

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
GOVERNANCE & RISKS								
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 2023/24 - Progress Update	Chair	JW				✓		
HSC Self-Assessment Outcome Report 2024/25	Chair	JW						✓
Health & Safety Committee Annual Report	Chair	JS	✓					
Corporate Risks Assigned to HSC	JS	RW	✓		✓		✓	
Operational Risks Assigned to HSC	JS	RW		✓		✓		✓
H&S Sub-Committee TOR	JS					✓		
H&S Governance Review and Updates					✓	✓	✓	
HEALTH & SAFETY UPDATES								
Staff/Patient Story	JS	various		D	D	D	✓	
H&S Update	JS	TH	✓	✓	✓	✓	✓	✓
Security Management Update	JS	TH	✓	✓		IC		
Fire Management Update	AC	RE/SC	✓		✓		✓	
Fire Safety Training	AC	RE/SC			✓		✓	
Fire Safety Audit System (Boris) Update Report	AC	SC		✓	✓	✓		
Estates Management Safety Review (review of outside traffic areas)	JS	TH/RE	✓ (verbal)	✓				

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RAAC	JS	TH	✓		✓		✓	
RAAC - Amber review plan, including review of Primary Care premises	AC/JP	TH/tbc			✓			
RIDDOR: 6-monthly update	JS	AS	✓			✓		
PREVENT and CONTEST: Update 6-monthly update	AG	SH	✓			IC		
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 Report	JS	AS		✓		D	✓	✓
H&S Training Compliance Update [<i>requested by IMs in committee self-assessment process</i>]	JS	TH					✓	
Control of Substances Hazardous to Health (COSHH) Update Report	JS	TH		✓				
Occupational Health Report (Needlestick Injuries)	JS	KR		D	D	✓		
Maintaining traffic flow outside PPH	AC	SB				✓		
Diff X Cleaning Agent: assurance report on the safety concerns raised by Facilities staff via the Trade Union Safety Group	tbc	TH/AS		✓	✓			
Martyn's Law/ Terrorism Protection of Premises Bill: A report on the detail, impact on the organisation, and timelines	tbc	tbc						✓
H&S Sub-Committee Update	JS	tbc					✓	✓
Security and V&A Risks	JS	tbc						IC
HEALTH & SAFETY REGULATIONS								
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	AC	TH			✓			
Working at Height Compliance	AC	TH			✓			

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Control of Substances Hazardous to Health (COSHH) training compliance	JS	TH					✓	
POLICIES FOR APPROVAL								
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
SB -Stuart Bancroft	