AGENDA ITEM 2.1

Health and Safety Committee

Terms of Reference and Operating Arrangements
1. INTRODUCTION

1.1 The Cardiff and Vale University Health Board (UHB) Standing Orders provide that:

“The Board may and, where directed by the Assembly Government must, appoint Committees or sub Committees of the Board either to undertake specific functions on the Board’s behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board’s commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees”.

1.2 In line with Standing Orders (3.4.1) and the UHB’s Scheme of Delegation, the Board shall nominate annually a committee to be known as the Health and Safety Committee. The detailed terms of reference and operating arrangements set by the Board in respect of this committee are set out below.

1.3 The organisation has a statutory obligation by virtue of the Health and Safety at Work Act 1974 to establish and maintain a Health and Safety Committee:

“Section 2 sub section 7
“it shall be the duty of every employer to establish in accordance with Regulations (i) a safety committee having the function of keeping under review measures taken to ensure the health and safety of his employees and such other functions as prescribed”.

2. PURPOSE

2.1 The purpose of the Health & Safety Committee (“the Committee”) is to:

Advise and assure the Board and the Accountable Officer on whether effective arrangements are in place to monitor and review implementation of the Health Board Health and Safety Policy and other supporting policies and documentation and to act as focus for joint participation in the prevention of accidents and occupational ill health,

This will be achieved by encouraging strong leadership in health and safety, championing the importance of a common sense approach to
motivate focus on core aims distinguishing between real and trivial issues. It will target key health issues, setting priorities

2.2 Where appropriate, the Committee will advise the Board and the Accountable Officer on where and how, its Health and Safety management may be strengthened and developed further.

### 3. DELEGATED POWERS AND AUTHORITY

3.1 With regard to its role in providing advice to the Board, the Committee will comment specifically upon:

- Staff Health and Safety
- Premises Health and Safety
- Violence and Aggression (inc. Security Strategy)
- Fire Safety
- Risk Assessment
- Manual Handling
- Health, Welfare, Hazard Substances, Safety Environment
- Patient Health and Safety – Patient Falls, Patient Manual Handling
- Health Promotion / Prevention activities

3.2 The Committee will support the Board with regard to its responsibilities for Health & Safety by reviewing:

- the comprehensiveness of assurances in meeting the Board and the Accountable Officers assurance needs across the whole of the UHB’s activities, both clinical and non clinical; and

- the reliability and integrity of these assurances.

- the consideration and approval of policies as determined by the Board.

3.3 To achieve this, the Committee’s programme of work will be designed to provide assurance that:

- Standards are set and monitored
- The performance of the subordinate committees at divisional, directorate and Sub committee level are consistent with strategic aims.
• Maintenance of proactive and reactive Health and Safety Strategies is ongoing
• Policy development, preparation, ratification and implementation is actively pursued and reviewed
• Serious Health and Safety incident and ill health events are investigated and action taken to prevent harm
• Reports and audits from enforcing agencies and internal sources are considered and acted upon
• Employee Health and safety competence and participation is promoted
• A baseline assessment of status to set priorities and a programme of internal audit of compliance are implemented
• Decisions are based upon valid, accurate, complete and timely data and information

Authority

3.4 The Committee is authorised by the Board to investigate or have investigated any activity within its terms of reference. In doing so, the Committee shall have the right to inspect any books, records or documents of the UHB relevant to the Committee’s remit and ensuring patient/client and staff confidentiality, as appropriate. It may seek any relevant information from any:

• employee (and all employees are directed to cooperate with any reasonable request made by the Committee); and

• other committee, sub committee or group set up by the Board to assist it in the delivery of its functions.

3.5 The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers it necessary, in accordance with the Board’s procurement, budgetary and other requirements.

Access

3.6 The Chair of the Health and Safety Committee shall have reasonable access to Executive Directors and other relevant senior staff.

3.7 The Head of Health and Safety shall have unrestricted access to the chair of the Health and Safety Committee
Sub Committees

The Committee may, subject to the approval of the UHB Board, establish sub committees or task and finish groups to carry out on its behalf specific aspects of Committee business.

The following Sub Committees include divisional Health and Safety Committee and specialist / topic focused groups will be established:

- Acute Hospital Health and Safety Committee
- Primary, Community and Mental Health, Health & Safety Committee
- Executive and Corporate Services Health and Safety Committee (This committee role reflects the increased operational functions of operational services staffing and estates within corporate functions).
- Fire Safety Management Group (Chaired by the Executive Director Fire Lead, to implement the requirements of Fire Safety Policy and Firecode)
- Violence and Aggression Ministerial Action Plan Implementation Group (To implement and progress control of violence and aggression)
- Health, Welfare and Environmental Sub Committee (To consider health and welfare aspects such as safe use of hazardous substances, surface risks, thermal comfort, smoking)

Sub Committees will have responsibilities relating to Health and Safety at an operational level. Core themes will include communication, performance monitoring, risk assessment and compliance.

4. MEMBERSHIP

4.1 A minimum of three (3) Members, comprising:

Chair Independent member of the Board.

Vice Chair Independent member of the Board.

Members A minimum of 1 other Independent member of the Board,

The committee may also co-opt additional independent ‘external’ members from outside the organisation to provide specialist skills, knowledge and expertise.
Chief Executive (Lead Executive)  
Director of Therapies and Health Science  
Director of Public Health / or Representative  
Assistant Director of Workforce (Violence and Aggression) Executive Lead  
Assistant Director of Planning (Capital & Estates)  
Fire Safety Executive Lead  
Assistant Director of Planning (Service Planning)  
Assistant Director of Governance  
Head of Health and Safety  
Chair of Staff Health and Safety Group plus 2 other staff health and safety representatives  
Assistant Director of Nursing  
Representatives of Cardiff and Vale Community Council  
Chair of each of the Divisional Health and Safety Committees  
Chair of each Specialist sub committee  

Other Executive Directors will attend as required by the Committee Chair  

4.2 By invitation The Committee Chair may invite:  
- Representatives of UHB Legal Advisors  
- Any other UHB officials and / or  
- Director of Occupational Health, Safety and Environment of Cardiff University  
- Any others from within or outside the organisation  

To attend all or part of a meeting to assist it with its discussions on any particular matter.

**Secretariat**  

4.3 Secretary As determined by the Board Secretary.
Member Appointments

4.4 The membership of the Committee shall be determined by the Board, based on the recommendation of the UHB Chair - taking account of the balance of skills and expertise necessary to deliver the committee’s remit and subject to any specific requirements or directions made by the Assembly Government.

4.5 Members shall be appointed to hold office for a period of one year at a time, up to a maximum of 3 consecutive years. During this time a member may resign or be removed by the Board.

4.6 Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of co-opted independent external members are determined by the Board, based upon the recommendation of the UHB Chair {and, where appropriate on the basis of advice from the UHB Remuneration and Terms of Service Committee}.

Support to Committee Members

4.7 The Board Secretary, on behalf of the Committee Chair, shall:

- Arrange the provision of advice and support to committee members on any aspect related to the conduct of their role; and

- Ensure the provision of a programme of organisational development for committee members as part of the UHB’s overall Organisational Development programme developed by the Director of Workforce & Organisational Development.

5. COMMITTEE MEETINGS

Quorum

5.1 At least one third of the total membership, including at least one Independent Member.

Frequency of Meetings

5.2 Meetings shall be held no less than 4 times per year and otherwise as the Chair of the Committee deems necessary – consistent with the UHB’s annual plan of Board Business.
Withdrawal of individuals in attendance

5.3 The Committee may require any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

6. RELATIONSHIPS AND ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES / GROUPS

6.1 Although the Board has delegated authority to the Committee for the exercise of certain functions as set out within these terms of reference, it retains overall responsibility and accountability for ensuring the quality and safety of healthcare for its citizens. The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.

6.2 The Committee, through its Chair and members, shall work closely with the Board’s other committees, including joint (sub) committees and groups to provide advice and assurance to the Board through the:

- joint planning and co-ordination of Board and Committee business; and
- sharing of information

in doing so, contributing to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board’s overall risk and assurance framework.

6.3 The Committee shall embed the UHB’s corporate standards, priorities and requirements, e.g., equality and human rights through the conduct of its business.

7. REPORTING AND ASSURANCE ARRANGEMENTS

7.1 The Committee Chair shall:

- Report formally, regularly and on a timely basis to the Board on the Committee’s activities. This includes verbal updates on activity, the submission of committee minutes and written reports throughout the year.
• Bring to the Board’s specific attention any significant matters under consideration by the Committee.

• Ensure appropriate escalation arrangements are in place to alert the UHB Chair, Chief Executive or Chairs of other relevant committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the UHB.

• Attend meetings of the Chair’s Advisory Group to share issues of concern with the Board Chair and Chairs of other Committees.

7.2 The Board may also require the Committee Chair to report upon the committee’s activities at public meetings, e.g., Annual General Meeting, or to community partners and other stakeholders, where this is considered appropriate, e.g., where the committee’s assurance role relates to a joint or shared responsibility.

7.3 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self assessment and evaluation of the Committee’s performance and operation including that of any sub committees established.

8. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

8.1 The requirements for the conduct of business set out in the UHB’s Standing Orders are equally applicable to the operation of the Committee, except in the following area:

• Quorum

9. REVIEW

9.1 These terms of reference and operating arrangements shall be reviewed annually by the Committee with reference to the Board.