

**TABLE OF ACTIONS FROM  
HEALTH & SAFETY COMMITTEE (HSC) MEETING  
HELD ON 14<sup>TH</sup> MARCH 2022**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC (22)20	<b>Table of Actions from the Meeting held on 10<sup>th</sup> January 2022</b> <ul style="list-style-type: none"> <li><b>HSC(22)06 Health and Safety Update</b> - to ensure that timeline markers are assigned rather than 'on-going' to action (<i>To ensure that the Clinical Engineering Team, Medical Devices Group, Mr Tim Harrison and Ms Jennifer Lewis maintain a watching brief on matters relating to the compliance with the Lifting Operations and Lifting Equipment Regulations (LOLER).</i>)</li> </ul>	MR	25/04/22  31/03/22	<b>Complete</b> The Team have been reminded to provide clear timescales when identifying actions.
	<ul style="list-style-type: none"> <li><b>HSC(22)08 Health and Safety Performance Standards &amp; Targets</b> - to establish a firm timeframe in terms of the development of a H&amp;S heatmap/dashboard in conjunction with Mr Huw Thomas and Mrs Catherine Evans.</li> </ul>	MR		<b>Complete</b> The H&S team has met with the team responsible for supporting the development of the dashboard. Key metrics have been agreed and it is expected that the first view of the overarching HSC dashboard will be available by July 2022. This timescale is dependent upon some interoperability between reporting systems
HSC (22)21	<b>Health and Safety Update</b> <ul style="list-style-type: none"> <li>To ensure that formal discussions are held with Unions/Staff Groups in terms of the Manual Handling four tier training model.</li> </ul>	TH	25/04/22	<b>Complete</b> Inclusion on agenda for both Trade Union H&S Group and County Partnership Forum.
	<ul style="list-style-type: none"> <li>To pursue discussions with the Workforce &amp; OD Team in terms of Manual Handling training and the necessary alterations on the Electronic Staff Record.</li> </ul>	TH	25/04/22	<b>Complete</b> Discussions have taken place with Workforce & OD. Work to progress with necessary changes to ESR is planned.

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HSC 22(22)	<b>Health and Safety Regulations – Estates Low Voltage (LV) Electricity Compliance</b> <ul style="list-style-type: none"> <li>To pursue with the Head of Risk &amp; Assurance the inclusion of tracking arrangements within HDdUHB's central tracker.</li> </ul>	JW	25/04/22	Tracking arrangements are not currently included with the central tracker which is maintained by the risk and assurance team. Information has again been requested from Estates colleagues. As these are not included within the central tracker, they will not be subject to escalation or further reporting through committees. The Estates team are aiming for HSC in July 2022 on the UHB's progress against all WHTM compliance reports.
	<ul style="list-style-type: none"> <li>To present an update report in terms of electricity compliance to the HSC in September 2022.</li> </ul>	SC /PE	29/08/22	Complete Forward Planned in the H&S Committee Workplan for September 2022
HSC 22(23)	<b>Lifting Operations and Lifting Equipment Regulations (LOLER)</b> <ul style="list-style-type: none"> <li>To provide a further LOLER update to the HSC in July 2022 on the necessary assurance from the three community joint equipment stores on LOLER compliance.</li> </ul>	WO	27/06/22	Complete Forward Planned on the H&S Committee Workplan for July 2022
HSC 22(26)	<b>Deep Dive: Electrical Safety</b> <ul style="list-style-type: none"> <li>To provide contact details of team leaders in Ceredigion to Mr Mike Burns.</li> </ul>	MR	31/03/22	Complete
HSC 22(27)	<b>Corporate Risks Assigned to HSC</b> <ul style="list-style-type: none"> <li>To liaise with Mr Andrew Carruthers and the Risk &amp; Assurance Team in terms of an update relating to the matrix being developed to question consistency of risk rating.</li> </ul>	MR	25/04/22	A draft of the matrix was due to be shared with the Senior Operations Board in April, however the meeting was cancelled. It will be submitted to their meeting in May 22.

CH – Chris Hopkins

JW – Joanne Wilson

MR – Mandy Rayani

PE – Paul Evans

SC – Simon Chiffi

TH – Tim Harrison