

Abertawe Bro Morgannwg University Health Board	
Health and Safety Committee	
<b>Date of Meeting: 20<sup>th</sup> April 2018</b>	
<b>Agenda item: 3 b)</b>	
<b>Subject</b>	DRAFT Work Plan 2018/19
<b>Prepared by</b>	Dr Laurie Higgs, Head of Health and Safety Mr Darren Griffiths, Assistant Director of Strategy
<b>Approved by</b>	Siân Harrop-Griffiths, Director of Strategy
<b>Presented by</b>	Siân Harrop-Griffiths, Director of Strategy Mr Darren Griffiths, Assistant Director of Strategy

### **1.0 Situation**

The newly constituted Health and Safety Committee requires a work plan for the year ahead (2018/19). The work plan should ensure that the committee is able to gain assurance on key areas of Health and Safety operations and to ensure that all policy reviews are undertaken on a timely basis.

### **2.0 Background**

The previous Health and Safety Committee developed a work plan for 2017/18 and implemented this plan through the year. An Annual Report covering this period is scheduled for Health and Safety Committee consideration in May 2018.

A detailed work plan for 2018/19 is required.

### **3.0 Assessment**

A review has been undertaken of the work plan developed by a neighbouring health board.

The table attached as **Appendix 1** to this report sets out the key areas of work proposed for the newly constituted Health and Safety Committee and contains routine work elements to enable assurance assessments to be made, along with a schedule of unit attendances at committee and a timetable for the timely review of policies and procedures.

The proposal is draft only and is constructed to enable the committee to consider its core business and timetable of policy review to enable a final work plan for the year to be endorsed at the May 2018 Health and Safety Committee meeting.

It would be beneficial for the Health and Safety Committee to debate the draft work plan to ensure that it is fit for purpose for assurance purposes for the year ahead.

#### **4.0 Recommendations**

**The Health and Safety Committee is asked to discuss the proposed work plan and agree next steps to allow a final work plan to be brought to the May 2018 committee for sign off.**

APPENDIX 1

Meeting Date / Agenda Item	April 2018	May 2018	Sept 2018	Dec 2018	Apr 2019
Confirm Terms of Reference	<input checked="" type="checkbox"/>				
Health and Safety Plan 2018/19 Status Updates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health and Safety Risk Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Health and Safety Annual Report		<input checked="" type="checkbox"/>			
Current policy review					<input checked="" type="checkbox"/>
HSE/Fire etc. enforcement report		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Agree a position in respect of COSHH for agreement by H&S Committee			<input checked="" type="checkbox"/>		
First Aid procedure review			<input checked="" type="checkbox"/>		
VDU Procedure Review				<input checked="" type="checkbox"/>	
Eyesight test system review and consolidation			<input checked="" type="checkbox"/>		
Fire audit report (Shared Services system)			<input checked="" type="checkbox"/>		
Internal Audit Health and Safety Review	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Internal Audit Fire Safety Review		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Review of Service Delivery Units (Delivery Unit leads to attend and present)		<input checked="" type="checkbox"/> SGH	<input checked="" type="checkbox"/> MGH	<input checked="" type="checkbox"/> POW	<input checked="" type="checkbox"/>

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					PC/Comm
Review of non-Service Delivery areas (leads to attend and present)			<input checked="" type="checkbox"/> Estates		<input checked="" type="checkbox"/> Facilities
Develop thematic review programme		<input checked="" type="checkbox"/>			
Thematic Review: Manual Handling			<input checked="" type="checkbox"/>		
Thematic Review: Violence and Aggression				<input checked="" type="checkbox"/>	
Review and confirm Health and Safety arrangements for patient safety (Health and Safety at Work Act Section 3)					<input checked="" type="checkbox"/>
Initial Review ABMU and Cwm Taf reorganisation					<input checked="" type="checkbox"/>
Thematic Review: Occupational Health				<input checked="" type="checkbox"/>	
Planning for Health and Safety Improvement Plan 2019/2020				<input checked="" type="checkbox"/>	
Confirm Health and Safety Improvement Plan 2019/2020					<input checked="" type="checkbox"/>