



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



## AGENDA

### HEALTH & SAFETY OPERATIONAL GROUP WEDNESDAY 12 MAY 09.00am -12.00am TEAMS

No	Agenda	Purpose	Lead	Attached/ Verbal
<b>PRELIMINARY MATTERS</b>				
1.	Welcome & Introductions	Noting	Chair	Verbal
2.	Apologies for Absence	Noting	Chair	Verbal
3.	Declarations of Interest	Noting	Chair	Verbal
4.	Minutes from Meeting Held 5 February 2020	Approval	Chair	Minutes
5.	Matters Arising	Noting	Chair	Verbal
6.	Action Log	Noting	Chair	Action log
<b>HEALTH &amp; SAFETY REPORTS/EXCEPTIONS</b>				
7.	Unit Director Health and Safety Report – Singleton Hospital ( <i>Key areas/hot spots/risks</i> )	Noting	Matthew Fisher	Report
8.	Unit Director Health and Safety Report – Morriston Hospital ( <i>Key areas/hot spots/risks</i> )	Noting	Suzanne Holloway	Report
9.	Unit Director Health and Safety Report – Neath & Port Talbot Hospital ( <i>Key areas/hot spots/risks</i> )	Noting	Susan Jones	Report
10.	Unit Director Health and Safety Report – Primary & Community Care ( <i>Key areas/hot spots/risks</i> )	Noting	Debra Rees	Report
11.	Unit Director Health and Safety Report – Mental Health & Learning Disabilities ( <i>Key areas/hot spots/risks</i> )	Noting	Ricky Morgan	Report
12.	Estates, Health and Safety report (includes confirmation on the alerts received Fire etc) ( <i>Key areas/hot spots/risks</i> )	Noting	Des Keighan	Verbal

13.	Corporate HQ Health and Safety Report – (Key areas/hot spots/risks)	Noting	Kate Morgan	Report
14.	Support Services, Security and HQ Corporate Health & Safety update (Key areas/hot spots/risks) What is planned?	Noting	Joanne Jones	Report
15.	Deep dive – Staff Incidents (include in main report)	Assurance	All	C/Fwd
16.	Health & Safety Strategic Plan 2020/21 - update  Health and Safety Action Plan 2019-2020 Planning for 2020/21- update	Information/ Approval	Mark Parsons Laurie Higgs	Plan
17.	Health and Safety Alerts	Information	Laurie Higgs	Verbal
<b>PERFORMANCE DASHBOARD</b>				
18.	Incident Reporting – Overview and input in to deep dive	Assurance	Laurie Higgs	Verbal
19.	Training Compliance	Assurance	Laurie Higgs	Verbal
20.	Investigations – Lesson Learned - Overview and input in to deep dive	Assurance	Laurie Higgs	Verbal
<b>GOVERNANCE, RISK AND ASSURANCE</b>				
21.	Health and Safety Risk Register	Noting	Laurie Higgs	Risk Register
22.	Update from Estates Sub Groups  <ul style="list-style-type: none"> <li>• Fire (Fire wardens/drills/plans)</li> <li>• Water</li> <li>• Asbestos</li> <li>• Electricity</li> <li>• Security</li> <li>• Gas</li> <li>• Clinical Waste - incineration</li> </ul>	Assurance	Des Keighan	Verbal
23.	Update from Health and Safety Committee 3 March 2020	Noting	Chair	Verbal
24.	HSE visits / Improvement Notice Update <ul style="list-style-type: none"> <li>• HSE Letter – Social distancing</li> <li>• SBUHB report/investigation</li> <li>• Latest HSE advice on RIDDOR</li> </ul>	Information	Mark Parsons	Report

<b>25.</b>	Audit/Inspection Reports <ul style="list-style-type: none"> <li>• Fire audit (Gorseinon)</li> </ul>	Assurance	Chair	Report
<b>26.</b>	Policies & Procedure review and development schedule update	Information	Mark Parsons/ Laurie Higgs	Verbal
<b>27.</b>	Policies & Procedure reviewed/developed for consultation/for approval: <ul style="list-style-type: none"> <li>• Waste Policy</li> <li>• EQIA</li> <li>• Executive report (Waste management)</li> <li>• Waste policy circulation</li> <li>• Restricted bed movement SOP</li> <li>• EQIA RPE Policy</li> </ul>	Approval	Mark Parsons/ Laurie Higgs/ Des Keighan	Policies / Procedures
<b>28.</b>	Health and Safety Newsletter	Information	Laurie Higgs / Mark Parsons	C/FWD
<b>29.</b>	Health and Safety Forward Plan 2020/21	Information	Mark Parsons	Plan
<b>Any Other Business</b>				
<b>30.</b>	AOB Covid 19 items <ol style="list-style-type: none"> <li>a) PPE Report</li> <li>b) Staff Testing</li> <li>c) Follow up care for affected staff (Occ Health)</li> <li>d) Risk assessments and copies for staff in Covid affected areas designated RED and AMBER</li> <li>e) Mandatory training – Risk assessments</li> </ol>	Assurance	Chair	PPE Report Verbal
<b>Date and Time of Next Meeting</b>				
<b>31.</b>	The next scheduled meetings are: 4 August 2020 5 November 2020 3 February 2021	<b>Site</b> Resource Centre, Training Room Education Centre, Room 10 Committee Room Bevan Skills room-ED03	<b>Room</b> HQ Baglan, Committee room, Ground floor	