

HEALTH & SAFETY ASSURANCE COMMITTEE WORK SCHEDULE APRIL 2020 – APRIL 2021

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 programme April 2020 – April 2021 (initials in brackets denotes leads).

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	14 May 2020	22 June 2020	7 Sept 2020	2 Nov 2020	16 Dec 2020 Canx	17 Feb 2021	10 May 2021
GOVERNANCE									
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	✓					✓	
Review of membership	Chair	JW						✓	
Matters arising not on agenda	Chair	All	✓	✓	✓	✓		✓	✓
Outcome of HSAC Self-Assessment Process	Chair	MR							✓
Policies for Approval (as required)	All	All	✓	✓	✓	✓		✓	✓
Health & Safety Assurance Committee Annual	MR	TH		✓					✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	14 May 2020	22 June 2020	7 Sept 2020	2 Nov 2020	16 Dec 2020 Canx	17 Feb 2021	10 May 2021
Report									
Health & Safety Management Systems Annual Report									✓
HDdUHB Health & Safety Governance Team/Arrangements	MR	TH		✓					
HEALTH & SAFETY UPDATES									
Corporate Risks Assigned to HSAC	MR	ChB		✓		Deep Dive		✓	✓
Operational Risks Assigned to HSAC	MR	ChB						✓	✓
Risk 718 -Failure to Undertake Proactive Health and Safety Management	MR	TH				✓			
Risk 813 – Fire Safety Management	AC	RE				✓			
Health and Safety Executive Enforcement Action Update	MR	TH	✓	✓	✓	✓		✓	✓
Fire Action Update (including Notices and Action Plans)	AC	RE	✓	✓	✓	✓		✓	✓
H&S Update – to include Review of Estates and	MR	TH						✓	✓

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Accommodation (including Outpatient Clinics)									
Control of Contractors Update	AC	RE	✓						
Management of Violence & Aggression (incl Lone working)	MR	TH	✓		✓				
Prevention and Management of Violence and Aggression (PAMOVA) Training Plan	MR	TH						✓	
Fire Safety Management Report	AC	RE	✓						
RIDDOR Report	MR	TH	✓						
Fire Safety Governance Review (Recommendations and Action Plans)	AC	RE		✓				✓	
Fire Safety Governance Update and Action Plan	AC	RE			✓			✓	✓
Process for Needle Stick Injuries	MR				✓				
Needle Stick Injuries Update	MR								
Fire Safety Audit	AC	RE			✓	✓			

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System Report 2019/20					Deferred				
Development of Toolkit for the Review of Staff Testing Positive for COVID-19	MR	TH			✓			✓	
Outcome of the Review for Staff Testing Positive for COVID-19	MR	TH						✓	
ADMINISTRATION									
Agenda setting meeting with Chair & Exec Lead to include discussion on deep dives on new risks (at least 6 weeks before the meeting)	CSO	KR	✓	✓	✓	✓		✓	✓
Draft agenda to go to Executive Team prior to being issued.	CSO	KR	✓	✓	✓	✓		✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	KR	✓	✓	✓	✓		✓	✓
Disseminate agenda & papers 7 days	CSO	KR	✓	✓	✓	✓		✓	✓

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prior to the meeting									
Type up minutes and TOA within 7 days of the meeting	CSO	KR	✓	✓	✓	✓		✓	✓
Circulate minutes & TOA to Committee for comments, points of accuracy & matters arising within 10 days of the meeting	CSO	KR	✓	✓	✓	✓		✓	✓
Check & send final version of minutes to the Committee Chair following comments received.	CSO	KR	✓	✓	✓	✓		✓	✓
Chase updates on TOA before the next meeting and RAG rate	CSO	KR	✓	✓	✓	✓		✓	✓
Record and track the TOA as part of the decision tracker	CSO	KR	✓	✓	✓	✓		✓	✓
Produce written update report for QSEAC & Board	CSO	KR	✓	✓	✓	✓		✓	✓
Prepare schedule of meetings	CSO	KR							✓
QSEAC Annual Work Programme	CSO	KR	✓	✓	✓	✓		✓	✓

Initials

CSO – Committee Services Officer
KR –Karen Richardson
JH –Judith Hardisty
MR – Mandy Rayani
JW – Jo Wilson
RJ – Ros Jervis
AC- Andrew Carruthers
AS – Alison Shakeshaft
PK – Philip Kloer
JP – Jill Paterson

LG – Lisa Gostling
TH- Tim Harrison
RE – Rob Elliott
ChB –Charlotte Beare