



Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	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	On agenda
2.	08/19 and 129/19	04.03.2019 and 02.12.2019	The issue of site responsibility when several units were present there be discussed outside of the meeting. The spreadsheet to be shared in March once all sites have been allocated to individuals.	MP/GH	March 2020	The majority of replies have been received (approx. 70%) and Mark Parsons is chasing the remainder.
3.	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.	HL	March 2020	On agenda
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	PW	June 2020	Work is currently being undertaken to develop a training session which will

			being shared with other committees.			be delivered once there is capacity within the team to do so.
5.	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	On agenda - Health and Safety Operational Group Key Issues Report
6.	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	On agenda - Health and Safety Operational Group Key Issues Report
7.	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	On agenda
8.	132/19	02.12.2019	Gareth Howells to confirm whether the responsibility for the alarm system lies with SBUHB.	GH	March 2020	Email correspondence between SBUHB and CTMUHB have been exchanged, and it is believed that the responsibility sits with CTMUHB as it is part of the fixtures and fittings.
9.	132/19	02.12.2019	An asbestos update regarding the controlled process in place be provided	MP	March 2020	On agenda - Health and Safety Operational Group

			within March's operational key issues report.			Key Issues Report
10.	136/19	02.12.2019	Mark Parsons discusses updating the timescales with the Head of Accounting to amend the audit recommendation.	MP	March 2020	MP – Please can you provide us with an extract/ update for this section of the action log.
11.	136/19	02.12.2019	An update on COSSH report be brought to June 2020 committee.	MP	June 2020	On work plan
12.	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	DK – Please can you provide us with an extract/ update for this section of the action log.
13.	144/19	02.12.2019	An update of the Morriston Environment and Support Services Group name change to be included in the update form the operational group.	MP	March 2020	On agenda
14.	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 walk arounds.	PW	March 2020	On agenda
Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
15.	60/19	03.06.2019	Report be provided outlining fire drills plans board-wide and health and safety arrangements for HQ.	MP	September 2019	Completed

16.	47/18	03.12.2018	Consideration be given to prioritising areas in which patients were long-staying with regard to the radon gas monitoring review.	GH	December 2019	Completed
17.	104/19	02.09.2019	Update to be provided on food safety.	JJ	December 2019	Completed
18.	104/19	02.09.2019	Presentation from the Occupational Health team to include how staff are supported following work related stress and violence and aggression incidents, and the type of wellness services available.	HR	December 2019	Completed
19.	107/19	02.09.2019	Update to be received at December's meeting in respect of the notifications from HSE in May 2019.	LH	December 2019	Completed
20.	108/19	02.09.2019	Update on COSHH report to be received at December's meeting.	GH	December 2019	Completed
21.	108/19	02.09.2019	Update on Water Safety Plan to be received at December's meeting.	DK	December 2019	Completed
22.	113/19	02.09.2019	Update on operational log to include clinical waste national issue to be received at December's meeting.	DK	December 2019	Completed