



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



AGENDA

HEALTH & SAFETY OPERATIONAL GROUP WEDNESDAY 4 NOVEMBER 10.00am -13.00pm TEAMS

No	Agenda	Purpose	Lead	Attached/ Verbal
PRELIMINARY MATTERS				
1.	Welcome & Introductions	Noting	Chair	Verbal
2.	Apologies for Absence	Noting	Chair	Verbal
3.	Declarations of Interest	Noting	Chair	Verbal
4.	Minutes from Meeting Held 4 August 2020	Approval	Chair	
5.	Matters Arising	Noting	Chair	Verbal
6.	Action Log	Noting	Chair	Action Log (including in minutes)
HEALTH & SAFETY REPORTS/EXCEPTIONS				
7.	Unit Director Health and Safety Report – Singleton Hospital (<i>Key areas/hot spots/risks</i>)	Noting	Melanie Collins	
8.	Unit Director Health and Safety Report – Morriston Hospital (<i>Key areas/hot spots/risks</i>)	Noting	Suzanne Holloway	
9.	Unit Director Health and Safety Report – Neath & Port Talbot Hospital (<i>Key areas/hot spots/risks</i>)	Noting	Susan Jones	
10.	Unit Director Health and Safety Report – Primary & Community Care (<i>Key areas/hot spots/risks</i>)	Noting	Debra Rees	
11.	Unit Director Health and Safety Report – Mental Health & Learning Disabilities (<i>Key areas/hot spots/risks</i>)	Noting	Ricky Morgan	
12.	Corporate HQ Health and Safety Report – (<i>Key areas/hot spots/risks</i>)	Noting	Kate Morgan	

13.	Support Services, Security Health & Safety update (<i>Key areas/hot spots/risks</i>) What is planned?	Noting	Joanne Jones	
14.	Health and Safety Action Plan 2020-2021 update	Information/ Approval	Laurie Higgs	
15.	Health and Safety Alerts	Information	Laurie Higgs	
TRADE UNION MATTERS				
16.	Trade Union Topics	Information	All	No items received
PERFORMANCE DASHBOARD				
17.	Incident Reporting & Investigations – Lessons Learned Overview	Assurance	Laurie Higgs	
18.	Training Compliance	Assurance	Laurie Higgs	Included in H&S action Plan for remainder of 2020/21
DEEP DIVE				
19.	RIDDOR – Non COVID		All	
GOVERNANCE, RISK AND ASSURANCE				
20.	Health and Safety Risk Register	Noting	Laurie Higgs	
21.	Update from Estates Sub Groups <ul style="list-style-type: none"> • Fire (Fire wardens/drills/plans) • Water • Asbestos • Electricity • Security • Gas • Decontamination • Ventilation • Clinical Waste - incineration 	Assurance	Des Keighan	
22.	Update from Health and Safety Committee 1 September 2020	Noting	Chair	Verbal
23.	HSE update	Information	Mark Parsons	Verbal
24.	Logistic (PPE) Cell update: COVID-19 – PPE including incidents	Assurance	Mark Parsons	
25.	Policies & Procedure review and development schedule update	Information	Mark Parsons/ Laurie Higgs	

26.	Policies & Procedure reviewed/developed for consultation/for approval: Manual Handling Policy paper a) Manual Handling Policy b) Manual Handling Policy EQIA	Approval	Laurie Higgs Laurie Higgs	
27.	Health and Safety Newsletter	Information	Mark Parsons / Laure Higgs	
28.	Health and Safety operational Group Forward Plan 2020/21 & 2021/22	Information	Chair	
Any Other Business				
29.	AOB	Noting	Chair	
Date and Time of Next Meeting				
30.	The next scheduled meetings are: 3 February 2021 11 May 2021	Site Teams Teams	Room	