

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING
HELD ON 10 SEPTEMBER 2024**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC (24)45	WHTM (Welsh Health Technical Memorandums) 6-Monthly Update Report <ul style="list-style-type: none"> To update the WHTM tracker and timelines (Appendix 2) To provide clarity in terms of consequences and health and safety risks if WHTM's are not complied with in the next update report. 	SC	November 2024	Complete: On the agenda for HSC 12.11.24.
HSC (24)76	Health and Safety Update: <ul style="list-style-type: none"> To submit a report on health and safety training compliance to Committee in Quarter 4. 	SC	November 2024	In Progress: Added to the HSC workplan for January 2025.
HSC (24)77	Fire Safety Management Update: <ul style="list-style-type: none"> To explore the practicalities/possibilities of including a message on patients letters/texts warning of disruptions at HB sites due to fire safety works. 	KJ	November 2024	Complete: The practical ability to amend appointment letters is not currently available although the recent Hybrid Print & Post Project is expected to enable customisation of letters once fully implemented. Appropriate governance arrangements would need to be established once this functionality is available to ensure consistent and appropriate messaging. Timescales are not yet confirmed.
HSC (24)78	Fire Safety Training: <ul style="list-style-type: none"> To liaise with Amanda Glanville regarding whether Level 4 and Level 5 fire safety training should be mandatory, and for consideration at the Strategic People Planning and Education Group (SPPEG) 	SC	November 2024	Complete: The Estates Compliance & Fire Safety team has liaised with Amanda Glanville on this. A formal request has now been submitted (27/09/24) to the Mandatory Training Group (MTG) to discuss the

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				feasibility of mandating these levels of training. We await the outcome of this at the next MTG meeting.
HSC (24)79	Fire Safety Audit System (Boris) <ul style="list-style-type: none"> To bring an update to the November HSC meeting to outline whether the system is fully working. 	SC	November 2024	Complete: On the agenda item for HSC 12.11.24
HSC (24)83	Bariatric Compliance (Manual Handling Operations Regulations 1992) Update Report: <ul style="list-style-type: none"> To liaise with the manual handling team to consider incorporating bariatric care into current manual handling training. 	JB	November 2024	Complete: Manual Handling techniques and use of specialised equipment is included within Patient Manual Handling Training
HSC (24)83	Bariatric Compliance (Manual Handling Operations Regulations 1992) Update Report: <ul style="list-style-type: none"> To bring an updated report back to the January 2025 HSC meeting, to include evidential data on regulations compliance in order to provide assurance to Committee 	JB	January 2025	In Progress: Added to the HSC workplan for January 2025.

Key: SC- Simon Chiffi KJ-Keith Jones JB-Jeni Bryant