

# Health and Safety Assurance Committee

Wed 17 February 2021, 09:30 - 12:00

Boardroom, Ystwyth Building, and via Microsoft Teams

## Agenda

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09:30 - 09:50  
20 min

### 1. GOVERNANCE

#### 1.1. Welcome and Apologies

*Chair*

#### 1.2. Declarations of Interest

*All*


#### 1.3. Minutes of Previous Meeting held on 2nd November 2020

*Chair*

 Unapproved Minutes HSAC 02.11.20 Final.pdf (8 pages)

#### 1.4. Matters Arising and Table of Actions from Meeting held on 2nd November 2020

*Chair*

 HSAC Table of Actions 02.11.20 Final.pdf (3 pages)

#### 1.5. Review of Committee Terms of Reference

*Chair*

 1.5 HSAC TOR SBAR Feb 21.pdf (3 pages)

 1.5 Appendix 1 H&SAC Terms of Reference v2 - For Approval.pdf (7 pages)

#### 1.6. Ratification of Chair's Action

*Chair*

- **Fire Safety Policy** <https://hduhb.nhs.wales/about-us/governance-arrangements/policies-and-written-control-documents/policies1/fire-safety-policy/>
- **Violence and Aggression Policy** <https://hduhb.nhs.wales/about-us/governance-arrangements/policies-and-written-control-documents/policies1/violence-and-aggression-policy/>

09:50 - 10:40  
50 min

### 2. HEALTH AND SAFETY UPDATES

#### 2.1. HSE Enforcement Actions Update

*Presenter: Tim Harrison*

 2.1 SBAR HSE Update for HSAC Feb 2021 Final.pdf (6 pages)

#### 2.2. Health and Safety Update

*Presenter: Tim Harrison*

 2.2 SBAR Health & Safety Update V1.1 Final.pdf (5 pages)

### **2.3. Fire Safety Governance Review**

*Presenter: Rob Elliott*

- 📄 2.3 SBAR Fire Safety Governance Review - Feb 21 Final.pdf (11 pages)

### **2.4. Fire Enforcement Notices Actions Update**

*Presenter: Rob Elliott*

- 📄 2.4 SBAR Update - Fire Enforcement Notices Letters of Fire Safety WGH and GGH Final.pdf (4 pages)
- 📄 2.4 Appendix 1 Fire Enforcement Notices July 2020 - Feb 2021 final.pdf (42 pages)

### **2.5. Smoke Free Sites - Implementation of Legislation by 1st March 2021**

*Presenter: Joanna Dainton*

- 📄 2.5 SBAR HS Smoke Free Site Legislation Feb 2021 Final.pdf (6 pages)
- 📄 2.5 Appendix 1 Smoke-free - Enforcement in Hospital Grounds Workshop - slides (final).pdf (12 pages)
- 📄 2.5 Appendix 2 Smoke Free Communications Plan.pdf (4 pages)

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## **10:40 - 11:25** 45 min **3. RISK**

### **3.1. Corporate Risks Assigned to H&SAC**

*Presenter: Mandy Rayani*

- 📄 3.1 HSAC SBAR CRR Feb 2021 Final.pdf (7 pages)
- 📄 3.1 Appendix 2 HSAC CRR Feb 2021.pdf (12 pages)

### **3.2. Operational Risks Assigned to H&SAC**

*Presenter: Mandy Rayani*

- 📄 3.1 HSAC ORR Paper Feb 2021 Final.pdf (8 pages)
- 📄 3.2 Appendix 3 HSAC ORR Feb 2021.pdf (11 pages)

### **3.3. Outcome of Review for Staff Testing Positive for COVID-19**

*Presenter: Tim Harrison*

- 📄 3.5 SBAR Staff Testing Positive for COVID-19 Update Final.pdf (3 pages)

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## **11:25 - 11:25** 0 min **4. FOR APPROVAL**

### **4.1. Extension to Review Dates of Corporate Written Control Documentation**

*Presenter: Andrew Carruthers*

- 📄 Extension to Review Dates of Corporate Written Control Documentation SBAR Final.pdf (4 pages)

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## **11:25 - 11:35** 10 min **5. FOR INFORMATION**

### **5.1. H&SAC Work Programme 2020/21**

*Chair*

- 📄 HSAC Work Programme 2020-21 v5.pdf (6 pages)
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**11:35 - 11:45 6. ANY OTHER BUSINESS**

10 min

*All*

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**11:45 - 11:55 7. REFLECTIVE SUMMARY**

10 min

*Chair*

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**11:55 - 12:00 8. DATE AND TIME OF NEXT MEETING**

5 min

*10th May 2021 9.30am - 12.00*