



## Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.			Nil return			
Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
2.	10/23	17.01.2023	<b>Health and Safety Annual Report</b> Report to be shared with the Health Board Partnership Forum	Assistant Director of Capital Planning	February 2023	Completed.
3.	08/23	17.01.2023	<b>Health and Safety Risk Register</b> Head of Health Records to be contacted to ascertain the number of paper records being stored by the Health Board.	Assistant Director of Capital Planning	February 2023	Information received for the majority of health board sites and a more accurate picture is now available of the number of paper records stored.
4.	76/22	04.10.2022	<b>Health Board Risk Register</b> Environment of Premises risk be reviewed and increased from 12 to 16.	Assistant Head of Risk & Assurance	January 2023	Risk register on the agenda.

5.	<b>22/21</b> <b>79/21</b> <b>06/22</b> <b>07/23</b>	01.04.2021 05.10.2021 20.01.2022 17.01.2023	<b>Executive and Independent Member training</b> 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.	Assistant Director of Health and Safety/ Director of Finance and Performance	September 2022 & February 2023	The final session for anyone who had not attending the earlier workshops is 6 <sup>th</sup> April and will accommodate everyone still outstanding, as well as the spare places offered to service group health and safety leads.
6.	<b>07/23</b>	17.01.2023	<b>HQ Highlight Report</b> Confirmation be provided of the accurate PADR compliance numbers	Director of Corporate Governance	February 2023	The low figures were as a result of challenges to upload PADR dates for board members which sit within the directorate's compliance figures. Access has now been provided to the corporate governance team and the dates for 2022-23 uploaded.
7.	<b>06/23</b>	17.01.2023	<b>Work Programme</b> Health and Safety Annual report to be moved to July 2023	Assistant Director of Capital Planning	July 2023	To be taken through the operational group and Quality and Safety Committee.
8.	<b>10/23</b>	17.01.2023	<b>Health and Safety Annual Report</b> Report to be shared with the board	Head of Corporate Governance	March 2023	Completed and appended to the key issues report to the board
9.	<b>38/22</b> <b>72/22</b>	05.04.2022 04.10.2022	<b>Smoking Legislation</b> Neath Port Talbot and Swansea Local Authorities to be contacted for more information surrounding guidance,	Director of Finance and Performance	January 2023	There is guidance covering various elements within the Smoke Free Policy, with reference to local authority enforcement.

			training and visits to hospital sites.  Work programme to be updated to reflect a verbal update on smoking legislation implementation in January 2023.			Emailed contacts for respective local authorities on 28 June 2022 and have contacted and awaiting replies. Discussions on-going to arrange site visit at Hospital site(s).  Work programme updated to reflect verbal update in January 2023.
10.	39/22	05.04.2022	<b>Display screen equipment (DSE) and home working assessments</b>  Service groups to complete deep dives into home working assessments and DSE checklists and present reports to Health and Safety Operational Group.	Director of Finance and Performance	October 2022	Included in October's iteration of the Health and Safety Operational Group report (4.1).
11.	73/22	05/07/2022	<b>Singleton Cladding Report</b>  A short report be taken through Health and Safety Committee to include achievements made to complete improvements, capital infrastructure update and recognise operational work from a health and safety perspective for good work.	Assistant Director of Strategy – Capital	April 2023	Received at October's meeting. Work programme updated for update report be received April 2023.
12.	61/22	05.04.2022	<b>Water risk assessments</b>  To receive the water risk assessments	Assistant Director of Operations -	October 2022	Receive at October's meeting.

			action plan.	Estates		
13.	64/22	05.04.2022	<p><b>Health and Safety Operational Group key issues report</b></p> <ul style="list-style-type: none"> <li>– The high voltage policy and the new and expectant mother’s procedure policy be circulated to committee members with a deadline A Chair’s Action process be applied for the policies.</li> <li>– Further detail surrounding the incidents that caused severe harm to staff in Mental Health and Learning Disabilities Service Group.</li> </ul>	<p>Assistant Director of Health and Safety</p> <p>Director of Finance and Performance</p>	July 2022	<p>Email sent to IM’s and execs requesting comments/ approval of policy and procedure. Documents to be ratified as supporting appendices to the health and safety operational group (4.1).</p> <p>Staff members was supported by the Mental Health and Learning Disabilities team. There we no further issues to be raised.</p>
14.	84/22	04.10.2022	<p><b>Referral to Workforce and OD Committee</b></p> <p>The new and expectant mother’s procedure to be referred to October’s Workforce and OD Committee for noting under matters arising.</p>	Chair	October 2022	Added to the Workforce and OD Committee agenda for 13/10/2022.
15.	72/22	04.10.2022	<p><b>Smoking Legislation</b></p> <p>Hazel Lloyd to link in with ‘Once for Wales’ to determine whether there was a process in place for recording data when staff and patients were spoken to</p>	Acting Director of Corporate Governance	January 2023	Once for Wales Team have considered the use of a short form and have decided this is not appropriate to implement in Wales

			around the legislation.			
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