



## Health and Safety Committee Action Log

| Open Actions |                          |  |  |      |            |  |
|--------------|--------------------------|--|--|------|------------|--|
| Action No.   | Minute Ref.              | Date                                   | Agreed Action  | Lead | Timescale  | Status   |
| 1.           | 132/19<br>77/21<br>06/22 | 02.12.2019<br>05.10.2021<br>20.01.2022 | Mark Parsons to confirm timescale for the capital bid works at Caswell Clinic in respect of the camera and alarm system.   | MP   | April 2022 | The CCTV upgrade works have been agreed, with work commencing 16 <sup>th</sup> March 2022. The alarm system business case/configuration requires further work. The SBAR is being updated to reflect the CCTV upgrade works progress and capture the further work to have design sign off for the alarm system. |
| 2.           | 22/21<br>79/21<br>06/22  | 01.04.2021<br>05.10.2021<br>20.01.2022 | A verbal update on the delivery of Executive and Independent Member training on institution of occupational safety and health (IOSH) and Health and Safety Infrastructure training to be received. | MP   | April 2022 | A number of Health and Safety training companies and consultants have been contacted. Quotes have been requested along with available dates in Q1 2022/23 financial year. Now require the total number of  |

|    |   |  |  |    |              |   |
|----|---|--|--|----|--------------|---|
|    |   |  |  |    |              | people who require this training.   |
| 3. | 24/21<br>77/21                                  | 01.04.2021<br>05.10.2021   | An update report on fire doors compliance be provided.   | MP | July 2022    | Update to be received in July 2022.   |
| 4. | 36/19,<br>102/19,<br>128/19,<br>14/20,<br>77/21 | 25.04.2019,<br>02.09.2019,<br>02.12.2019,<br>03.03.2020,<br>05.10.2021 | Update be provided regarding progress of the six facet review of backlog maintenance.                      | DK | July 2022    | Update to be received in July 2022.   |
| 5. | 18/21<br>77/21                                  | 01.04.2021<br>05.10.2021   | To receive an update on the tender for water risk assessments  | DK | July 2022    | Update be received in July 2022.  |
| 6. | 13/22   | 20.01.2022   | Updated action plan on site responsibility allocation be brought to October's Health and Safety Committee. | MP | October 2022 | To be added to October's agenda.  |
| 7. | -   | -  | Update on Health and Safety Newsletter be provided at April's meeting (verbal).                            | MP | April 2022   | A discussion has taken place with the Director of Communications with the view of included Health and Safety related news to be included in a Health Board news communication being developed. There is also the opportunity to include a news page on the new Health Board internet site that is currently in development stage. |

| Closed Actions |                 |                          |  |      |              |  |
|----------------|-----------------|--------------------------|--|------|--------------|--|
| Action No.     | Minute Ref.     | Date                     | Agreed Action  | Lead | Timescale    | Status   |
| 8.             | 80/21           | 05.10.2021               | A report on social distancing to be included in the next COVID-19 update.  | MP   | January 2022 | Received in January 2022.  |
| 9.             | 06/22           | 20.01.2022               | Personal injury file reviews be added to the work programme on an annual basis for the month of January.                         | MB   | January 2022 | Received in January 2022.  |
| 10.            | 09/22           | 20.01.2022               | A substantive progress update on the health and safety strategic action plan be received at April's meeting.                     | MP   | April 2022   | On agenda  |
| 11.            | 58/21<br>87/21  | 01.07.2021               | The draft Health and Safety Newsletter be received at next committee.  | MP   | April 2022   | On agenda.   |
| 12.            | 95/20,<br>77/21 | 01.12.2020<br>05.10.2021 | Mark Parsons to enquire regarding progress of Morriston Hospital flooring replacement. Substantive report expected January 2022. | MP   | April 2022   | On agenda.   |
| 13.            | 25/21           | 01.04.2021               | An update report be provided around the implementation of smoking legislation.   | MP   | April 2022   | On agenda.   |
| 14.            |                 | 20.01.2022               | To receive a verbal update surrounding Health Board security and strategic   | DK   | April 2022   | A substantive report is being taken through April's Health and Safety In-Committee |

|            |              |            |  |    |            |  |
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|            |              |            | direction including next steps   |    |            | meeting. On April's in-committee agenda.   |
| <b>15.</b> | <b>57/21</b> | 01.07.2021 | An update report on display screen equipment and home working assessments be received in January 2022.                         | MP | April 2022 | On agenda.   |
| <b>16.</b> | <b>07/22</b> | 20.01.2022 | Staff side sub-group to discuss SBUHB encouraging employees to become Trade union sponsored health and safety representatives. | DE | April 2022 | To be discussed at the Staff side sub-group week commencing 14 <sup>th</sup> March 2022. |