



Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	22/21 79/21 06/22	01.04.2021 05.10.2021 20.01.2022	<p>Executive and Independent Member training</p> <p>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.</p>	Assistant Director of Health and Safety/ Director of Finance and Performance	September 2022 & February 2023	Face-to-face training was provided to executives and independent members on 14 th September and 16 th September 2022. For those who could not attend, a separate date is being organised for February 2023. To be kept on action log until training completed.
2.	76/22	04.10.2022	<p>Health Board Risk Register</p> <p>Environment of Premises risk be reviewed and increased from 12 to 16.</p>	Assistant Head of Risk & Assurance	January 2023	It was the intention at the last committee meeting to update the risk score following discussion of the estates strategy in the Estates Utilization Group in November 2022, to ensure it reflects information received in the six facet survey and the corresponding

						mitigations. This has been delayed and due to strike action the presentation is now to be received in January 2023. The risk score and register entry will be refreshed following that meeting.
Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
3.	132/19 77/21 06/22 53/22	02.12.2019 05.10.2021 20.01.2022 05.07.2022	Caswell Clinic Alarm & CCTV Systems Timescale for the capital bid works at Caswell Clinic in respect of the alarm system and CCTV system.	Director of Finance and Performance	October 2022	The work has now been completed by Cwm Taf Morgannwg University Health Board.
4.	36/19, 102/19, 128/19, 14/20, 77/21 60/22	25.04.2019, 02.09.2019, 02.12.2019, 03.03.2020, 05.10.2021, 05.07.2022	Six facet review of backlog maintenance Update be provided regarding progress of the six facet review of backlog maintenance.	Assistant Director of Operations - Estates	January 2023	Specific report on the agenda.
5.	92/22 (IC)	04.10.2022	Air conditioning and ventilation systems Update to be included in estates report in main committee meeting.	Assistant Director of Operations - Estates	January 2023	Specific report on the agenda.
6.	132/19 77/21	02.12.2019 05.10.2021	Caswell Clinic Alarm & CCTV Systems	Director of Finance and Performance	October 2022	Information received that CCTV is recording – action

	06/22 53/22	20.01.2022 05.07.2022	Confirmation be provided to Jackie Davies regarding whether the CCTV systems were recording footage.			completed.
7.	13/22	20.01.2022	Site responsibility Updated action plan on site responsibility allocation be brought to October's Health and Safety Committee.	Director of Finance and Performance	October 2022	Verbal update provided at October's meeting.
8.	38/22 72/22	05.04.2022 04.10.2022	Smoking Legislation Neath Port Talbot and Swansea Local Authorities to be contacted for more information surrounding guidance, training and visits to hospital sites. Work programme to be updated to reflect a verbal update on smoking legislation implementation in January 2023.	Director of Finance and Performance	January 2023	There is guidance covering various elements within the Smoke Free Policy, with reference to local authority enforcement. 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.
9.	39/22	05.04.2022	Display screen equipment (DSE) and home working assessments Service groups to complete deep dives into home working assessments and	Director of Finance and Performance	October 2022	Included in October's iteration of the Health and Safety Operational Group report (4.1).

			DSE checklists and present reports to Health and Safety Operational Group.			
10.	73/22	05/07/2022	<p>Singleton Cladding Report</p> <p>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.</p>	Assistant Director of Strategy – Capital	April 2023	Received at October’s meeting. Work programme updated for update report be received April 2023.
11.	61/22	05.04.2022	<p>Water risk assessments</p> <p>To receive the water risk assessments action plan.</p>	Assistant Director of Operations - Estates	October 2022	Receive at October’s meeting.
12.	64/22	05.04.2022	<p>Health and Safety Operational Group key issues report</p> <ul style="list-style-type: none"> – 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. – Further detail surrounding the incidents that caused severe harm to staff in Mental Health and Learning Disabilities Service Group. 	Assistant Director of Health and Safety Director of Finance and Performance	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>

13.	84/22	04.10.2022	<p>Referral to Workforce and OD Committee</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.
14.	72/22	04.10.2022	<p>Smoking Legislation</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 around the legislation.</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