



## Agenda

Date 12 November 2024  
Time 09:30 - 11:30  
Location Microsoft Teams Meeting/ Ystwyth Boardroom  
Title Health and Safety Committee Meeting

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### 1 - GOVERNANCE

09:30,

#### 1.1 - Welcome and Apologies

Ann Murphy (Hywel Dda UHB - RCN Trade Union Rep - Independent Board Member)

#### 1.2 - Declarations of Interest

All

#### 1.3 - Minutes of Previous Meeting Held on 10 September 2024 *For approval*

Ann Murphy (Hywel Dda UHB - RCN Trade Union Rep - Independent Board Member)

#### 1.4 - Matters Arising and Table of Actions from Meeting held on 10 September 2024 *For discussion*

Ann Murphy (Hywel Dda UHB - RCN Trade Union Rep - Independent Board Member)

#### 1.5 - HSC Self-Assessment: 6-Month Outcome Report *For assurance*

Charlotte Wilmshurst (Hywel Dda Health Board - Assistant Director of Assurance and Risk)

**1.6 - Health and Safety Committee and Sub-Committee Terms of Reference**

*For approval*

James Severs (Hywel Dda UHB - Executive Director of Allied Health Professions and Health Science)

**1.7 - Operational Risks Assigned to HSC**

*For assurance*

Andrew Carruthers (Hywel Dda UHB - Chief Operating Officer), James Severs (Hywel Dda UHB - Executive Director of Allied Health Professions and Health Science)

**2 - HEALTH AND SAFETY UPDATES**

**2.1 - Health and Safety Update Report**

*For assurance*

Adam Springthorpe (Hywel Dda UHB - Health & Safety Manager)

**2.2 - RIDDOR: 6-Monthly Update Report**

*For assurance*

Adam Springthorpe (Hywel Dda UHB - Health & Safety Manager)

**2.3 - Estates Low Voltage (LV) Electricity Compliance Update Report**

*For assurance*

Simon Chiffi (Hywel Dda UHB - Head of Operations)

**2.4 - Fire Safety Audit System (Boris) Update Report**

*For assurance*

Simon Chiffi (Hywel Dda UHB - Head of Operations)

**2.5 - Occupational Health Report (Needlestick Injuries)**

*For assurance*

Tim Harrison (Hywel Dda UHB - Head of Health, Safety and Security)

**2.6 - WHTM (Welsh Health Technical Memorandums): 6-Monthly Update Report**

*For assurance*

Simon Chiffi (Hywel Dda UHB - Head of Operations)

**2.7 - H&S Internal Audit Report**

Adam Springthorpe (Hywel Dda UHB - Health & Safety Manager)

Deferred to the January meeting as awaiting publication of the Internal Audit Report.

**2.8 - Maintaining traffic flow outside PPH**

*For assurance*

Andrew Carruthers (Hywel Dda UHB - Chief Operating Officer)

**3 - FOR INFORMATION**

**3.1 - HSC Workplan**

*For information*

Ann Murphy (Hywel Dda UHB - RCN Trade Union Rep - Independent Board Member)

**4 - ANY OTHER BUSINESS**

All

**5 - MATTERS FOR ESCALATION TO BOARD**

Ann Murphy (Hywel Dda UHB - RCN Trade Union Rep - Independent Board Member)

**6 - DATE AND TIME OF NEXT MEETING**

Tuesday 14 January 2025, 9.30am-11.30am

## **6.1 - Date and Time of Future Meetings**

Tuesday 4 March 2025, 9.30am-11.30am