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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Open Actions

Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	136/19	02.12.2019	An update on COSSH report be brought to June 2020 committee.	MP	June 2020	Delayed following COVID-19 activity. Update chased by corporate governance – response awaited.
2.	17/20 and 35/20	03.03.2020, 02.06.2020	The Health and Safety COVID-19 Newsletter to be circulated to the Senior Leadership Team for further distribution to Unit teams.	MP	End of July 2020	Update chased by corporate governance – response awaited.
3.	05/20	03/03.2020	An update be confirmed as to whether the occupational health presentation went to the Executive Board meeting for consideration, and were there any actions.	HR	June 2020	Delayed following COVID-19 activity. Update chased by corporate governance – response awaited.
4.			Deep Dive into the Water Safety Plan to be provided.	DK	December 2020	Deep dive to be provided at December's committee following a discussion with

						Christine Williams on 24.07.2020.
1.	08/19, 129/19, 35/20, 51/20	04.03.2019, 02.12.2019, 02.06.2020, 13.07.2020	The issue of site responsibility when several units were present to be discussed outside of the meeting. The spreadsheet to be shared in March once all sites have been allocated to individuals.	MP	September 2020	On agenda, but not received.
Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
2.	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.	GH	June 2020	Complete.
3.	56/20	13.07.2020	An update in relation to the personal data risks be confirmed to Tom Crick.	PW	July 2020	Completed.
4.	35/20	02.06.2020	Deep Dive into the highest risks on the Health and Safety Risk Register be completed.	HL	September 2020	On agenda
5.	38/20	02.06.2020	The Gorseinon Hospital Fire Safety action plan to be reviewed to enable completion of some actions prior to the end of August, and recirculate the action plan at September's meeting.	MP	September 2020	On agenda
6.	28/30,	02.06.2020,	Update on the electrical testing at	DK/LP	September	On agenda – matter's arising

	51/20	13.07.2020	Gorseinon Hospital be received at September's committee.		2020	
7.	56/20	13.07.2020	A further update on physical distancing be received at September's committee.	DE	September 2020	On agenda
8.	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 being shared with other committees.	PW	June 2020	Training session has been developed and will be shared with the Senior Leadership Team in October 2020.
9.	113/19 and 05/20	02.09.2019 and 03.03.2020	An extract to be provided in respect of the national clinical waste notice.	DK	June 2020	The position continues to be that there are concerns over the capacity with regards clinical waste disposal. A number of SBAR's have been completed over the recent months due to problems with capacity within the system, which has been exasperated with the initiation of Field Hospitals. The Health Board is part of a group that oversees a contract with Shared Services and this situation is being monitored very closely on an All Wales basis.
10.	137/19 and 06/20	02.12.2019	Des Keighan to confirm whether the bi-annual water risk assessment review will incorporate Neath Port Talbot	DK	June 2020	With regard to the bi-annual water risk assessment review, under the PFI contract this is the

			Hospital.			responsibility of the PFI provider to undertake. Guidance has changed and whilst it used to stipulate bi-annually, now it's more based on changes in legislation or changes in the risk. Therefore, we will be able to ask for a copy of their risk assessment but unless there has been a change of use of the facilities the existing risk assessment may not require updating.
11.	36/19, 102/19, 128/19 and 14/20	25.04.2019, 02.09.2019, 02.12.2019, 03.03.2020	Update be provided regarding progress of the six facet review of backlog maintenance.	DK	June 2020	Whilst it was agreed by the Executives that funding would be made available this financial year to undertake the review, and I had developed a specification and sourced a company to undertake the review, I have been subsequently informed that funding is not available at this point in time, due to other financial pressures on the organisation.
12.	19/20	03.03.2020	A report and action plan to come to committee following HIW's recent visit to Morriston Hospital's Accident and Emergency department.	MM	September 2020	On agenda.

