



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



AGENDA

HEALTH & SAFETY OPERATIONAL GROUP WEDNESDAY 4 AUGUST 10.00am -13.00pm TEAMS

No	Agenda	Purpose	Lead	Attached/ Verbal
PRELIMINARY MATTERS				
1.	Welcome & Introductions	Noting	Chair	Verbal
2.	Apologies for Absence	Noting	Chair	Verbal
3.	Declarations of Interest	Noting	Chair	Verbal
4.	Minutes from Meeting Held 12 May 2020	Approval	Chair	
5.	Matters Arising	Noting	Chair	Verbal
6.	Action Log	Noting	Chair	Action Log (including in minutes)
HEALTH & SAFETY REPORTS/EXCEPTIONS				
7.	Unit Director Health and Safety Report – Singleton Hospital (<i>Key areas/hot spots/risks</i>)	Noting	Melanie Collins	
8.	Unit Director Health and Safety Report – Morriston Hospital (<i>Key areas/hot spots/risks</i>)	Noting	Suzanne Holloway	
9.	Unit Director Health and Safety Report – Neath & Port Talbot Hospital (<i>Key areas/hot spots/risks</i>)	Noting	Susan Jones	
10.	Unit Director Health and Safety Report – Primary & Community Care (<i>Key areas/hot spots/risks</i>)	Noting	Debra Rees	
11	Unit Director Health and Safety Report – Mental Health & Learning Disabilities (<i>Key areas/hot spots/risks</i>)	Noting	Ricky Morgan	
12.	Estates, Health and Safety report (includes confirmation on the alerts received Fire	Noting	Des Keighan	

	etc) (<i>Key areas/hot spots/risks</i>)			
13.	Corporate HQ Health and Safety Report – (<i>Key areas/hot spots/risks</i>)	Noting	Kate Morgan	
14.	Support Services, Security and HQ Corporate Health & Safety update (<i>Key areas/hot spots/risks</i>) What is planned?	Noting	Joanne Jones	
15.	COVID-19 – Staff Incidents	Assurance	All	
16.	Health and Safety Action Plan 2020-2021 update	Information/ Approval	Laurie Higgs	
17.	Health and Safety Alerts	Information	Laurie Higgs	
PERFORMANCE DASHBOARD				
18.	Incident Reporting – Overview	Assurance	Laurie Higgs	
19.	Training Compliance	Assurance	Laurie Higgs	
20.	Investigations – Lesson Learned Overview	Assurance	Laurie Higgs	
GOVERNANCE, RISK AND ASSURANCE				
21.	Health and Safety Risk Register	Noting	Laurie Higgs	
22.	Update from Estates Sub Groups <ul style="list-style-type: none"> • Fire (Fire wardens/drills/plans) • Water • Asbestos • Electricity • Security • Gas • Clinical Waste - incineration 	Assurance	Des Keighan	
23.	Update from Health and Safety Committee 2 June & 13 July 2020	Noting	Chair	
24.	HSE update <ul style="list-style-type: none"> • COVID-19 • Physical distancing - NOC • Latest HSE advice on RIDDOR 	Information	Mark Parsons	
25.	Logistic (PPE) Cell update	Information	Mark Parsons	
26.	Policies & Procedure review and development schedule update	Information	Mark Parsons/ Laurie Higgs	

27.	Policies & Procedure reviewed/developed for consultation/for approval: a) Fire Policy b) Fire EQIA c) Medical Sharps Policy (review) d) Transport Policy	Approval	Mark Parsons/ Laurie Higgs/ Joanne Jones	
28.	Health and Safety Newsletter	Information	Mark Parsons / Laure Higgs	
29.	Health and Safety Forward Plan 2020/21	Information	Mark Parsons	
Any Other Business				
30.	AOB a) Skin protocol	Noting	Chair Sarah Davies	
Date and Time of Next Meeting				
31.	The next scheduled meetings are: 5 November 2020 3 February 2021	Site SB HQ, Baglan NPTH	Room Committee Room Bevan Clinical Skills Room (Room ED03), Education Centre, 2nd Floor	