

## Health and Safety Committee Work Programme 2020/21

Topic	Lead	July	September	December	March
<b>Preliminary Matters</b>					
Minutes of the Previous Meeting	Director of Corporate Governance				
Action Log	Director of Corporate Governance				
Work Programme	Director of Corporate Governance				
<b>Review of Service Delivery and Non-service Delivery Units</b>					
Primary and Community Services	Service Director				
Mental Health and Learning Disabilities	Service Director				
Neath Port Talbot Hospital	Service Director				
Corporate/HQ	Director of Nursing and Patient Experience				
Singleton Hospital	Service Director				
Morrison Hospital	Service Director				
Facilities and Hotel Services	Chief Operating Officer				
Estates	Chief Operating Officer				
<b>Risk, Governance and Assurance</b>					
PPE	Director of Nursing and Patient Experience				
Availability of equipment and consumables	Director of Nursing and Patient Experience				
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				

Health and Safety Training Module Update	Director of Nursing and Patient Experience				
<b>Noting</b>					
Operational Group Key Issues Report	Director of Nursing and Patient Experience				
Items to Refer to Other Committees	Director of Nursing and Patient Experience				