

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: Process	Chair	JW				✓		
HSC Self-Assessment: Outcome Report	Chair	JW			✓			
Health & Safety Committee Annual Report	Chair	SD	✓					
Corporate Risks Assigned to HSC	SD	RW	✓		✓		✓	
Operational Risks Assigned to HSC	SD	RW		✓		✓		✓
HEALTH & SAFETY UPDATES								
H&S Update – <i>further items to be included will be confirmed with TH</i>	SD	TH	✓	✓	✓	✓	✓	✓
Security Management Update	SD	TH	✓	✓	✓	✓	✓	✓
Fire Management Update	AC	RE	✓		✓		✓	
Fire Safety Training	AC	RE			✓		✓	
Fire Safety Audit System Report 2024/25	AC	RE		✓				
Estates Management Safety Review (review of outside traffic areas)	SD	TH/RE	✓ (verbal)	✓				
RAAC	SD	TH	✓		✓		✓	
RAAC - Amber review plan, including review of Primary Care premises	AC/JP	TH/tbc			✓			

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	07 May 2024	09 July 2024	10 Sept 2024	12 Nov 2024	14 Jan 2025	04 March 2025
RIDDOR: 6-monthly update	SD	AS	✓			✓		
Staff/Patient Story	SD	various		✓	✓	✓	✓	✓
PREVENT and CONTEST: Update 6-monthly update	SD	TH	✓			✓		
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 Reports	SD	SD		✓	✓	✓	✓	✓
H&S Training Compliance Update [<i>requested by IMs in committee self-assessment process</i>]	SD	TH				✓		
Security/Violence Issues [<i>requested by IMs in committee self-assessment process</i>]	SD	TH			✓			
Control of Substances Hazardous to Health (COSHH) Update Report [<i>requested by IMs in committee self-assessment process</i>]	SD	TH		✓				
Occupational Health Report [<i>requested at IM discussion following May HSC meeting</i>]	JS	KR		✓				
Diff X Cleaning Agent: assurance report on the safety concerns raised by Facilities staff via the Trade Union Safety Group [<i>requested at May HSC meeting</i>]	tbc	TH/AS		✓				
Martyn's Law/ Terrorism Protection of Premises Bill: A report on the detail, impact on the organisation, and timelines [<i>requested at May HSC meeting</i>]	tbc	tbc				✓		
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 [<i>requested by IMs in committee self-assessment process</i>]	AC	TH			✓			
Working at Height Compliance [<i>requested by IMs in committee self-assessment process</i>]	AC	TH			✓			

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	07 May 2024	09 July 2024	10 Sept 2024	12 Nov 2024	14 Jan 2025	04 March 2025
POLICIES FOR APPROVAL								
Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓

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