



Health and Safety Committee Work Programme 2019-20



		Lead	June	July	September	December	March
2. Preliminary Matters							
Minutes of the Previous Meeting	Director of Corporate Governance						
Action Log	Director of Corporate Governance						
Work Programme	Director of Corporate Governance						
4. Reviews of Service Delivery and Non-Service Delivery Units							
Primary and Community Services	Service Director						
Neath Port Talbot Hospital	Service Director						
Mental Health and Learning Disabilities	Service Director						
Corporate/HQ	Director of Nursing and Patient Experience						
Singleton Hospital	Service Director						
Facilities and Hotel Services	Chief Operating Officer						

Morrison Hospital	Service Director					
Estates	Chief Operating Officer					
6. Risk, Governance and Assurance						
Committee Terms of Reference	Director of Corporate Governance					
Health and Safety Plan Updates	Director of Nursing and Patient Experience					
Health and Safety Committee Risk Register	Director of Nursing and Patient Experience					
Health and Safety Annual Report	Director of Nursing and Patient Experience					
8. Policy and Procedures						
Current Policy Review	Director of Nursing and Patient Experience					
Procedural reviews (as determined by the committee)	Director of Nursing and Patient Experience					
Thematic reviews (as determined by the committee)	Director of Nursing and Patient Experience					
Loneworkers	Director of Nursing and Patient Experience					
10. Internal and External Audit Reports						
Internal Audit Reports (as they arise)	Director of Corporate Governance					
External Audit Reports (as they arise)	Director of Corporate Governance					
COSHH	Director of Nursing and Patient Experience					
12. For Noting						
Operational Group Minutes	Director of Nursing and Patient Experience					
Items to Refer to Other Committees	Director of Nursing and Patient Experience					



Health and Safety Committee In-Committee Work Programme 2019-20

	Lead	June	September	December	March
1. Preliminary Matters					
Minutes of the Previous Meeting	Director of Corporate Governance				
Action Log	Director of Corporate Governance				
Work Programme	Director of Corporate Governance				
2. Exception Reports					
Health and Safety Executive Reports	Director of Nursing and Patient Experience				
Cladding	Director of Nursing and Patient Experience				