

Xxx Unit
Health and Safety
Group

Terms of Reference

1. INTRODUCTION

1.1. The Health and Safety Operational Group hereby resolves to establish a management Group to be known as the **xxx Unit** Health and Safety Group referred to in this document as 'the Working Group'

2. PURPOSE

2.1. The purpose of the Working Group is to provide the necessary management and objective judgement to ensure the xxx Unit operates within the Health and Safety at Work Act 1974 and all associated regulations and guidance, and any statutory or mandatory requirements of the Welsh Government.

2.2. The Working Group is the forum for the coordination of health and safety matters relating to Health, Safety and Fire for **x Unit** and reports to the Health & Safety Operational Group.

2.3 To provide support to front line staff with ethical/resource issues that present a risk to patients.

2.4 To review and revise local plans to reflect the changing needs within hospital/corporate sites.

2.5 Safeguard professional standards so that hospital/corporate staff can justifiably take pride in their profession and promote concern for high professional standards as the responsibility of all staff.

2.6 To support successful health and safety management, through effective communication up, down and across the organisation. Develop strategies and plans to communicate information to all staff on health and safety matters, lessons learned from incidents and the preventive and protective measures necessary to control risk.

3. MEMBERSHIP

3.1 The Chairman of the Working Group will be the Unit Service Director, or suitably senior nominated deputy.

3.2 Membership comprises of:

- Unit Service Director (Chair)
- Unit Nurse Director
- Unit Medical Director

- Quality and Safety Manager
- Head of Health and Safety
- Head of Support Services
- Business Manager, tbc
- Other attendees as directed by the agenda

4. QUORUM

A quorum will be the minimum of 2 senior managers and a health and safety representative who must hold the necessary nationally recognised health and safety qualification.

5. ATTENDANCE

5.1. Permanent members are required to attend all Group meetings.

5.2. Members of the Working Group shall appoint suitable briefed deputies to represent them at meetings when they are unable to attend personally. Where this is not possible they must provide a written update to working group members at least two working days beforehand.

5.3. The Chairman will follow up any issues related to the unexplained attendance of members. Should non-attendance jeopardise the functioning of the Working Group the Chairman will discuss the matter with the member and if necessary seek a substitute or replacement.

5.4. With the approval of the Chairman, other persons may be asked to attend meetings from time to time for a specific purpose.

6. FREQUENCY

6.1. The working group will meet bi-monthly and will report to the Health and Safety Operational group.

7. AUTHORITY

7.1 The Working Group is authorised by the Health and Safety Operational Group to investigate any action within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Health and Safety Committee.

8. REPORTING

8.1 Reporting lines will be established within existing local strategic decision making structures

8.2 The **xx Unit** Health and Safety Group must submit a written exception report to each Health and Safety Operational Group meeting which provides an update on the business discussions of each sub group meeting.

8.3 Action notes and records of discussions will be made and will be available for reference if required.

9. SUPPORT

9.1. The Group shall be supported by the **xxxxxxx team** specifically with regard to secretarial duties, minute taking and administrative support.

9.2. Duties shall include:

- Agreement of the meeting agendas with the Chair of the Group;
- Providing timely notice of meetings and forwarding details including the agenda and supporting papers to members and attendees in advance of the meetings;
- Enforcing a disciplined timeframe for agenda items and papers, as below:
 - At least 5 working days prior to each meeting, agenda items will be due from Group members;
 - At least seven working days before each meeting, papers will be due from Group members;
 - At least five working days prior to each meeting, papers will be issued to all Group members and any invited Directors and officers.

9.3 Recording formal notes of meetings and keeping a record of matters arising and issues to be carried forward, circulating approved draft minutes within five working days from the date of the last meeting.

9.4 Advising the Chair and the Group about fulfilment of the Working Group's Terms of Reference and related governance matters.

9.5 The Group will endeavour to provide good communication across the xx Unit and ensure a copy of the Notes is provided to each Health and Safety Operational group meeting.

9.6 Minutes of these meetings will be circulated to all Group members.

9.7 Separate notices will also be issued, as required, on matters which may arise outside the meeting of this group.

10. REVIEW OF TERMS OF REFERENCE

10.1 The Group will monitor the effectiveness and working arrangements of these Terms of Reference on an annual basis.

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