

## 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	17 Feb 2021	Apr 2021
<b>GOVERNANCE</b>									
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 Report	MR	TH		✓					✓

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Health & Safety Management Systems Annual Report									✓
HDdUHB Health & Safety Governance Team/Arrangements	MR	TH		✓					
<b>HEALTH &amp; SAFETY UPDATES</b>									
Corporate Risks Assigned to HSAC	MR	ChB		✓		Deep Dive	✓	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	✓	✓	✓	✓	✓	✓	✓
Control of Contractors Update	AC	RE	✓						
Management of Violence & Aggression (incl	MR	TH	✓		✓				

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	14 May 2020	22 June 2020	7 Sept 2020	2 Nov 2020	16 Dec 2020	17 Feb 2021	Apr 2021
Lone working)									
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 System Report 2019/20	AC	RE			✓ 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					✓		
<b>ADMINISTRATION</b>									
Agenda setting meeting with Chair &	CSO	KR	✓	✓	✓	✓	✓	✓	✓

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Exec Lead to include discussion on deep dives on new risks (at least 6 weeks before the meeting)									
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 prior to the meeting	CSO	KR	✓	✓	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓	✓	✓

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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
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