



Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	132/19 77/21 06/22	02.12.2019 05.10.2021 20.01.2022	<p>Caswell Clinic Alarm System</p> <p>Mark Parsons to confirm timescale for the capital bid works at Caswell Clinic in respect of the alarm system.</p>	Assistant Director of Health and Safety	July 2022	The alarm system business case/configuration requires further work. The SBAR is being updated to reflect the CCTV upgrade works that are required as full coverage of car parks is not included. CCTV will remain on Morriston Hospital's risk register. The personal safety alarm original quote has expired, new quote being obtained prior to progressing and sign off, with the SBAR being updated to incorporate up dated information.
2.	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</p>	Assistant Director of Health and Safety	September 2022	Training has been arranged for 14 th September and 16 th September 2022. Calendar invites have been sent out

			training on institution of occupational safety and health (IOSH) and Health and Safety Infrastructure training to be received.			and an external facilitator will complete the training on both days.
3.	24/21 77/21	01.04.2021 05.10.2021	Fire door compliance An update report on fire doors compliance be provided.	Assistant Director of Health and Safety	July 2022	On the agenda for July 2022's meeting.
4.	36/19, 102/19, 128/19, 14/20, 77/21	25.04.2019, 02.09.2019, 02.12.2019, 03.03.2020, 05.10.2021	Six facet review of backlog maintenance Update be provided regarding progress of the six facet review of backlog maintenance.	Assistant Director of Operations - Estates	July 2022	On the agenda for July 2022's meeting.
5.	18/21 77/21	01.04.2021 05.10.2021	Water risk assessments To receive an update on the tender for water risk assessments	Assistant Director of Operations - Estates	July 2022	On the agenda for July 2022's meeting.
6.	13/22	20.01.2022	Site responsibility Updated action plan on site responsibility allocation be brought to October's Health and Safety Committee.	Assistant Director of Health and Safety	October 2022	To be added to October's agenda.
7.	38/22	05.04.2022	Smoking Legislation Neath Port Talbot and Swansea Local Authorities to be contacted for more information surrounding guidance, training and visits to hospital sites.	Assistant Director of Health and Safety		There is guidance covering various elements within the Smoke Free Policy, with reference to local authority enforcement. Email contacts for respective local authorities on 28 June

						22 and have contacted and awaiting replies.
8.	39/22	05.04.2022	Display screen equipment (DSE) and home working assessments Service groups to complete deep dives into home working assessments and DSE checklists and present reports to Health and Safety Operational Group.	Assistant Director of Health and Safety	July 2022	To be included in the next iteration of the Health and Safety Operational Group report.

Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
9.	-	-	Update on Health and Safety Newsletter be provided at April's meeting (verbal).	Assistant Director of Health and Safety	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.
10.	38.22	05.04.2022	Smoking Legislation Update report to be received at Health	Assistant Director of Health and	April 2023	Added to work programme for April 2023.

			and Safety Committee in April 2023.	Safety		
11.	30/22	05.04.2022	<p>Car park repairs</p> <p>Drawings of car parks be obtained from each estates department in order to highlight and document repair works.</p>	Head of Support Services	April 2022	<p>A copy of the site plans have been issued to the car park staff on the main acute sites.</p> <p>The staff have been asked to raise any concerns they observe whilst patrolling the sites.</p>