

## HEALTH & SAFETY ASSURANCE COMMITTEE WORK PLAN APRIL 2022 – MARCH 2023

Currently, Health & Safety Assurance Committee (HSAC) 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 2022 – March 2023.

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	May 2022	July 2022	Sept 2022	Nov 2022	Jan 2023	March 2023
<b>GOVERNANCE</b>								
Welcome and Apologies	Chair	All	✓	✓	✓	✓	✓	✓
Declarations of Interests	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from previous meeting	Chair	CSO	✓	✓	✓	✓	✓	✓
Table of Actions (ToAs)	Chair	CSO	✓	✓	✓	✓	✓	✓
Review of Terms of Reference (TORs)	Chair	JW	✓					
Matters Arising (not on agenda)	Chair	All	✓	✓	✓	✓	✓	✓
HSC Self-Assessment Process - Share Questionnaire	Chair	MR			✓			
Outcome Report/Action Plan of HSC Self-Assessment Process	Chair	MR					✓	
Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓
Health & Safety Assurance Committee Annual Report	MR	TH	✓					
Major Incident Plan (May) – transferred from PPPAC – (deferred to July 22)	RJ	RJ	✗	✓				
Planning Objectives Update Report	MR	MR/DW	✓		✓		✓	
Planning Objectives Deep Dive (as required)	MR/AS	MR/AS	✓	✓	✓	✓	✓	✓
• 4H – Emergency planning and civil contingencies	Director of Public Health (DPH)	DPH						
• 3L – Review of existing security arrangements	MR	MR						

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Health and Safety Regulations – Estates Low Voltage (LV) Electricity Compliance - Audit Tracker				✓				
<b>HEALTH &amp; SAFETY UPDATES</b>								
H&S Update – to include: Control of Contractors Update, incidents of violence and aggression <i>further items will be confirmed with TH</i>	MR	TH	✓	✓	✓	✓	✓	✓
Corporate Risks Assigned to HSC	MR	ChB	✓		✓		✓	
<b>Deep Dive Risk Review (2 Operational Risks):</b>								
Display Screen Equipment (including agile working)	MR	TH	✓					
Health & Safety Regulations ('6-Pack')	MR	TH	✓	✓	✓	✓	✓	✓
RIDDOR	AS	TH	✓					
PREVENT and CONTEST Update	MR	PL	✓			✓		
Emergency Planning (Transferred from PPPAC)	RJ	RJ						
Fire Safety Update Report	AC	RE	✓	✓	✓	✓	✓	✓
Fire Safety Audit System Report 2021/22	AC	RE			✓			
COSHH Update Report	TH	TH		✓				
Operational Security Model Update	MR/AC	MR/AC		✓				
Bariatric Equipment Update	TH	TH	✓					
Electricity Compliance	TH	SC			✓			
LOLER	AC	CH/WO		✓				

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<b>ADMINISTRATION</b>								
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	CSO	✓	✓	✓	✓	✓	✓
Draft agenda to Exec Team prior to issue.	CSO	CSO	✓	✓	✓	✓	✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	CSO	✓	✓	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Circulate minutes & TOA to Committee for comments, points of accuracy & matters arising within 10 days of the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Chase updates on TOA before the next meeting and RAG rate	CSO	CSO	✓	✓	✓	✓	✓	✓
Record and track the TOA as part of the decision tracker	CSO	CSO	✓	✓	✓	✓	✓	✓
Produce written update report for Board	CSO	CSO	✓	✓	✓	✓	✓	✓
Prepare schedule of meetings	CSO	CSO					✓	
HSAC Annual Work Plan	CSO	CSO	✓	✓	✓	✓	✓	✓

**Initials**

CSO – Committee Services Officer JH –Judith Hardisty MR – Mandy Rayani JW – Jo Wilson AC- Andrew Carruthers	TH- Tim Harrison RE – Rob Elliott ChB –Charlotte Beare PL – Phil Lloyd RJ – Ros Jervis
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