

## **Health and Safety Committee Terms of Reference**

References to “the Committee” shall mean the Health and Safety Committee

### **1.0 Purpose of Committee**

- 1.1 This Committee is constituted under the requirements of the Health and Safety at Work Act 1974; Section 2(7) to consult with employees on matters of health, safety and welfare at work, and in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the associated Codes of Practice and Guidance.
- 1.2 To provide the organisation with an overarching view of health and safety and to provide assurance that associated risks are effectively managed on behalf of the organisation.
- 1.3 To establish and maintain standards of health, safety and welfare in keeping with legal requirements in accordance with the organisations policy. To encompass all areas of health and safety, including risk assessments, safe systems of work, control of hazardous substances, provision of a safe working environment, safe plant and equipment, staff induction training, occupational health care, control of infection, first-aid, fire, security, environmental management, etc together with all appropriate training.

### **2.0 Authority**

- 2.1 The Group is authorised by the Trust Board/Joint Board of Directors (JBD) to conduct its activities in accordance with its terms of reference.  
The Group is authorised by the Trust Board/JBD to seek any information it requires from any employee of the Trust in order to perform its duties.

### **3.0 Membership**

- 3.1 The Health and Safety Committee will be chaired by the Director of HR and Organisational Development as Executive Director lead for Health and Safety
- 3.2 Deputy Chair will be the Head of Facilities or designate.
- 3.3 The membership of the Committee will comprise of the necessary persons to ensure that operational practices across the Trust comply with the Health and Safety at Work Act 1974 and all other pertinent NHS best practice standards e.g. NHSLA and CQC.

- 3.4 The committee will be made up of members who must attend regularly and meet the 75% attendance criteria and attendees who will need to attend when they have papers to present when requested to do so for specific agenda items. Attendance at meetings of accredited staff side health and safety representatives should be whenever possible facilitated by line managers and will be actively monitored by the Chair of Health and Safety along with the staff side secretary. Members will be:

Management Representatives:

- Director of HR and Organisational Development
- Health and Safety Manager
- Head of Facilities (Representing non clinical directorates)
- Chief Pharmacist
- General Manager Estates Technical Services
- A representative of the Clinical Directorates (should be a member of one of the Directorate Management Teams, i.e. Clinical Director, Directorate Senior Nurse or Directorate Manager) appointed by the Chair of the Operational Management Board.

Trust Advisors (who may attend as and when required):

Fire Adviser

Health and Safety Adviser

Risk Management representative

Trust Local Security Management Specialist

Manual Handling Advisor

Trust Occupational Health Manager

Senior Nurse infection Control

Head of MDMS

Chair of Radiation Protection Committee

Staff side Appointed Health and Safety Representatives:

A total of 6 Staff Side accredited safety representatives (ideally from each Clinical Directorate and 2 from Non-Clinical Directorate but will be subject to local staff side availability and membership spread)

Other individuals may be co-opted as and when required.

- 3.5 Only members of the Committee or their nominated representatives have the right to attend meetings. However, other individuals and officers of the Trust may be invited to attend for all or part of any meeting as deemed appropriate.
- 3.6 Membership of the Committee will be reviewed and agreed annually with the JBD.

#### **4.0 Secretary**

- 4.1 Secretarial support will be provided from the Occupational Health Services Department

#### **5.0 Quorum**

- 5.1 The quorum necessary for the transaction of business shall be six members of which there must be at least one from Staff-side and three of which must be from Management-side. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

#### **6.0 Frequency of Meetings**

- 6.1 The Committee shall normally meet bi-monthly, and at such other times as the Chair shall require the exigency of the business.
- 6.2 Members will be expected to attend at least 4 out of the 6 annual meetings. (Attendance will be reported in the Annual Report)

#### **7.0 Agenda/Notice of Meetings**

- 7.1 Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed shall be forwarded to each member of the Committee, and any other person required to attend.
- 7.2 Papers must be received 10 days in advance of the meeting and will be issued seven days prior to the meeting.
- 7.3 Papers will not be tabled without the express permission of the Chair.
- 7.4 Any other Business must be notified to the Chair in advance of the meeting and cannot be tabled on the day unless considered urgent by the Chair.

#### **8.0 Minutes of Meetings**

- 8.1 The proceedings and resolutions of all Committee meetings will be minuted including the names of those present and in attendance.
- 8.2 Minutes of the meetings shall be circulated to all members and shall be issued within five working days of the meeting. The minutes will be open to scrutiny by the Trust's auditors.
- 8.3 The minutes, which provide a summary of key risks, issues, actions and deadlines, will be brought to the attention of and presented to the JBD following each meeting.

#### **9.0 Duties**

- 9.1 Oversee, influence, develop, review and approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice
- 9.2 Monitor, audit and review the effectiveness of organisational Health and Safety management arrangements.
- 9.3 Promote and develop a culture of understanding and co-operation amongst all staff to ensure their safety and welfare whilst at work.
- 9.4 Provide and maintain a positive link with the organisation committees to ensure that Directors are kept fully informed of the issues.
- 9.5 Review non-clinical incidents statistics and trends throughout the organisation, to ensure that corrective action and prioritisation of high-risk Health and Safety issues are brought to the attention of the appropriate groups.
- 9.6 Give strategic direction and support for environment and non-clinical activities across the organisation.
- 9.7 Facilitate management and staff in investigating, developing and executing measures to ensure the health, safety and welfare of staff, patients and visitors.
- 9.8 Receive, review and monitor action plans from sub groups of the Health and Safety Committee.
- 9.9 Ensure the Health and Safety risks are entered onto the organisations risk register are monitored and reviewed in line with the Risk Management Strategy.
- 9.10 Disseminate information and provide feedback to appropriate groups, committees, staff and other stakeholders on environmental and non-clinical Health and Safety risk issues.
- 9.11 Act as early warning mechanisms to alert the organisation to non-clinical emerging Health and Safety risks.
- 9.12 Receive minutes and action points from its sub-groups, Task and Finish Groups, provide support to these groups where necessary and seek assurance of compliance from them. Also review the terms of reference of the sub-groups on a rolling program.
- 9.13 Devise, implement, agree and approve policy within the remit of the committee prior to presentation for ratification at the JBD.
- 9.14 Develop, monitor and review health and safety compliance across the whole of the Trust's business undertakings.
- 9.15 Consider new and revised legislation and best practice guidance and how it may impact the Trust providing recommendations and guidance to the Trust in measures required to comply.
- 9.16 Produce an Annual Report of the Trust's health and safety management systems to measure effectiveness, performance and provide assurance of the Trust Board of compliance.
- 9.17 Consider significant Health and Safety risks escalated from the Trust and Directorate risk registers.
- 9.18 Receive and provide assurance that the Central Alert Systems process is being effectively managed with timely cascading of health and safety related information and action where necessary.

9.19 Specific responsibility for monitoring the delivery of and evidence to support the requirements of the CQC Standards as they map to the Health and Safety Committee and the Occupational Health and Safety Standards issued by the NHS Staff Council.

9.20 Receive, review and action reports, guidance documents and enforcement notifications as appropriate from:

Medical Devices Group and CAS Alerts  
Health and Safety Risk Register and Risk Report Card  
Medical Gases  
Water Safety  
Needlestick Action Group  
Waste Management & Emergency Planning  
Fire Committee and Fire Authority  
Health and Safety Inspections  
LSMS, Security Management Committee and NHS Protect  
RIDDOR incidents  
Enforcing bodies HSE, LA and EA  
Health and Safety Executive  
Radiation Protection Committee  
Laboratory Safety Groups  
JCC

## **10.0 Reporting Responsibilities**

10.1 The Committee shall make recommendations to JBD.

10.2 Produce for JBD an annual report on the work it has undertaken during the course of the year (and including attendance of members).

10.3 Send a summary of actions following each meeting to JBD.

10.4 Determine any issues that need escalating to the CEO.

## **11.0 Annual Review**

11.1 The Committee shall, at least once a year, review its own performance, constitution and terms of reference (including membership) to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to JBD for approval.

## **12.0 Risk Responsibility**

12.1 The risk areas the Committee has special responsibility for are all aspects of Health, Safety and Security across the full scope of the Trust's business undertakings.

12.2 The Group is accountable for providing assurance for the following Care Quality Commission: Outcome 10 (Regulation 15) Safety and Suitability of Premises.