

**TABLE OF ACTIONS FROM
HEALTH & SAFETY ASSURANCE COMMITTEE MEETING
HELD ON 7TH SEPTEMBER 2020**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
HSAC (20)33	Violence And Aggression (V&A) Update <ul style="list-style-type: none"> to confirm whether information regarding challenging patients is shared from the Welsh Ambulance Service Trust (WAST) to HDdUHB. to include the following information in the next V&A update to HSAC: <ul style="list-style-type: none"> ➤ trend data over an extended period for comparison; ➤ progress regarding the establishment of PCSOs on all Health Board sites; ➤ confirmation of where data has been discussed without going into the detail of cases; ➤ an update on plans to improve V&A training. 	TH TH	Oct 2020 Oct 2020	<p>Not routinely apart from when a specific incident occurs, however discussions have now taken place with the H&S Manager at WAST to improve future communication.</p> <p>To be included within future reports.</p> <p>Communications currently still taking place with DPP.</p> <p>Monthly V&A reports produced for Dept Managers – Plans to include in Quality and Safety/Partnership Forums.</p> <p>Report to be presented to 16th December 2020 HSAC meeting.</p>	
HSAC (20)34	Development of a Toolkit for the Review of Staff Testing Positive for COVID-19 <ul style="list-style-type: none"> to discuss the inclusion of the Test Trace and Protect (TTP) Team, in the Development of a 	MR	Oct 2020	Discussed with the author of the toolkits the requirement/benefit of including the role of the TTP team.	

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	Toolkit for the Review of Staff Testing Positive for COVID-19 with the national lead director. <ul style="list-style-type: none"> to establish whether an Equality Impact Assessment has been completed on an all Wales basis. 	MR	Oct 2020	Requirement for completion for EqIA has passed to the author of the toolkits	
HSAC (20)35	Process for Needle Stick Injuries <ul style="list-style-type: none"> to amend the error in the financial impact section of the report, prior to uploading onto the HDdUHB website. to include in future Needle Stick Injuries reports trend data, outlining whether improvements have been identified. 	TH	Sept 2020	Complete.	
		TH	Oct 2020	Included in the overarching H&S Report	
HSAC (20)36	Update on Fire Enforcement Notices and Letters of Fire Safety issued by the Mid and West Wales Fire Rescue Service (MWWFRS) on WGH and GGH <ul style="list-style-type: none"> to provide an update regarding the number of companies who have expressed an interest to tender for the advanced works program in WGH. 	RE	Oct 2020	Advance works contracts are now complete, with one company identified. In relation to the Phase 1 contract - NWSSP with support from WG have now modified the contractual arrangement within the Building 4 Wales framework for this project. This has resulted in three companies expressing an interest to participate in the tender exercise.	
		RE	Sept 2020	Complete – email issued to Members on 10 th September 2020.	
		JH/KR	Sept 2020	Complete	

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	<ul style="list-style-type: none"> to escalate the concern regarding a lack of correspondence received from the MWWRFS to the Board, via the HSAC update report to Board. to issue correspondence to the MWWRFS on behalf of the Chief Executive requesting written confirmation of the verbally agreed timescales for GGH. 	JH/KR RE	Sept 2020 Sept 2020	Complete Complete – letter issued to the MWWRFS on 10 th September 2020	
HSAC (20)37	Fire Safety Governance Update and Action Plan <ul style="list-style-type: none"> to discuss the format of future reports with the Lead Director. to adopt the Red/Amber/Green (RAG) classifications within the action plan. 	RE RE	Oct 2020 Oct 2020	Format agreed with the Director of Operations Complete	