



## Health and Safety Committee Work Programme 2019-20



		Lead	June	July	September	December	March
<b>2. Preliminary Matters</b>							
Minutes of the Previous Meeting	Director of Corporate Governance						
Action Log	Director of Corporate Governance						
Work Programme	Director of Corporate Governance						
<b>4. Reviews of Service Delivery and Non-Service Delivery Units</b>							
Primary and Community Services	Service Director						
Neath Port Talbot Hospital	Service Director						
Mental Health and Learning Disabilities	Service Director						
Corporate/HQ	Director of Nursing and Patient Experience						
Singleton Hospital	Service Director						
Facilities and Hotel Services	Chief Operating Officer						

Morrison Hospital	Service Director						
Estates	Chief Operating Officer						
<b>6. Risk, Governance and Assurance</b>							
Committee Terms of Reference	Director of Corporate Governance						
Health and Safety Plan Updates	Director of Nursing and Patient Experience						
Health and Safety Committee Risk Register	Director of Nursing and Patient Experience						
Health and Safety Annual Report	Director of Nursing and Patient Experience						
Health and Safety Training Module Update	Director of Nursing and Patient Experience						
<b>8. Policy and Procedures</b>							
Current Policy Review	Director of Nursing and Patient Experience						
Procedural reviews (as determined by the committee)	Director of Nursing and Patient Experience						
Thematic reviews (as determined by the committee)	Director of Nursing and Patient Experience						
Loneworkers	Director of Nursing and Patient Experience						
<b>10. Internal and External Audit Reports</b>							
Internal Audit Reports (as they arise)	Director of Corporate Governance						
External Audit Reports (as they arise)	Director of Corporate Governance						
COSHH	Director of Nursing and Patient Experience						
<b>12. For Noting</b>							
Operational Group Key Issues Report	Director of Nursing and Patient Experience						

Items to Refer to Other Committees	Director of Nursing and Patient Experience					
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## Health and Safety Committee In-Committee Work Programme 2019-20

	Lead	June	September	December	March
<b>1. Preliminary Matters</b>					
Minutes of the Previous Meeting	Director of Corporate Governance				
Action Log	Director of Corporate Governance				
Work Programme	Director of Corporate Governance				
<b>2. Exception Reports</b>					
Health and Safety Executive Reports	Director of Nursing and Patient Experience				
Cladding	Director of Nursing and Patient Experience				
Other Exception Reports	Director of Nursing and Patient Experience				