

HEALTH & SAFETY ASSURANCE COMMITTEE WORK SCHEDULE APRIL 2020 – MARCH 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 – March 2021 (initials in brackets denotes leads).

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	14 May 2020	22 June 2020	7 Sept 2020	TBC	TBC	TBC
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	✓					✓
Review of Sub Committees 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	MR	TH		✓				May 2021

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Committee Annual Report								
Health & Safety Management Systems Annual Report								May 2021
HDdUHB Health & Safety Governance Team/Arrangements	MR	TH		✓				
HEALTH & SAFETY UPDATES								
Corporate Risks Assigned to HSAC	MR	ChB		✓		Deep Dive	✓	Deep Dive
Operational Risks Assigned to HSAC	MR	ChB					✓	
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 Lone working)	MR	TH	✓		✓			
Fire Safety Management Report	AC	RE	✓					
RIDDOR Report	MR	TH	✓					

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Fire Safety Governance Review (Recommendations and Action Plans)	AC	RE		✓	✓			
Process for Needle Stick Injuries	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				✓		
ADMINISTRATION								
Agenda setting meeting with Chair & Exec Lead to include discussion on deep dives on new risks (at least 6 weeks before the meeting)	CSO	KR	✓	✓	✓	✓	✓	✓
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	CSO	KR	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	14 May 2020	22 June 2020	7 Sept 2020	TBC	TBC	TBC
papers at least 14 days before the meeting)								
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	✓	✓	✓	✓	✓	✓
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	CSO	KR	✓	✓	✓	✓	✓	✓

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Programme								

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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