

**Board of Directors:** 12.7.18  
**Agenda Item:** Bo.7.18.26

## Review of the Terms of Reference of the Health and Safety Committee

<b>Presented by:</b>	Tanya Claridge Director of Governance and Corporate Affairs	<b>Author:</b>	Paul Pallister Trust Secretary
<b>Previously considered by:</b>	Health and Safety Committee		

Key point	Purpose:
1. The current version of the Terms of Reference state a review date of July 2018 and therefore this paper proposes a refreshed set of Terms of Reference.	To discuss and approve

Executive Summary:
<p>This report proposing a revised set of Terms of Reference for the Health and Safety Committee.</p> <p>It is good governance to undertake annual reviews of committee terms of reference and this paper ensures that we are reviewing those for this committee within a twelve month period which is recognised 'best practice'.</p> <p>The draft Terms of Reference are attached for approval by the Board of Directors. All of the proposed changes have been tracked so they are easily visible to the reader.</p> <p>It is acknowledged that a comprehensive review of the Board's committees is taking place over the summer period; therefore the proposed amendments in these Terms of Reference represent the output from a simple refresh.</p> <p>The Board of Directors is asked to review these draft Terms of Reference which are proposed by the Committee for approval.</p>

Financial implications:
No

Regulatory relevance:
<b>Monitor:</b> Code of Governance

Equality Impact / Implications:	<p><b>Is there likely to be any impact on any of the protected characteristics?</b>  (Age, Disability, Gender, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sexual Orientation, Health Inequalities, Human Rights)</p> <p>Yes      <input type="checkbox"/>                                      No      <input checked="" type="checkbox"/></p> <p>If yes, what is the mitigation against this?</p>

Other:	
--------	--

<b>Strategic Objective:</b> <i>Reference to Strategic Objective(s) this paper relates to</i>	To deliver our financial plan and key performance targets
---	---

## Bradford Teaching Hospitals NHS Foundation Trust

### Health & Safety Committee Terms of Reference

#### 1. Constitution

The Health and Safety Committee ("the Committee") is an Executive Committee chaired by the Director of Governance & ~~Corporate Affairs~~ ~~Operations~~ ~~Deputy Chief Executive~~. The purpose and powers of the Committee are set out in these ~~T~~Terms of ~~R~~reference.

#### 2. Purpose

A Health & Safety Committee is a statutory requirement in accordance with requirements of section 2(7) of the Health and Safety at Work etc. Act 1974 ('In such cases as may be prescribed it shall be the duty of every employer, if requested to do so by the safety representatives in accordance with regulations made by the Secretary of State, a safety committee having the function of keeping under review the measures taken to ensure the health and safety at work of his employees and such other functions as may be prescribed').

To consult and engage in partnership working with Bradford Teaching Hospitals NHS Foundation Trust (BTHFT) Safety Representatives to ensure the health and safety of employees and others who may be affected by the Foundation Trust's undertaking.

#### 3. Chair of the Committee

Chair - Director of Governance & ~~Corporate Affairs~~ ~~Operations~~  
Deputy Chair - Assistant Director of ~~Quality~~ Governance ~~and Risk~~

#### 4. Membership

Title	Nominated Deputy
Director of Governance & Corporate Affairs (Chairperson)	Assistant Director of Quality Governance
Non-Executive Director	N/A
Head of Non-Clinical Risk	Non-Clinical Risk Manager
Director of Estates and Facilities	Assistant Director of Estates
Head of Midwifery	Head of Nursing – Children's Services
Divisional General Manager, Division of Anaesthetics, Diagnostics & Surgery	Deputy General Manager, Division of Anaesthetics, Diagnostics & Surgery
Head of Nursing, Division of Medicine & Integrated Care	Matron, Division of Medicine & Integrated Care
Director of Pharmacy	Deputy Director of Pharmacy
Workplace Health and Wellbeing Manager	Deputy Workplace Health and Wellbeing Manager
HR Manager	HR Manager
Staff Side representatives	
Non-Clinical Risk Manager	

All members will complete their mandatory health and safety training

Formatted: No bullets or numbering

July 2018

## 5. Attendance

It is expected that each member will attend a minimum of 75% (i.e. 3 out of the 4 meetings per year) of meetings. Attendance will be monitored by the Chair.

## 6. Quorum

A quorum shall be the Chair or Deputy Chair plus two management representatives and two further Union representatives.

## 7. Frequency of Meetings

Meetings will be held quarterly.

## 8. Duties

### The duties of the Committee will include:

- To encourage co-operation between management and staff in order to improve Health & Safety and Welfare at work-
- Consider Health and Safety reports submitted by BTHFT safety representatives, specialist advisors, and sub-committees of the Health and Safety Committee-
- To agree an annual health and safety training strategy-
- To develop and monitor an annual health and safety work plan-
- To manage a risk register of health and safety risks that cannot be managed locally or that may be common across BTHFT-
- To assess the BTHFT health and safety performance through the development and monitoring of key performance indicators (KPIs)-
- To assign health and safety risks to the appropriate BTHFT Committee for their management and monitor their progress to resolution-
- To provide progress reports to the relevant committees on health and safety risks that have been assigned to the health and safety committee for resolution-
- To develop, promote, and monitor health and safety communication and publicity in the workplace so as to raise staff awareness and nurture a positive health and safety culture within BTHFT-
- To ensure that the Health and Safety Policies and affiliated procedures are implemented and their effectiveness monitored-
- Consider reports of factual information provided by the Health & Safety Executive (HSE) and other stakeholders and engage with the appropriate enforcing authorities in adopting health and safety industry best practice-
- Monitor trends of incidents, dangerous occurrences, and notifiable diseases so that recommendations may be made to the relevant services for corrective action-
- To receive lessons learned from incidents/near misses relevant to the purpose of the meeting and provide feedback to areas-
- To commission task and finish groups to undertake work to resolve specific issues-
- Undertake and act upon joint inspections with staff side and take appropriate action based on the findings-
- To receive union inspection notices (UIN) and take appropriate action based on their findings-
- Align with the Trust's corporate governance framework and escalate risks in line with the agreed process as set out within BTHFT's Risk Escalation Framework (see appendix 1 for the Health and Safety Committee structure)-

July 2018

- Produce an annual report for the Board of Directors to provide assurance on health and safety.
- Actively champion and proactively promote health and safety across the Trust.
- ~~Members will complete their mandatory health and safety training.~~
- Support and sponsor specialist risk groups, task and finish groups, benchmarking and networking with external bodies.
- ~~to~~The committee will use an agreed suite of indicators to measure ~~the Committee's~~ its effectiveness and the effectiveness of the policies that it is responsible for and the decisions that it makes.

## 9. Reporting Arrangements

The ~~C~~committee will report directly to the Board of Directors through minutes of the meetings, escalation of key topics discussed and an annual report.

## 10. Review of Terms of Reference

These Terms of Reference will be reviewed annually or where there may be significant changes.

## 11. Groups reporting to this committee

The Board of Directors has conferred upon the Health & Safety Committee the power to establish groups.

The Health & Safety Committee has established the following groups:

- COSHH Advisory Group
- Ionising Radiation Group
- Non Ionising Radiation Group
- Medical Gases Group
- Medical Devices Group
- Sharps Injury Prevention Group
- Estates & Facilities Compliance Risk and Assurance Group
- Waste Producers Group
- ~~Transport~~ of Dangerous Goods Group.

## 12. Approval by the Board of Directors

These Terms of Reference were approved by the Board of Directors on (to be confirmed).

July 2018

Formatted: Normal, No bullets or numbering

Formatted: Font: Bold

Formatted: Indent: Left: -0.13 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 12 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Indent: Left: 0.25 cm

Formatted: Normal, No bullets or numbering

|

| **~~Reviewed: July 2018~~**

| July 2018