



Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	36/19, 102/19 and 128/19	25.04.2019, 02.09.2019 and 02.12.2019	Update be received at the next meeting regarding five facet review of backlog maintenance and to include the need for a five facet review, the breakdown of costs and identify the areas requiring urgent improvements	DK	March 2020	On agenda
2.	106/19	02.09.2019	Update to be received at March meeting regarding the health and safety training modules and how the training is being measured.	HL	March 2020	On agenda
3.	107/19 and 131/19	02.09.2019	Update to be received at March's committee in respect of addressing the notifications from HSE in May 2019. The committee requires assurance about minimising the level of risk.	LH	March 2020	On agenda
4.	128/19	02.12.2019	Update of fire safety arrangements at Head Quarters to be brought to	MP	March 2020	On agenda - Health and Safety Operational Group

			March's Committee following a discussion at the Health and Safety Operational Group.			Key Issues Report
5.	110/19 and 128/19	02.09.2019 and 02.12.2019	Update on the audit of managing contractor's policy and whether it is being adhered to be brought to March's committee.	MP	March 2020	On agenda - Health and Safety Operational Group Key Issues Report
6.	132/19	02.12.2019	Update on asbestos be provided and to include the controlled process in place within March's operational key issues report.	MP	March 2020	On agenda - Health and Safety Operational Group Key Issues Report
7.	144/19	02.12.2019	The decision of the name of Morriston's Health and Safety Group to be decided operationally, and an update to be brought back to March's committee.	MP	March 2020	On agenda - Health and Safety Operational Group Key Issues Report
8.	129/19	02.12.2019	The site responsibility spreadsheet to be circulated once all sites have been allocated to individuals.	MP	March 2020	In Progress
9.	132/19	02.12.2019	The estate of Caswell Clinic is the responsibility of CTMUHB, however the responsibility of its staff is the responsibility of SBUHB. The signed memorandum to be checked and confirmation as to whether the responsibility for the alarm system lies with SBUHB to be provided in March.	GH	March 2020	Verbal Update
10.	146/19	02.12.2019	A written report on the Health and Safety Operational Group at Head	PW	March 2020	On Agenda

			Quarters be provided, to include the individuals identified for walk arounds.			
11.	136/19	02.12.2019	An update on the progress made regarding the COSSH database and procedure to come to June's committee. The first Health Surveillance Group meeting has taken place which was well attended. The COSSH database will be taken forward at the next meeting.	MP	June 2020	On work plan

Closed Actions

Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
12.	61/19	03.06.2019	Update on statutory and mandatory training compliance with health and safety modules be provided.	HR	September 2019	Completed
13.	60/19	03.06.2019	Report be provided outlining fire drills plans board-wide and health and safety arrangements for HQ.	MP	September 2019	Completed
14.	108/19	02.09.2019	Update on COSHH report to be received at December's meeting.	GH	December 2019	Completed
15.	107/19	02.09.2019	Update to be received at December's meeting in respect of the notifications from HSE in May 2019.	LH	December 2019	Completed
16.	108/19	02.09.2019	Update on Water Safety Plan to be received at December's meeting.	DK	December 2019	Completed
17.	113/19	02.09.2019	Update on operational log to include clinical waste national issue to be	DK	December 2019	Completed

			received at December's meeting.			
18.	47/18	03.12.2018	Consideration be given to prioritising areas in which patients were long-staying with regard to the radon gas monitoring review.	GH	December 2019	Completed
19.	104/19	02.09.2019	Update to be provided on food safety.	JJ	December 2019	Completed
20.	104/19	02.09.2019	Presentation from the Occupational Health team to include how staff are supported following work related stress and violence and aggression incidents, and the type of wellness services available.	HR	December 2019	Completed
21.	08/19	04.03.2019	The issue of site responsibility when several units were present there be discussed outside of the meeting.	GH/PW/CW	December 2019	Completed