

HEALTH & SAFETY COMMITTEE WORK PLAN APRIL 2026 – MARCH 2027

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 2026 – March 2027.

AGENDA ITEM/ ISSUE	Purpose	LEAD	Responsible Officer	5 May 2026	7 July 2026	10 Sept 2026	3 Nov 2026	12 Jan 2027	9 March 2027
GOVERNANCE & RISKS									
Welcome and Apologies	N/A	Chair	All	✓	✓	✓	✓	✓	✓
Declarations of Interests	N/A	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from previous meeting	N/A	Chair	CSO	✓	✓	✓	✓	✓	✓
Matters Arising (not on agenda)	N/A	Chair	All	✓	✓	✓	✓	✓	✓
Table of Actions (ToAs)	N/A	Chair	CSO	✓	✓	✓	✓	✓	✓
Review of Terms of Reference (TORs)	Approval	Chair	JW	✓				✓	
HSC Annual Self-Assessment of Effectiveness / 6 Month Update	Assurance	Chair	JW	✓			✓		
Health & Safety Committee Annual Report 2026/27	Assurance	Chair	JS	✓					✓
Assurance and Risk Report (3.1.11)	Assurance	JS	RW	✓	✓	✓	✓	✓	✓
H&SC Governance Review	Assurance	Chair	JW					✓	
HEALTH AND SAFETY UPDATES									
Health and Safety Assurance Report (3.1.1)	Assurance	JS	DE&F	✓	✓	✓	✓	✓	✓
Methodology for Site Visits	Assurance	JS	AS	✓					
Review of efficacy of the health, safety, fire and security training programmes (3.1.8)	Assurance	JS	AS		✓				
Health and Safety Annual Report for Board (3.1.15)	Approval	JS	HHSS					✓ draft	✓ final
COMPLIANCE AGAINST INDIVIDUAL REGULATIONS ASSURANCE REPORTS (3.1.2)									
Health & Safety (Part 1) – covering the following regulations:	Assurance	JS	HHSS	✓				✓	

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Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)									
Health & Safety (Part 2) – covering the following regulations: - Management of Health and Safety at Work Regulations 1999 (MHSWR) - Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR) - Health and Safety (Safety Signs and Signals) Regulations 1996	Assurance	JS	HHS&S		✓				
Health & Safety (Part 3) – covering the following regulations: - Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) - REACH (Amendment) Regulations 2023 - Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) - Personal Protective Equipment at Work Regulations 1992 (PPE)	Assurance	JS	HHS&S			✓			
Health & Safety (Part 4) – covering the following regulations: - Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) (DSE) - Slips/Trips/Falls - New & Expectant Mothers - Latex	Assurance	JS	HHS&S				✓		
Health & Safety (Part 5) – covering the following regulations:								✓	

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- Manual Handling Operations Regulations - First Aid Regulations - Health and Safety (Consultations with Employees) Regulations 1996) - Safety Representatives and Safety Committees Regulations 1977									
Health & Safety (Part 6) – covering the following regulations: - Workplace Stress, Depression & Anxiety - Ligature Risk Management - Health and Safety (Sharp Instruments in Healthcare) Regulations 2013 - HSIS6 – Managing the Risk of Hot Water and Surfaces in Health & Social Care	Assurance	JS	HHS&S						✓
Security – covering the following regulations: - Violence & Aggression (including Emergency Workers Act 2017) - Terrorism (Protection of Premises) Act 2025 (Martyn’s Law)	Assurance	JS	CS(IC)	✓	✓				
Electrical Safety – covering the following regulation: Electricity at Work Regulations 1989	Assurance	JS	SD			✓			
Water Safety - covering the following regulation: Water Supply (Water Fittings) Regulations 1999)	Assurance	JS	SD			✓			
Medical Gas	Assurance	JS	SD				✓		
Ventilation Safety	Assurance	JS	SD				✓		
Decontamination	Assurance	JS	SD					✓	

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Operational Estates Maintenance – covering the following regulations: • Work at Height Regulations • Control of Vibration at Work Regulations • Control of Noise at Work Regulations • Confined Spaces Regulations 1997 • Provision and Use of Work Equipment Regulations 1998 (PUWER) • Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) • Lifts	Assurance	JS	SD					✓	
Estates Compliance - covering the following regulations: • Construction (Design and Management) Regulations 2015 (CDM) • Control of Asbestos Regulations 2012	Assurance	JS	PE						✓
Radiation Protection – covering the following regulations: • Control of Artificial Optical Radiation at Work Regulations 2010 • Ionising Radiation (Medical Exposure) Regulations 2017 (IR(ME)R) • Ionising Radiation Regulations 2017 (IRR17) • Electromagnetic Fields at Work Regulations 2016	Assurance	JS	RPA						✓
Fire Safety – covering the following regulation: • Regulatory Reform (Fire Safety) Order 2005 (RRO)	Assurance	JS	RJ	✓	✓				
Facilities – covering the following regulations: • Food and Environmental Protection Act 1985 • Food Safety Act 1990	Assurance	JS	PJ				✓		

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- Food Standards Act 1999 - Food Hygiene (Wales) Regulations 2006 - Food Hygiene Rating (Wales) Act 2013 - Food Hygiene Rating (Wales) Regulations 2013 - Food Information (Wales) Regulations 2014 - Food Hygiene Rating (Promotion of Food Hygiene Rating) (Wales) Regulations 2016 - All Wales Nutrition and Catering Standards for Hospital Inpatients - National Standards for Cleaning in NHS Wales (2009, Revised 2021)									
Environmental – covering the following legislation: - Environment (Wales) Act 2016 - Well-being of Future Generations (Wales) Act 2015 - Environment (Principles, Governance and Biodiversity Targets) (Wales) Bill – 2025	Assurance	JS	PW			D	✓		
Clinical Care Groups Health & Safety Assurance Reports (3.1.3): - Planned & Specialist Care - Community & Integrated Medicine - Allied Health & Health Sciences - Mental Health & Learning Disabilities - Estates & Facilities	Assurance	AC	PG PS SQ LC DE&F	CIM MH/LD	✓		✓ ✓	✓ ✓	✓
Health & Safety/Individual Regulations Written Control Documents Status Report (3.1.14)	Assurance	JS	DE&F/ CJ		✓			✓	
PREVENT and CONTEST: Update 6-monthly update		AG	TH						
Heatwave Response & Action Plan	Assurance	AG	SH			D	✓		

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Policies									
Major Incident Plan (3.1.13) (Review Date July 2026)	Approval	AG	SH		✓				
Administration									
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Draft agenda to go to Executive Team	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting)	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Disseminate agenda/papers 7 days prior to meeting	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Issue a draft TOA within two days of the meeting	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Circulate minutes and TOA to the Lead Director within 7 days of meeting	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Issue minutes and TOA to Members (including the Committee Chair) following Lead Director review	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓

Chair: Ann Murphy **Vice Chair:** Sarah Harraway **Lead Executive:** James Severs

JS James Severs
SC Simon Chiffi
CS Charles Scarf
CJ Christine James
PJ Peter Jones
RPA Radiation Protection Advisor

JW Joanne Wilson
CW Charlotte Wilmshurst
RJ Richard Jupp
LC Liz Carroll
HHSS Head of Health, Safety & Security
PF Philip Flear

AC Andrew Carruthers
SA Shaun Ayres
PS Peter Skitt
PG Paula Goode
PW Paul Williams
RJ Richard Jupp
GR Gareth Rees

AG Ardiana Gjini
SH Sam Hussell
SQ Sara Quarrie
DE&F Director of Estates & Facilities
SD Simon Day
RW Rachel Williams

CSO

Committee Services
Officer

D

Deferred

IC

In Committee