

**TABLE OF ACTIONS FROM
HEALTH & SAFETY ASSURANCE COMMITTEE MEETING
HELD ON 14TH MAY 2020**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
HSAC (20)03	Terms of Reference				
	<ul style="list-style-type: none"> to discuss appropriate Executive Director requirements for HSAC meetings during COVID-19, at the next HSAC agenda setting meeting. 	JH/MR /JW	Jun 2020	Discussed and agreed that only the Executive Director of Quality, Safety & Patient Experience and the Executive Director of Operations will be required for the Extraordinary HSAC meeting on 22 nd June 2020. For meeting going forward, the Director of Primary Care, Community and Long Term Care may be invited to attend to discussion agenda items which has a specific primary and community care focus.	
	<ul style="list-style-type: none"> to review the current mechanisms across the organisation to ensure that operational discussions in relation to Health & Safety are taking place at appropriate meetings. 	MR/AC	Jun 2020	H&S reporting is routinely reported into Partnership Forums as well as several Operations Governance/Quality meetings. This will be strengthened with H&S formally reporting into Directorate Quality and Safety Committees as indicated in the SBAR to be discussed at today's HSAC committee	
	<ul style="list-style-type: none"> to facilitate Health Board wide Health & Safety representative meetings. 	TH	Jun 2020	Discussions have taken place with TU Officials regarding establishing a TU	

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
				H&S link to feed into the subordinate H&S governance under the HSAC.	
HSAC (20)04	Health and Safety Executive Enforcement Action Update <ul style="list-style-type: none"> to share the risk assessments prepared by the workforce team in relation to providing induction training in line with current social distancing requirements. for the next Health and Safety Executive Enforcement Action Update report to outline the current position, the work being undertaken and whether the target deadline will be met in relation to the 28 recommendations. to amend the reports recommendation in the minutes, given that only partial assurance could be taken from the work being undertaken. 	LG TH KR	Jun 2020 Jun 2020 May 2020	Report issued to Members 12.06.2020 Agenda item for the Extraordinary HSAC meeting on 22 nd June 2020. Complete	
HSAC (20)05	Fire Action Update <ul style="list-style-type: none"> for the next Fire Action Update to the Extraordinary HSAC meeting to include details and the rationale for any delays to complete the work required. 	RE	Jun 2020	Agenda item for the Extraordinary HSAC meeting on 22 nd June 2020.	
HSAC (20)07	Management of Violence & Aggression / Lone Working Update <ul style="list-style-type: none"> for the next Management of Violence & Aggression / Lone Working Update update to include further detail in regard to the improvement notice issues and the work on specific actions being undertaken towards compliance. 	TH	Jun 2020	Included within the HSE Update Report being presented to the Extraordinary meeting on 22 nd June 2020	

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
HSAC (20)08	Fire Safety Management Report <ul style="list-style-type: none"> to amend "Recovery Centres" to Field Hospitals" in the report. 	RE	May 2020	Report amended and uploaded onto the HDdUHB website	
HSAC (20)11	Any Other Business <ul style="list-style-type: none"> to share with Members the date and time of the Extraordinary HSAC meeting in June 2020. 	KR	May 2020	Complete – email issued 20 th May 2020 confirming date of Extraordinary HSAC meeting as 22 nd June 2020.	

Action assigned to HSAC from the People, Planning and Performance Assurance Committee meeting 7th May 2020

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
PPPAC (20)01	Table of Actions from BPPAC Meeting Held on 20th February 2020 <ul style="list-style-type: none"> Process for needle stick injuries - to follow up with the Executive Director of Nursing & Patient Experience to ensure this action had been taken forward through H&S Assurance Committee for an assurance that the Health Board will be able to comply with the H&S Improvement Notice and to QSEAC to be assured that the detail and impact of needle stick injuries is discussed within infection prevention. 	MR	29/05/2020	Complete - Passed to H&S Assurance Committee for inclusion on work programme.