



Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	132/19 77/21 06/22 53/22	02.12.2019 05.10.2021 20.01.2022 05.07.2022	<p>Caswell Clinic Alarm & CCTV Systems</p> <p>Timescale for the capital bid works at Caswell Clinic in respect of the alarm system and CCTV system.</p> <p>Confirmation be provided to Jackie Davies regarding whether the CCTV systems were recording footage.</p>	Director of Finance and Performance	October 2022	<p>This is going through CTMUHB and has had to go back out for costs given the time that has elapsed from the original quote. Once received, this will be taken through MH&LD Service Group and bid submitted to allocate funding.</p> <p>Information received that CCTV is recording.</p>
2.	22/21 79/21 06/22	01.04.2021 05.10.2021 20.01.2022	<p>Executive and Independent Member training</p> <p>A verbal update on the delivery of Executive and Independent Member training on institution of occupational safety and health (IOSH) and Health</p>	Assistant Director of Health and Safety/ Director of Finance and Performance	September 2022 & February 2023	<p>Face-to-face training was provided to executives and independent members on 14th September and 16th September 2022. For those who could not attend, a separate date is being</p>

			and Safety Infrastructure training to be received.			organised for February 2023.
3.	13/22	20.01.2022	Site responsibility Updated action plan on site responsibility allocation be brought to October's Health and Safety Committee.	Director of Finance and Performance	October 2022	On October's agenda (verbal 3.5).
4.	38/22	05.04.2022	Smoking Legislation Neath Port Talbot and Swansea Local Authorities to be contacted for more information surrounding guidance, training and visits to hospital sites.	Director of Finance and Performance	October 2022	There is guidance covering various elements within the Smoke Free Policy, with reference to local authority enforcement. Emailed contacts for respective local authorities on 28 June 2022 and have contacted and awaiting replies. Discussions on-going to arrange site visit at Hospital site(s).
5.	39/22	05.04.2022	Display screen equipment (DSE) and home working assessments Service groups to complete deep dives into home working assessments and DSE checklists and present reports to Health and Safety Operational Group.	Director of Finance and Performance	October 2022	Included in the next iteration of the Health and Safety Operational Group report (4.1).
6.	36/19, 102/19, 128/19,	25.04.2019, 02.09.2019, 02.12.2019,	Six facet review of backlog maintenance Update be provided regarding progress	Assistant Director of Operations - Estates	October 2022	On October's agenda (3.6).

	14/20, 77/21 60/22	03.03.2020, 05.10.2021, 05.07.2022	of the six facet review of backlog maintenance.			
7.	61/22	05.04.2022	Water risk assessments To receive the water risk assessments action plan.	Assistant Director of Operations - Estates	October 2022	On October's agenda (3.6).
8.	73/22	05/07/2022	Singleton Cladding Report A short report be taken through Health and Safety Committee to include achievements made to complete improvements, capital infrastructure update and recognise operational work from a health and safety perspective for good work.	Assistant Director of Strategy – Capital	October 2022	On October's agenda (3.7).

9.	64/22	05.04.2022	Health and Safety Operational Group key issues report <ul style="list-style-type: none"> - The high voltage policy and the new and expectant mother's procedure policy be circulated to committee members with a deadline A Chair's Action process be applied for the policies. - Further detail surrounding the incidents that caused severe harm to staff in Mental Health and Learning Disabilities Service Group. 	Assistant Director of Health and Safety Director of Finance and Performance	July 2022	Email sent to IM's and execs requesting comments/ approval of policy and procedure. Documents to be ratified as supporting appendices to the health and safety operational group (4.1). Director of Finance to provide a verbal update.
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Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
10.	-	-	Nil Return	-	-	-