



APPENDIX H

**SALISBURY NHS FOUNDATION TRUST
WASTE MANAGEMENT WORKING PARTY
TERMS OF REFERENCE**

Purpose

- To monitor the performance of the Trust policy and procedures related to the safe disposal of waste.
- To act as a review and action forum for users of the waste management procedures.
- To consider issues related to the waste service provision and to agree actions.
- To review and recommend service and resource developments within the waste management chain to Board level, in order to support the operational needs of the Trust.
- To promote waste service users' communication and information of the waste management chain.
- To review contingency planning and to agree actions relating to the site.
- To report to the Chair of the Health and Safety Committee (HSC) - by submission of Minutes of the Waste Management Working Party - on issues as required, for risks to be assessed and prioritised.
- To report to the Trust's Environmental Executive Committee (EEC) at quarterly meetings.
- Any requirements for Capital funding of projects over £5k will be submitted via a bid to the Capital Control Group.

Membership

- Energy & Waste Manager
- Health & Safety Manager
- Head of Estates
- Estates Support Manager
- Facilities Services Manager
- Housekeeping Manager
- Infection Control Representative
- Infection Representative
- Microbiological Directorate Representative
- Pathology Representative (Immunology, Microbiology)
- Pathology Representative (Genetics)
- Surgical Representative
- Medical Directorate Representative
- Procurement Representative
- Medical Devices Representative

Continued on next page

Waste Management Policy
 Appendix H - Waste Management Working Party - Terms of Reference
 Author: David A. Mann - Manager - Clinical Technical Services
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APPENDIX H

- Pharmacy Representative
- Pharmacy Representative
- [Sara J. Henderson, Trust Lead](#)

- [Gemma Scott, SR](#)
- [Gemma Scott, SR, Trust Lead](#)

Chair

To be held by the Health & Safety Manager

Quorum

A quorum of five group members plus the chair is required for every meeting.

Frequency of Meetings

Meetings will be held every two months - more often if needed to address particular issues.

Review

Terms of Reference are to be reviewed every three years.