

Trust Health and Safety Committee - Terms of Reference

Jan 2017

1.	Purpose and Aims of the Group/Committee
	<p>The Health and Safety Committee shall act as the focal point for all matters relating to the management of Fire, Security, health and Safety. More specifically the Committee aims:-</p> <ul style="list-style-type: none"> • To advise and assure the Trust Board and its committee structure on all matters relating to Fire, Security, Health and Safety • To review performance of the Trust against compliance with regulations, policies and procedures and communicate concerns through the Committee structure • To provide expert advice, guidance and policy throughout the organisation on all matters pertinent to Fire, Security, Health and Safety
2.	Duties/Core Delegated Responsibilities and Accountabilities
	<ul style="list-style-type: none"> • To develop, consult upon and implement health and safety policies, procedures and related strategies and ensure that these documents are reviewed at least every 3 years to ensure fitness for purpose • To establish a Training Needs Analysis and monitor the effectiveness of all training related to security, fire, health and safety including manual handling and EBME • To consider submissions by Trade Unions, H&S advisors and other group participants including submissions from operational health and safety groups • To monitor the performance of operational level health and safety groups, recognising and sharing good practice and identifying and supporting areas for improvement • To receive reports relating to Health and Safety related incidents including RIDDOR. Identify trends and learning points and provide expert advice for mitigation and strengthened controls • To receive reports relating to the status of CAS and Patient Safety Alerts and govern effective implementation • To consider findings from regulatory inspections/reports nationally pertinent to the Fire, Security and Health and Safety agenda to identify any learning opportunities for the Trust • To receive, consider and act upon findings from any local inspections/audits (either internal or via external bodies) pertinent to the Fire, Security and Health and Safety agenda • To govern effective compliance with Environmental Risk Assessments and Ligature Risk Assessments ensuring that these are completed to a high standard within required timeframes • To consider and discuss National Guidelines for the NHS on health and safety management as they arise • To consider the general prioritisation of Health and Safety issues and timescales for completion • To identify issues of a pressing nature and consider justification for escalation in terms of resources and timescales • To feed into corporate processes for business planning and the capital programme in support of key risks identified across the Health and Safety agenda • To establish an annual programme of communications and publicity in the workplace relating to Fire, Security and health and safety and monitor effectiveness • To produce and Annual Report for receipt by the Trust Board
3.	Membership
	<ul style="list-style-type: none"> • Chair: Associate Director of Governance

	<ul style="list-style-type: none"> • Health and Safety Manager (Deputy Chair) • Local Security Management Specialist • Chairs of Operational Health and Safety Groups • Associate Director of Estates and Facilities • Deputy Director of Nursing • Union Representatives • Fire Safety Advisor <p>In Attendance:-</p> <ul style="list-style-type: none"> • Infection Control Representative • Physical Health Representative • Mental Health Act Legislation Manager • Learning and Development Representative • Occupational Health Representative • Legal Services Representative • Human Resources Representative
4.	Quorum
	The Chair or Deputy Chair plus 50% of the membership including at least two representatives from Operational health and safety groups.
5.	Meeting Arrangements
	<ul style="list-style-type: none"> • Members will attend at least 75% of meetings • The Committee will meet at least every three months • Administrative functions of the Committee will be governed by the Health and Safety Manager. This includes agenda setting, collation and distribution of papers and minute taking. Minutes will be circulated no later than 10 working days after close of the meeting • Meeting dates must be arranged annually in advance and be supported by a work programme
7.	Reporting Arrangements
	The Committee shall be accountable and report into the Integrated Quality Committee on a quarterly basis by means of an escalation report and copies of minutes Health and Safety Operational Groups for each service area, plus corporate teams will report into the Health and Safety Committee on a quarterly basis
9.	Effectiveness of the Group/Committee Function
	The Committee will carry out an annual effectiveness review using a standardised Trust template.