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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



XXX Unit Health and Safety Group

Decision and Action Log – Meeting xx **June 2019**

Date of Meeting	Agenda Item	Action Item (what was agreed) / Issues	Owner	Action Required	Deadline	Status Aug 2019
11 Jun 2019	Training	<p>ESR Compliance</p> <p>The group noted that the ESR compliance for the health and safety modules if the core skills training framework were 35%.</p>	Jo Bloggs	<p>Jo Bloggs to issue alert to all site staff advising them to complete the required modules</p> <p>Include an article in the Unit newsletter encouraging staff to complete the modules.</p>	Aug 2019	Compliance has risen to 55%. Report on agenda.
11 Jun 2019	Incident Reporting	<p>Sharing Lessons Learned</p> <p>The lessons learned arising from the incident on xxx were discussed and it was noted</p>	Jo Bloggs	No further action required	n/a	

		<i>that the information had been shared in the unit newsletter.</i>				

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