

HEALTH & SAFETY ASSURANCE COMMITTEE WORK SCHEDULE APRIL 2021– MARCH 2022

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 2021 – March 2022 (initials in brackets denote leads).

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	10th May 2021	6th July 2021	13th Sept 2021	15th Nov 2021	10th Jan 2022	14th March 2022
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						✓
Matters Arising (not on agenda)	Chair	All	✓	✓	✓	✓	✓	✓
HSAC Self-Assessment Process - Review of Questionnaire	Chair	MR	✓					
Outcome of HSAC Self-Assessment Process	Chair	MR		✓				
Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓
Health & Safety Assurance Committee Annual Report	MR	TH	✓					
HEALTH & SAFETY UPDATES								
H&S Update – to include: Control of Contractors Update, incidents of violence and aggression <i>further items will be confirmed with TH</i>	MR	TH	✓	✓	✓	✓	✓	✓
Corporate Risks Assigned to HSAC	MR	ChB		✓		✓		✓
Deep Dive Risk Review (2 Operational Risks)	MR	ChB	✓	✓	✓	✓	✓	✓
Health & Safety Regulations ('6-Pack')	MR	TH	✓	✓	✓	✓	✓	✓
Health and Safety Executive Enforcement Action Update	MR	TH	✓					

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PREVENT and CONTEST Update	MR	PL	✓			✓		
Fire Action Update (including Notices and Action Plans)	AC	RE	✓					
Management of Violence & Aggression (incl Lone working) – Deep Dive	MR	TH			✓			
Fire Safety Update Report	AC	RE	✓	✓	✓	✓	✓	✓
Fire Safety Governance Review (Recommendations and Action Plans)	AC	RE	✓					
Needle Stick Injuries Update – Deep Dive	MR			✓				
Fire Safety Audit System Report 2020/21	AC	RE			✓			
Premises and Security Update (Deep Dive)	AC	RE				✓		
Manual Handling Deep Dive	MR	TH				✓		
Hazardous Substances and Environmental Safety (COSHH)	MR	TH		✓				
ADMINISTRATION								
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	SW	✓	✓	✓	✓	✓	✓
Draft agenda to Exec Team prior to issue.	CSO	SW	✓	✓	✓	✓	✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	SW	✓	✓	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to the meeting	CSO	SW	✓	✓	✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	CSO	SW	✓	✓	✓	✓	✓	✓
Circulate minutes & TOA to Committee for comments, points of accuracy & matters arising within 10 days of the meeting	CSO	SW	✓	✓	✓	✓	✓	✓
Check & send final version of minutes to the Committee Chair following comments received.	CSO	SW	✓	✓	✓	✓	✓	✓
Chase updates on TOA before the next meeting and RAG rate	CSO	SW	✓	✓	✓	✓	✓	✓

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Record and track the TOA as part of the decision tracker	CSO	SW	✓	✓	✓	✓	✓	✓
Produce written update report for Board	CSO	SW	✓	✓	✓	✓	✓	✓
Prepare schedule of meetings	CSO	SW					✓	
HSAC Annual Work Programme	CSO	SW	✓	✓	✓	✓	✓	✓

Initials

CSO – Committee Services Officer SW – Sonja Wright JH –Judith Hardisty MR – Mandy Rayani JW – Jo Wilson AC- Andrew Carruthers	TH- Tim Harrison RE – Rob Elliott ChB –Charlotte Beare PL – Phil Lloyd
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