



Health and Safety **Pending** Action Log

Open Actions

| Action No. | Minute Ref. | Date | Agreed Action | Lead | Timescale | Status |
|------------|------------------|---------------------------|---|-------|-------------------|---|
| 1. | 136/19 | 02.12.2019 | An update on COSSH report be brought to June 2020 committee. | MP | September 2020 | To be delayed as a result of COVID19 |
| 2. | 19/20 | 03.03.2020 | A report and action plan to come to committee following HIW's recent visit to Morriston Hospital's Accident and Emergency department. | MM | September 2020 | To be delayed as a result of COVID19 |
| 3. | 08/19 and 129/19 | 04.03.2019 and 02.12.2019 | The issue of site responsibility when several units were present to be discussed outside of the meeting. The spreadsheet to be shared in March once all sites have been allocated to individuals. | MP/GH | End of March 2020 | Mark Parsons to give Primary Care and Mental Health and LD a deadline for the end of March, and the spreadsheet can be circulated to committee members once received. |
| 4. | 128/19 | 02.12.2019 | A short session for authors of papers to assist with writing reports for committee level, with the possibility of the session being shared with other committees. | PW | September 2020 | Work is currently being undertaken to develop a training session which will be delivered once there is |

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| | | | | | | capacity within the corporate governance team to do so. |
| 5. | 132/19 | 02.12.2019 | Mark Parsons to confirm timescale for the capital bid works at Caswell Clinic in respect of the camera and alarm system. | GH | June 2020 | MP – Please can you provide us with an extract/ update for this section of the action log. |
| 6. | 113/19 and 05/20 | 02.09.2019 and 03.03.2020 | An extract to be provided in respect of the national clinical waste notice. | DK | June 2020 | DK – Please can you provide us with an extract/ update for this section of the action log. |
| 7. | 137/19 and 06/20 | 02.12.2019 | Des Keighan to confirm whether the bi-annual water risk assessment review will incorporate Neath Port Talbot Hospital. | DK | June 2020 | DK – Please can you provide us with an extract/ update for this section of the action log. |
| 8. | 05/20 | 03/03.2020 | An update be confirmed as to whether the occupational health presentation went to the Executive Board meeting for consideration, and were there any actions. | HR | June 2020 | Delayed due to COVID-19 activity. |
| 9. | 05/20 | 03/03/2020 | An update to be provided in respect of the Personal Protective Equipment audit programme. | MM | June 2020 | MM – Please can you provide us with an extract/ update for this section of the action log. |
| 10. | 05/20 | 03.03.2020 | Task and Finish Group to confirm Health and Safety structure and complete Health and Safety Terms of Reference Review | MP | June 2020 | MP– Please can you provide us with an extract/ update for this section of the action log. |
| 11. | 36/19, 102/19, 128/19 and 14/20 | 25.04.2019, 02.09.2019, 02.12.2019, 03.03.2020 | Verbal update be provided regarding progress of the six facet review of backlog maintenance. | DK | June 2020 | DK – Please can you provide us with an extract/ update for this section of the action log. |

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| 12. | 17/20 | 03.03.2020 | The Health and Safety Newsletter to be circulated to the Senior Leadership Team for further distribution to Unit teams. | MP | End of March | MP – Please can you provide us with an extract/ update for this section of the action log |
| 13. | 144/19 | 02.12.2019 | Consistency across all Unit's on name, agenda and frequency of meetings to be discussed at Health and Safety Operational Group. | MP | June 2020 | MP – Please can you provide us with an extract/ update for this section of the action log |
| 14. | 12/20 | 03/03/2020 | Health and Safety Strategic Action Plan 2020/21 to be brought to June's committee. | MP | June 2020 | On agenda - Health and Safety Operational Group Key Issues Report. |
| Closed Actions | Closed Actions | Closed Actions | Closed Actions | Closed Actions | Closed Actions | Closed Actions |
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| 15. | 12/20 | 03/03/2020 | Waste Management Report be brought to June's committee. | MP | June 2020 | On agenda - Health and Safety Operational Group Key Issues Report. Completed |
| 16. | 144/19 | 02.12.2019 | An update of the Murrison Environment and Support Services Group name change to be included in the update from the operational group. | MP | March 2020 | Completed |
| 17. | 145/19 | 02.12.2019 | A written report on the Health and Safety Operational Group at Head Quarters be provided, to include the individuals identified for walkarounds. | PW | March 2020 | Completed |
| 18. | 132/19 | 02.12.2019 | An asbestos update regarding the controlled process in place be provided | MP | March 2020 | Completed - Health and Safety Operational Group Key Issues Report |

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| | | | within March's operational key issues report. | | | |
| 19. | 36/19, 102/19 and 128/19 | 25.04.2019, 02.09.2019 and 02.12.2019 | Update be received at the next meeting regarding five facet review of backlog maintenance and progress to fund the review. | DK | March 2020 | Completed |
| 20. | 106/19 | 02.09.2019 | Update to be received at March meeting regarding the health and safety training modules and how the training is being measured. | LH | March 2020 | Completed |
| 21. | 128/19 | 02.12.2019 | Fire Safety Arrangements to go through the Health and Safety Operational Group, with an update to come to March's Committee | MP | March 2020 | Completed - Health and Safety Operational Group Key Issues Report |
| 22. | 128/19 | 02.12.2019 | The update of the managing contractors' policy audit to initially go through the Health and Safety Operational Group and an update be brought to March's committee. | MP | March 2020 | Completed - Health and Safety Operational Group Key Issues Report |
| 23. | 131/19 | 02.12.2019 | A Health and Safety Risk Register report is brought to March's Committee with a detailed explanation of how the HSE notifications have been managed and how the level of risk has been minimised | LH | March 2020 | Completed |
| 24. | 132/19 | 02.12.2019 | Gareth Howells to confirm whether the responsibility for the alarm system lies with SBUHB. | GH | March 2020 | Completed |

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| 25. | 136/19 | 02.12.2019 | Mark Parsons discusses updating the timescales with the Head of Accounting to amend the audit recommendation. | MP | March 2020 | Completed. |
| 26. | 137/19 | 02.12.2019 | Des Keighan to review and update the expected timescales on the risk register in respect of the water safety plan. | DK | March 2020 | Completed. |