



Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	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.	MP	October 2021	Works have been retendered by CTMUHB and will schedule the works once the contract has been awarded.
2.	24/21	01.04.2021	A verbal update on fire door compliance be provided at October's committee.	MP	October 2021	The compartmentation survey has been completed, this clearly identifies actual fire doors, with works on fire door repairs/replacement scheduled to be completed within 2021/22 financial year, with and on-going programme to be put in place.
3.	36/19, 102/19, 128/19	25.04.2019, 02.09.2019, 02.12.2019,	Update be provided regarding progress of the six facet review of backlog maintenance.	DK	October 2021	DK – Please can you provide a sentence prior to the meeting, and a verbal update at the committee?

	and 14/20	03.03.2020				
4.	22/21	01.04.2021	Face-to-face training to take place for Executives and Independent Members surrounding Health and Safety Infrastructure training.	MP	October 2021	Due to the continued challenges of COVID-19, face-to-face training is not being provided. Await substantive Executive roles to be filled – expected timescale towards end of 2021.
5.	18/21	01.04.2021	To receive an update on the tender for water risk assessments	DK	October 2021	DK – Please can you provide a sentence prior to the meeting, and a verbal update at the committee?
6.	95/20	01.12.2020	Mark Parsons to enquire regarding progress of Morriston Hospital flooring replacement.	MP	October 2021	Some flooring has been completed at Morriston (Cyril Evans – children’s services) two main flooring projects to commence in November 2021.
7.		02.12.2020	To receive an update report on site responsibility allocation at October’s committee.	MP	October 2021	On agenda – item 4.2
8.	99/20 and 46/21	01.12.2020 01.07.2021	The quantity of drinking water and ice machines to be confirmed at October’s committee and whether the machines are included within the water policy.	MP	October 2021	On agenda – item 1.4
9.	58/21	01.07.2021	The draft Health and Safety Newsletter	MP	October	On agenda – item 4.3

			be received at next committee.		2021	
10.	25/21	01.04.2021	An update report be provided around the implementation of smoking legislation.	MP	April 2022	To be added to April 2022 agenda.
11.	51/21	01.07.2021	An update report on fire safety management be received at the end of Q4 (December/ January).	MP	January 2022	To be added to January's agenda.
12.	57/21	01.07.2021	An update report on display screen equipment and home working assessments be received in January 2022.	MP	January 2022	To be added to January's agenda.



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Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
13.	27/21	01.04.2021	<ul style="list-style-type: none"> i. Environment of Premises risk register entry to be reviewed in light of operational environmental risks being escalated. ii. Health Board Risk Register entry 36: Storage of Paper Records, narrative to be reviewed to include issues relating to Health and Safety (E.g. fire). 	HL	July 2021	<p>Chief Operating Officer was requested to review the risk and the operational risks with a view to considering any changes required to reflect the current risk rate. Completed.</p> <p>Risk Lead for Health Board Risk Register entry 36: Storage of Paper has been requested to review the narrative and update. Completed.</p>
14.	46/21	01.07.2021	Health and Safety In-Committee meeting to be arranged.	MB	July 2021	Completed. Meeting scheduled for 15/07/2021.

15.		01.07.2021	Maggie Berry requested that a service group highlight report is drafted for a uniformed approach.	MB	July 2021	Completed. Draft version attached as Appendix 1.
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