



## Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	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.	MP	July 2021	Due to the pandemic there has been a slight delay in obtaining quotes. These have now been obtained, SBAR completed and funding requested. The new system will be an upgrade on the current system and will provide a system to cover areas not previously covered (court yard).
2.	24/21	01.04.2021	A verbal update on fire door compliance be provided at July's committee.	MP	July 2021	PPM is in place for all fire doors, this is in addition to the FRA's where doors are also checked for compliance. A replacement programme is in place for 2021/22 following successful funding bid for fire door

						replacement.
<b>3.</b>	<b>36/19, 102/19, 128/19 and 14/20</b>	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	July 2021	Last Financial year the Health Board had appointed a company to undertake the six facet review under one of the existing procurement frameworks. However, due to the pandemic and funding was withdrawn and the six facet survey was not undertaken. The Estates Department has submitted a request for funding for six facet survey to the Director of Finance however, at time of writing, we have not had authorisation to proceed with the review.
<b>5.</b>	<b>27/21</b>	01.04.2021	<p>i. Environment of Premises risk register entry to be reviewed in light of operational environmental risks being escalated.</p> <p>ii. Health Board Risk Register entry 36: Storage of Paper Records, narrative to be reviewed to include issues relating to Health and Safety</p>	HL	July 2021	<p>Chief Operating Officer was requested to review the risk and the operational risks with a view to considering any changes required to reflect the current risk rate.</p> <p>Risk Lead for Health Board Risk Register entry 36: Storage of Paper has been requested to review the narrative and update.</p>

			(E.g. fire).			
4.	22/21	01.04.2021	Face-to-face training to take place for Executives and Independent Members surrounding Health and Safety Infrastructure training.	MP	July 2021	Due to the continued challenges of COVID-19, face-to-face training is not being provided. This will have to be pushed back potentially to Q3/4 this financial year.
5.	18/21	01.04.2021	To receive an update on the tender for water risk assessments	DK	July 2021	The Health Board tended the provision of a water risk assessment, a panel was convened to assess the tenders which included representation from infection prevention, procurement and Estates. There were two bids were However, one of the bids had only allowed 30 days to do the work whereas the other had suggested over 100 days. The panels view was the lower bid did not provide reassurance that they had allowed sufficient time to complete the work. So the decision was made to award the work to the higher bidder following the receipt of references. References were taken all of which were

						<p>very positive for the selected company therefore the department wrote to procurement advising that the Health Board wanted to accept the higher bid and outlining the reasons for doing so.</p> <p>Procurement services sought legal advice due to the fact we were not going with the lowest bid, as the lowest bid did stated that they would deliver the project for the cost provided and undertake whatever additional work was required. As a result they advised that we could not award the contract to the higher bidder on that basis.</p> <p>We therefore issued a clarification requests which highlighted discrepancies in the bids and we are now in a position to award the contract to the preferred bidder and set up the initial project meeting in the next few weeks. Based on the original project time line its</p>
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						hope work will be completed by late December early January Next year.
<b>6.</b>		02.12.2020	To receive a verbal update on site responsibility allocation at July's committee, with a formal update to follow in October.	MP	July 2021 And October 2021	The list is constantly being reviewed and have had a meeting with PC&C Service Group Director to establish in primary care site responsibility and key contacts. A further meeting is scheduled to take this forward to completion.
<b>7.</b>	<b>95/20</b>	01.12.2020	Mark Parsons to enquire regarding progress of Morrision Hospital flooring replacement.	MP	July 2021	Additional funding through Welsh Government covering Infrastructure has been agreed and £462k. This has been allocated to facilitate replacement flooring and will be programmed for 2021/22 financial year. Keep on action log until works have begun.
<b>8.</b>	<b>99/20</b>	01.12.2020	The quantity of drinking water and ice machines to be confirmed at April's committee.	MP	October 2021	To be discussed at July's committee under matters arising, with a written update report to come to October's meeting.
<b>9.</b>	<b>25/21</b>	01.04.2021	An update report be provided around the implementation of smoking legislation.	MP	April 2022	To be added to April 2022 agenda.



Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
10.	28/20, 51/20	02.06.2020, 13.07.2020	Update on the electrical testing at Gorseinon Hospital be received.	DK	April 2021	Completed.
11.	08/19, 129/19, 35/20, 51/20, 105/20	04.03.2019, 02.12.2019, 02.06.2020, 13.07.2020, 01.12.2020	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	July 2021	On agenda.
12.	102/20 and 18/21	01.12.2020	Mark Parsons to query procurement's involvement with the tender for water risk assessments.	MP	July 2021	On agenda
13.	26/21	01.04.2021	A verbal update on Personal Appraisal and Development Reviews and statutory and mandatory training rates in facilities and hotel services.	JJ	July 2021	The current levels are 28% for PADR and 65% for mandatory/statutory training. Plans are in place to improve the targets and additional resources have been allocated to assist the departmental managers.

