



Health and Safety Committee **Urgent** Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	-	-	Nil Return	-	-	-



Health and Safety Committee **Pending** Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	132/19	02.12.2019	Mark Parsons to confirm timescale for the capital bid works at Caswell Clinic in respect of the camera and alarm system.	MP	April 2021	Updated quotes received towards the end of 2020. MP monitoring progress.
2.	28/30, 51/20	02.06.2020, 13.07.2020	Update on the electrical testing at Gorseinon Hospital be received.	DK	April 2021	The EICR testing has been complete and the team are waiting to receive the completed report. General outcome satisfactory with some remedial to be undertaken. Remedial works will be completed on receipt of report.
3.	36/19, 102/19, 128/19 and 14/20	25.04.2019, 02.09.2019, 02.12.2019, 03.03.2020	Update be provided regarding progress of the six facet review of backlog maintenance.	DK	April 2021	On agenda

4.	08/19, 129/19, 35/20, 51/20, 105/20	04.03.2019, 02.12.2019, 02.06.2020, 13.07.2020, 01.12.2020	The issue of site responsibility when several units were present to be discussed outside of the meeting. The spreadsheet to be shared in March once all sites have been allocated to individuals.	MP	July 2021	Accountability and contact names to be provided at July's meeting. To be added to July's agenda.
5.	95/20	01.12.2020	Mark Parsons to enquire regarding progress of Morryston Hospital flooring replacement.	MP	April 2021	Additional funding through Welsh Government covering Infrastructure has been agreed and £462k. This has been allocated to facilitate replacement flooring and will be programmed for 2021/22 financial year.
6.	99/20	01.12.2020	The quantity of drinking water and ice machines to be confirmed at April's committee.	MP	April 2021	An audit is currently being undertaken and to date Morryston Hospital has 20 plumbed and 14 bottled. Awaiting confirmation for Singleton Hospital and Neath Port Talbot Hospital and other sites.
7.	102/20	01.12.2020	Mark Parsons to query procurement's involvement with the tender for water risk assessments.	MP	April 2021	Procurement were involved in an initial market testing which was then put out for tender. The tender process was evaluated on 09/04/2021 where it is hoped a contractor will be approved with the aim of

						commencing the contract June/ July 2021.
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Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
8.	-	01.12.2020	Statutory and Mandatory training compliance be referred to Workforce and OD Committee.	TC	May 2021	Completed.
9.		01.12.2020	The Health and Safety COVID-19 Newsletter to be circulated to the Senior Leadership Team for further distribution to Unit teams.	MP	December 2020	Completed
10.	102/20	01.12.2020	Pam Wenger to check with the Head of Internal Audit that the Water Safety Plan features in the internal audit programme for 2021	PW	April 2021	There is no specific audit included in the plan on Water Safety but the Director of Corporate Governance will follow-up with the Head of Internal Audit. Completed.