



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Health and Safety Operational Group

DRAFT Forward Plan of Business 2019-2020

Agenda Item	25 th June 2019	5 th Aug 2019	4 th Nov 2019	4 th Feb 2020	5 th May 2020	4 th August 2020
1.PRELIMINARY MATTERS						
Welcome & Introduction	✓	✓	✓	✓	✓	✓
Apologies for Absence	✓	✓	✓	✓	✓	✓
Declarations of Interest						✓
Minutes/Notes of Previous Meeting	✓	✓	✓	✓	✓	✓
Action Log	✓	✓	✓	✓	✓	✓
Matters Arising	✓	✓	✓	✓	✓	✓
2.HEALTH & SAFETY REPORTS/EXCEPTIONS						
Unit Director Health and Safety Report – Singleton Hospital	✓	✓	✓	✓	✓	✓
Unit Director Health and Safety Report – Morriston Hospital	✓	✓	✓	✓	✓	✓
Unit Director Health and Safety Report – Neath & Port Talbot Hospital	✓	✓	✓	✓	✓	✓
Unit Director Health and Safety Report – Primary & Community Care	✓	✓	✓	✓	✓	✓
Unit Director Health and Safety Report – Mental Health & Learning Disabilities	✓	✓	✓	✓	✓	✓
Head of Estates, Health and Safety report (includes confirmation on the alerts received Fire etc)	✓	✓	✓	✓	✓	✓
Update from Support Services and HQ Corporate	✓	✓	✓	✓	✓	✓

Health and Safety Action Plan	-	-	-	-	✓	✓
Health and Safety Alerts	✓	✓	✓	✓	✓	✓
3.PERFORMANCE DASHBOARD						
Incident Reporting	✓	✓	✓	✓	✓	✓
Training	✓	✓	✓	✓	✓	✓
Investigations – Lesson Learned	✓	✓	✓	✓	✓	✓
Local Internal review/Inspections	✓	✓	✓	✓	✓	✓
3.GOVERNANCE, RISK AND ASSURANCE						
Audit/Inspection Reports	✓	✓	✓	✓	✓	✓
Policies & Procedure review and development schedule update	✓	✓	✓	✓	✓	✓
Policies & Procedure reviewed/developed for consultation/for approval • e.g. DSE Procedure	✓	✓	✓	✓	✓	✓
Health and Safety Annual Report	✓	-	-	-	-	✓
Health & Safety Alerts	✓	✓	✓	✓	✓	
Health and Safety Newsletter	✓	✓	✓	✓	✓	✓
Terms of Reference	✓	-	-	-	-	✓
Forward plan of meetings 2019-2020	✓	-	-	-	-	

Deep Dive Sessions		Health & Safety Committee meetings 2019-2020
June 2019	• Violence & Aggression	<ul style="list-style-type: none"> • 3 June 2019 • 23 July 2019 • 2 September 2019 • 2 December 2019 • 3 March 2020
Aug 2019	• Manual Handling	
Nov 2019	• tbc	
Feb 2020	• tbc	
May 2020	• tbc	
Aug 2020	• tbc	