

**TABLE OF ACTIONS FROM  
HEALTH & SAFETY ASSURANCE COMMITTEE MEETING  
HELD ON 22<sup>ND</sup> JUNE 2020**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
HSAC (20)17	<b>HEALTH &amp; SAFETY AND EMERGENCY PLANNING SUB-COMMITTEE ANNUAL REPORT 2019/20</b> <ul style="list-style-type: none"> <li>to include additional narrative within the Annual Report to confirm the establishment of the HSAC.</li> <li>to present the Health &amp; Safety and Emergency Planning Sub-Committee Annual Report 2019/20 to Board in July 2020.</li> </ul>	TH	July 2020	Complete	
		JH/KR	July 2020	This was appended to the HSAC Update Report to Board in July 2020.	
HSAC (20)18	<b>HDdUHB HEALTH &amp; SAFETY GOVERNANCE TEAM/ARRANGEMENTS</b> <ul style="list-style-type: none"> <li>for Health &amp; Safety and Fire to be joint standing agenda items at Directorate Quality/Governance meetings.</li> </ul>	TH/RE	Aug 2020	Discussed with individual meeting chairs for an agreement for H&S and fire to be included in Quality/Governance meetings	
HSAC (20)19	<b>HSE ACTION UPDATE</b> <ul style="list-style-type: none"> <li>for the Executive Team to consider an interim hybrid model for PAMOVA training.</li> <li>to add December 2021 to the timeline for Material Breaches: 3, 4, 6, 7 and 9.</li> <li>to confirm the date of the next meeting with the HSE.</li> <li>to include the training plan as a standalone plan.</li> <li>to discuss the invoices received from the HSE with the Executive Director of Finance, to ensure financial costs are being monitored.</li> </ul>	MR	Aug 2020	Report forward planned for ET	
		TH	Jul 2020	Complete	
		MR	Jun 2020	Meeting took place on 25 <sup>th</sup> June 2020.	
		TH	Jul 2020	Report produced highlighting approach to V&A training proposal	
		MR	Aug 2020	Complete	

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	<ul style="list-style-type: none"> <li>to include the outcome of the meeting with the HSE in the HSAC Update Report to the July 2020 Board.</li> </ul>	JH/KR	Jul 2020	Complete	
<b>HSAC (20)20</b>	<b>FIRE ACTION UPDATE (INCLUDING NOTICES AND ACTION PLANS)</b> <ul style="list-style-type: none"> <li>for the next update to the HSAC meeting on 7<sup>th</sup> September 2020 to identify the lead for each of the outstanding actions.</li> <li>to issue formal correspondence to the MWWFRS outlining what had been agreed at the meeting on 16<sup>th</sup> June 2020, to assist further discussions.</li> </ul>	RE  RE	Aug 2020  Jun 2020	Agenda item for HSAC 7 <sup>th</sup> September 2020.  Complete – letter issued 24 <sup>th</sup> June 2020	
<b>HSAC (20)22</b>	<b>CORPORATE RISKS ASSIGNED TO HSAC</b> <ul style="list-style-type: none"> <li>to add the date of the HSAC meeting in the update section of Risk 813.</li> </ul>	KR	Jun 2020	Complete – amended version uploaded onto the HDdUHB website.	