

**TABLE OF ACTIONS FROM HEALTH & SAFETY COMMITTEE (HSC) MEETING
HELD ON 9 MAY 2023**

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
HSC(23)05	Outcome Report/Action Plan Of HSC Self-Assessment Process: <ul style="list-style-type: none"> To liaise with Ms Ann Murphy and Mr Anthony Dean regarding local arrangements prior to amending the Terms of Reference to include the Trade Union Update. 	AM	March 2023	Complete: Mrs Ann Murphy, Mrs Joanne Wilson and Mr Anthony Dean met to discuss further. It was agreed that any feedback would be included in the Health and Safety Update report.
HSC(23)19	Minutes and Matters Arising from the Meeting Held on 9 January 2023: <ul style="list-style-type: none"> To provide an assessment report to the Executive Team on the outcome of the visit to Cardiff and Value University Health Board to investigate the Unscheduled Care handover arrangements. 	MR	May 2023	In Progress: Summary slides will be shared with Committee members.
HSC(23)22	Health and Safety Update Report: <ul style="list-style-type: none"> To initiate a review of all Mental Health 136 suites accommodation and processes across the organisation and feedback to the HSC. 	MR	May 2023	Complete: The Terms of Reference has been drafted and work on the review has begun. An update on the review is included in the Health and Safety Update Report submitted to the July HSC meeting.
HSC(23)23	Operational Risk Update: <ul style="list-style-type: none"> To request an update on all Datix Risks over three years old by the Directorate leads for scrutiny by the Executive Team. 	MR	May 2023	Complete: Risks were discussed and updates provided to Executive Risk Group in both April and June 2023. The Assurance and Risk team have liaised with relevant services and directorates to update all risks over three years old.

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HSC(23)34	Health and Safety Annual Report: <ul style="list-style-type: none"> To amend the second paragraph on page 10 of the report from sentence “The Committee received assurance that the Preparedness, Resilience and Response Group and Security Management Group will be used to formally monitor progress with identified risks.” to “The Committee received assurance that the Emergency Preparedness, Resilience and Response Group and Security Management Group will be used to formally monitor progress with identified risks.” 	KL	July 2023	Complete.
HSC(23)36	Operational Risks Assigned to HSC: <ul style="list-style-type: none"> To submit a report to the next Health and Safety Committee detailing the proposed Risk 1382 concerning Reinforced Autoclaved Aerated Concrete (RAAC). And to ensure the SBAR includes assurance of a clean, safe environment for staff and patients during the work process. 	TH	July 2023	Complete: Scheduled as part of the forward work programme.
HSC(23)36	Operational Risks Assigned to HSC: <ul style="list-style-type: none"> To discuss Risk 708 (Inappropriate storage solutions associated with patient files/documents affecting Ceredigion Community sites), in particular the situation with Tregaron Hospital, outside of the Committee meeting and bring an update to the Committee in July 2023 	MR/AC	July 2023	Complete: report submitted to HSC and on agenda for the July meeting.
HSC(23)36	Operational Risks Assigned to HSC: <ul style="list-style-type: none"> To provide further context and review Risk 1586 (risk to staff, patients, due to insufficient space at Bronglais Hospital). 	MW	July 2023	Complete: Response received from Matthew Willis
HSC(23)37	Health and Safety Update: <ul style="list-style-type: none"> To look into communications with the public regarding violence and aggression at Health Board sites. 	MR	July 2023	In progress: This issue been raised through NHS All-Wales Anti-Violence Collaborative meeting on 27 June 2023, to be progressed on an all-Wales basis.

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HSC(23)37	Health and Safety Update: <ul style="list-style-type: none"> To request that the Violence and Aggression training passport is updated. 	MR	July 2023	Complete: TH has to chair the National V&A Management Group. This Group will formally review the NHS Wales V&A Passport and Information Scheme
HSC(23)37	Health and Safety Update: <ul style="list-style-type: none"> To contact the Welsh Government to request an update on the NHS All-Wales Anti-Violence Collaborative as they have not met for some time. 	MR	July 2023	Complete: The NHS All-Wales Anti-Violence Collaborative met on 27 June 2023.
HSC(23)38	Fire Safety Update Report: <ul style="list-style-type: none"> To share an update on the scope of Phase 2 of the fire safety works in Worthybush Hospital by the Committee meeting in July 2023. 	RE	July 2023	In progress: Decision is still awaited from the Fire Brigade as specialist advice is required by senior officers.
HSC(23)39	Monitoring Staff Exposure to Environmental Hazardous Substances: <ul style="list-style-type: none"> To provide an update on the timescale for measuring nitrous oxide within the midwifery unit. 	TH	July 2023	Complete: To be included in the H&S Update paper
HSC(23)40	Prevent and Contest Update: <ul style="list-style-type: none"> To submit a critical response review to the Committee July 2023 meeting. 	TH	July 2023	Complete: this was previously submitted to the HSC meeting May. As it is a 6 month update, it has been agreed to bring back to HSC in November.
HSC(23)41	Estates and Facilities Welsh Health Technical Memorandum's (WHTM's) – Governance Arrangements: <ul style="list-style-type: none"> To provide a six-monthly summary report to the Committee. 	SC/KL	July 2023	Complete: Agreed, 6month short report updates to follow moving forward.
HSC(23)41	Estates and Facilities Welsh Health Technical Memorandum's (WHTM's) – Governance Arrangements:	SC/MR	July 2023	Complete: NWSSP have now confirmed the following water audits: <ul style="list-style-type: none"> - BGH July to Aug 23 - GGH Aug to Sep 23

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	<ul style="list-style-type: none"> To inform Mrs Mandy Rayani if no response is received regarding dates for the next water systems audit, and Mrs Rayani will escalate. 			- PPH Feb to March 24 We already have in place WGH and HBW water audits.
HSC(23)42	Violent Patient Marker Procedure: <ul style="list-style-type: none"> To speak with Ms Rachel Williams to establish whether this should be a Procedure or a Policy. 	MR	July 2023	Complete
HSC(23)43	Lockdown Policy: <ul style="list-style-type: none"> To confirm the governance arrangements and owning group of the Policies and Procedures that have been submitted for approval. 	MR/ RW/ JW	July 2023	Complete: The HSAG was previously a sub-committee of PPPAC prior to the governance review in July 2020 which introduced a new Committee structure. The HSAG TORs have been reviewed and this is management group which will report into the NQPE Directorate and as part of its role will advise SPF, the Trade Union H&S Group as well as report into the Directorate Quality Governance meetings on H&S issues. The HSAG responsibilities include to 'Locally approve policies, strategies and procedures in principle ahead of formal approval by the Health and Safety Committee'.
HSC(23)44	Violence and Aggression Policy: <ul style="list-style-type: none"> Following the meeting, the Head of Security requested a change to the Appeals process, from writing to the Director of Operations to writing to the Complaints Department. 	TH	July 2023	Complete: Approved via Chair's action on 1 June 2023.

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HSC(23)45	Security Policy: <ul style="list-style-type: none"> To bring to the next Committee meeting in July 2023. 	TH	July 2023	Complete: To be submitted for approval at July 2023 meeting

MR: Mandy Rayani

TH: Tim Harrison

JW: Joanne Wilson

RE: Rob Elliott

RW: Rachel Williams

AC: Andrew Carruthers

KL: Katie Lewis

SH: Sam Hussell

SC: Simon Chifi

MW: Matthew Willis