requested at May HSC meeting</i> ]	tbc	TH/AS		✓	✓			
Martyn's Law/ Terrorism Protection of Premises Bill: A report on the detail, impact on the organisation, and timelines [ <i>requested at May HSC meeting</i> ]	tbc	tbc				✓		
<b>HEALTH &amp; SAFETY REGULATIONS</b>								
Health and Safety Regulations (tbc at agenda setting)	AC	AS/SC/TH	✓	✓	✓	✓	✓	✓
Bariatric Compliance (Manual Handling Operations Regulations 1992)	AC	TH			✓			
Display Screen Equipment	AC	TH		✓				
Control of Vibration at Work Compliance [ <i>requested by IMs in committee self-assessment process</i> ]	AC	TH			✓			
Working at Height Compliance [ <i>requested by IMs in committee self-assessment process</i> ]	AC	TH			✓			
<b>POLICIES FOR APPROVAL</b>								

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Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓
Critical Threat Level Response Framework	AG	SH		✓				

**Initials**

AC – Andrew Carruthers	KR – Karen Ryan
AG – Dr Ardiana Gjini	RE – Rob Elliott
AS – Adam Springthorpe	RW - Rachel Williams
CSO – Committee Services Officer	SC – Simon Chiffi
CW – Charlotte Wilmshurst	SD: Sharon Daniel
JS – James Severs	SH – Sam Hussell
JW – Jo Wilson	TH - Tim Harrison