

**TABLE OF ACTIONS FROM  
HEALTH & SAFETY ASSURANCE COMMITTEE MEETING  
HELD ON 2ND NOVEMBER 2020**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
HSAC (20)48	<p><b>Table of Actions from the Meeting Held 07.09.2020</b></p> <ul style="list-style-type: none"> <li>to present the preferred option relating to the Prevention and Management of Violence and Aggression (PAMOVA) training to a future HSAC meeting.</li> </ul>	TH	Jan 2021	Forward planned on HSAC workplan for 17 <sup>th</sup> February 2021	
HSAC (20)49	<p><b>H&amp;S Executive Enforcement Action Update</b></p> <ul style="list-style-type: none"> <li>to confirm that, where appropriate, Equality Impact Assessments (EqIA) have been completed.</li> <li>to confirm that the revised enforcement dates match the audit tracker.</li> <li>to clarify the scoring within the tables on page 2 of the report, to Members.</li> <li>to reflect the progress made to date within the HSAC Update Report to Board.</li> </ul>	MR TH TH KR	Dec 2020 Dec 2020 Dec 2020 Nov 2020	Complete: the suite of H&S policies all have equality impact assessments undertaken prior to approval. Complete Complete: Complete	
HSAC (20)51	<p><b>Update on Fire Enforcement Notices and Letters of Fire Safety Matters at WGH and GGH</b></p> <ul style="list-style-type: none"> <li>once received, to issue the latest correspondence from the MWWRFs to Members.</li> <li>to provide updates on the relevant sections of the audit tracker with the Risk and Assurance Team.</li> </ul>	RE RE	Nov 2020 Nov 2020	Email issued to Members 13 <sup>th</sup> November 2020. Email issued to Risk and Assurance Team on 12 <sup>th</sup> November 2020.	

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HSAC (20)52	<p><b>Fire Safety Audit System Report 2019/20</b></p> <ul style="list-style-type: none"> <li>to discuss with Mr Rob Elliott outside of the Committee meeting the findings of the Fire Safety Audit System Report 2019/20.</li> </ul>	CB	Dec 2020	<p>Complete: The Directorate has met with the Head of Assurance and Risk to review the content of the Fire Audit Report submitted in September 2020. It is acknowledged that this is a standard high level report required by WG but it could be improved by the addition of further narrative which reflects the significant capital investment needed in future years. These expenditure plans are set out in the HB's plans which we could include for further detail. In addition, further narrative which explains the improvements being made around General Management responsibilities would help to improve the audit report submitted by the HB.</p> <p>These matters will be fully included in the 2021/22 report.</p>	
HSAC (20)53	<p><b>Risk 813 - Fire Safety Management</b></p> <ul style="list-style-type: none"> <li>to review risk 813, taking into account the comments from Members.</li> </ul>	AC	Dec 2020	<p>The Directorate has met with the Head of Assurance &amp; Risk to review whether the current risk rating for Corporate Risk 813 remains appropriate.</p> <p>The outcome of this discussion was that when considering the limited works undertaken to date and the extent of future improvement works set out within plans agreed by MWWFRS (still to be actioned) the current risk rating remains appropriate.</p> <p>Also the increased management actions, particularly improving ownership by General Mangement Teams, of Fire Safety would need to be further evidenced. This is moving in the right direction with the establishment of regular site walkabouts involving site Management and the Fire Safety Advisors.</p> <p>The full situation will be reviewed again at the end of this Financial Year.</p>	

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HSAC (20)55	<p><b>273 – Manual Handling Policy and 649 – Workplace, Slips, Trip and Falls Policy</b></p> <ul style="list-style-type: none"> <li>to add the date of the Equality Impact Assessment (EqIA) within the table on page 1 of the Manual Handling Policy.</li> </ul>	AS	Nov 2020	Complete – approved policy uploaded onto the HDdUHB website.	
HSAC (20)56	<p><b>HSAC Workplan 2020/21</b></p> <ul style="list-style-type: none"> <li>following the meeting on 10<sup>th</sup> November 2020 to discuss both the workplan and the schedule of meetings until the end of the year, to issue a revised schedule and work plan to Members.</li> </ul>	KR	Nov 2020	Complete – email issued to Members on 11 <sup>th</sup> November 2020.	