

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 | 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 – 6 Monthly 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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| <ul style="list-style-type: none"> • Management of Health and Safety at Work Regulations 1999 (MHSWR) • Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR) • Slips/Trips/Falls • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) | | | | | | | | | |
| <p>Health & Safety (Part 2) – covering the following regulations:</p> <ul style="list-style-type: none"> • First Aid Regulations • Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) (DSE) • Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) • REACH (Amendment) Regulations 2023 • Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) • Health and Safety (Sharp Instruments in Healthcare) Regulations 2013 | Assurance | JS | HHS&S | | ✓ | | | | |
| <p>Health & Safety (Part 3) – covering the following regulations:</p> <ul style="list-style-type: none"> • Personal Protective Equipment at Work Regulations 1992 (PPE) • Manual Handling Operations Regulations • Health and Safety (Consultations with Employees) Regulations 1996) • Safety Representatives and Safety Committees Regulations 1977 • Latex | Assurance | JS | HHS&S | | | ✓ | | | |

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| Health & Safety (Part 4) – covering the following regulations: <ul style="list-style-type: none"> Health and Safety (Safety Signs and Signals) Regulations 1996 New & Expectant Mothers Workplace Stress, Depression & Anxiety Ligature Risk Management HSIS6 – Managing the Risk of Hot Water and Surfaces in Health & Social Care | Assurance | JS | HHS&S | | | | | | ✓ |
| Security – covering the following regulations: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Electricity at Work Regulations 1989 | Assurance | JS | SD | | | | | | |
| Water Safety - covering the following regulation: <ul style="list-style-type: none"> Water Supply (Water Fittings) Regulations 1999) | Assurance | JS | SD | | | | | | |
| Medical Gas | Assurance | JS | SD | | | | | | |
| Ventilation Safety | Assurance | JS | SD | | | | | | |
| Decontamination | Assurance | JS | SD | | | | | | |
| Operational Estates Maintenance – covering the following regulations: <ul style="list-style-type: none"> 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) | Assurance | JS | SD | | | | | | |

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| <ul style="list-style-type: none"> Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Lifts | | | | | | | | | |
| Estates Compliance - covering the following regulations: <ul style="list-style-type: none"> Construction (Design and Management) Regulations 2015 (CDM) Control of Asbestos Regulations 2012 | Assurance | JS | PE | | | | | | |
| Radiation Protection – covering the following regulations: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Regulatory Reform (Fire Safety) Order 2005 (RRO) | Assurance | JS | RJ | | | | | | |
| Facilities – covering the following regulations: <ul style="list-style-type: none"> Food and Environmental Protection Act 1985 Food Safety Act 1990 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 | Assurance | JS | PJ | | | | ✓ | | |

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| <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Environment (Wales) Act 2016 Well-being of Future Generations (Wales) Act 2015 Environment (Principles, Governance and Biodiversity Targets) (Wales) Bill – 2025 | Assurance | JS | PW | | | | | | |
| Clinical Care Groups Health & Safety Assurance Reports (3.1.3): <ul style="list-style-type: none"> Planned & Specialist Care Community & Integrated Medicine Allied Health & Health Sciences Mental Health & Learning Disabilities Estates & Facilities | Assurance | AC | PG PS SQ LC DE&F | ✓ ✓ | ✓ ✓ | | ✓ ✓ | ✓ ✓ | ✓ |
| 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 | | | | | | |
| 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 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

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| 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

