



**PWYLLGOR IECHYD A DIOGELWCH
HEALTH & SAFETY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 September 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Governance
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Joanne Wilson, Director of Corporate Governance/Board Secretary

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report is presented to the Health & Safety Committee to advise of, and seek approval for, the new governance arrangements it is proposed to put in place in regard to Health and Safety within Hywel Dda University Health Board (HDdUHB) since the transfer of responsibility for Health and Safety to the Director of Allied Health Professions and Health Science.

Cefndir / Background

At the Remuneration & Terms of Service Committee meeting held on 16 May 2024, it was agreed that the Director of Allied Health Professions and Health Science would assume responsibility for Health and Safety Management to include the team involved, from the Director of Nursing, Quality & Patient Experience.

Subsequently, it was agreed that Security would also move from the Director of Nursing, Quality and Patient Experience to the Director of Allied Health Professions and Health Science's portfolio with the anticipation that this would strengthen oversight of the Health and Safety function.

Delegated responsibility for Health and Safety, and Security to the Director of Allied Health Professions and Health Science has therefore been updated in the Health Board's revised Scheme of Delegation, which impacts on the following entries:

- a) Compliance with health and safety legislation requirements including control of substances hazardous to health regulations;
- b) Management of security issues;
- h) Committee Lead – Health & Safety Committee;
- Legislation Compliance - Health and Safety at Work Act 1974 & Secondary Legislation (Regulations).

This transfer of responsibility, together with the current review of the Health Board's operational structure, has instigated a review of the Health and Safety governance

arrangements currently in place within HDdUHB, with the outcome now presented to Health & Safety Committee.

Asesiad / Assessment

The Health & Safety governance review has mapped and scoped the various Health and Safety Groups that are currently identified through their Terms of Reference as reporting to the Health & Safety Committee, as follows;

- Health & Safety Advisory Group
- Security Management Group
- Fire Safety Group
- Electrical Safety Group
- Medical Gas and Pipeline Systems Safety Group
- Ventilation Safety Group

In addition, there are the following groups with a Health and Safety remit whose current reporting line is to the Health Board's Quality, Safety & Experience Committee, either through the Quality, Safety & Experience Sub-Committee or the Infection Prevention Strategic Safeguarding Sub-Committee:

- Water Safety Group
- Decontamination Group
- Environmental Hygiene Group
- Radiation Protection Group

A summary of these existing groups Terms of Reference identifying their constitution, purpose, main responsibilities, membership, accountability, frequency of meetings, reporting arrangements/ accountability and any reporting/task & finish groups, is set out in tabular format in Appendix 1.

This scoping exercise has identified the following issues (identified in red in the appendix):

- None of the existing Health & Safety Groups appear to have been formally constituted i.e. their Terms of Reference have not been approved either by their host Committee or Sub-Committee;
- Many of the Terms of Reference are out of date, having not been subject to their required annual review, with their content in many instances reliant on historical context and terminology.
- Meeting intervals vary considerably between the existing groups, from as infrequently as twice a year to a monthly meeting frequency. Standard frequency would routinely be set at bi-monthly to ensure there are no gaps in reporting assurance to their host Committee or Sub-Committee.
- Membership for the majority of the existing groups appears high at over 15 members and up to 22 members in some instances, compared to the standard average of 10 - 15 members.
- Quoracy for the majority of the existing groups also deviates from the norm which is considered to be one third of the membership with either the Chair or Vice-Chair in attendance.
- While the majority of these groups state that their accountability is to the Health & Safety Committee, these are not identified in the Health & Safety Committee's current Terms of Reference as direct reporting groups.

In conjunction with Clinical Executives, it has been agreed that the following groups will sit within the Health & Safety governance arrangements:

- Security Management Group
- Fire Safety Group
- Electrical Safety Group
- Medical Gases Group
- Water Safety Group
- Decontamination Group
- Environmental Hygiene Group
- Ventilation Safety Group
- Radiation Protection Group

Consideration is also being given to a Trade Union Health & Safety Group sitting within these governance arrangements (currently the Trade Union Health & Safety Group is identified as a reporting group of the Health & Safety Advisory Group).

Strengthened Terms of Reference for these proposed reporting groups have been developed, using the standard Health Board Terms of Reference template. These Terms of Reference have been crafted to ensure that the reporting groups are driven by, and focused, on the statutory requirements involved in each area, together with the Health Board's compliance or performance against these. Appendix 2 provides for a generic example of these standard Terms of Reference, which are being customised for each reporting group.

Whilst the reporting groups proposed will not cover the full range of the Health & Safety Committee's remit, it is not anticipated that the remaining areas will require reporting groups to be established; reports from the following areas would instead be received at Health & Safety Committee:

- Violence and Aggression (including Lone Working and Security Strategy)
- Manual Handling
- Health, Welfare, Hazardous Substances, Safety Environment
- Emergency Planning

The potential for a Health and Safety Dashboard, based on the performance metrics driven and required by legislation, is a reporting mechanism that will be explored.

The review has also considered the role and purpose of the Health & Safety Advisory Group which had originally been established as an advisory group to the Health, Safety & Emergency Planning Sub-Committee. Following a committee restructuring exercise in 2020, the group became an advisory group to the Health & Safety Committee, however it was not formally constituted as a Sub-Committee i.e. reporting and directly accountable to the Committee.

This review has considered the need for a formal Health & Safety Sub-Committee to be established under the revised Health and Safety governance arrangements. Routinely a Sub-Committee would hold its supporting groups to account, as well as those services responsible for the management and mitigation of health and safety issues, thus allowing its host Committee to be strategically focused and provide upward assurance to the Board. Sub-Committee's also facilitate more operational debate of issues as they are being worked through and often involve the engagement of other Executive Directors with an interest in the Sub-Committee's remit.

However, it is acknowledged that introducing a Sub-Committee into the current Health and Safety governance arrangements would serve to increase the work and time commitment of those involved, as membership of this Sub-Committee would necessarily need to be drawn from the Chairs or Vice-Chairs of the reporting groups, as well as the Leads for the remaining areas within the Health & Safety Committee's remit. There would also be a commitment

required from the Directorate involved to service these Sub-Committee arrangements given the additional tier of bureaucracy involved.

It is therefore suggested that as work takes place to introduce the revised Terms of Reference for the 9 proposed reporting groups, the existing Health & Safety Advisory Group is dis-established, and a Health & Safety Sub-Committee created with new Terms of Reference (see Appendix 3), focused on setting the direction for the 9 reporting groups and the remaining areas within the Health & Safety Committee's remit. The Sub-Committee would ensure that the performance metrics involved with each reporting group, as driven by legislation, guidance and other standards, are identified and understood. The Sub-Committee would also ensure that the new Terms of Reference for the 9 reporting groups are embedded, with each of the groups operating to these as expected.

However, given that the Terms of Reference for the new reporting groups have been designed both to formalise their remit and to focus their agenda, papers and onward reporting on what is statutorily required, together with the Health Board's compliance or performance against these requirements, it may prove to be that, over time, they will be able to hold themselves to account, which should be evident through their upward reporting.

Continuation of the Health & Safety Sub-Committee will therefore be kept under review to determine whether there remains a role within the Health and Safety governance arrangements that needs to be fulfilled by a Sub-Committee, or whether any potential gap can be managed through the formality introduced by revised Terms of Reference for the Health & Safety Committee's reporting groups.

Work will now commence on establishing the Health & Safety Sub-Committee and introducing the revised Terms of Reference to the 9 proposed reporting groups. It is anticipated that a 'business meeting' of the Health & Safety Sub-Committee will be convened within the next month, drawing on a core membership to consider its Terms of Reference and full membership, and to approve the Terms of Reference for the proposed reporting groups.

Final Terms of Reference for the Health & Safety Sub-Committee will be presented to the Health & Safety Committee on 12 November for approval, together with a further update on Health and Safety governance arrangements within HDdUHB, if required.

Argymhelliad / Recommendation

The Health & Safety Committee is asked to:

- **CONSIDER** and **APPROVE** the revised Health and Safety governance arrangements proposed within HDdUHB.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.1 Provide assurance around the UHB arrangements for ensuring the health, safety, welfare and security of all employees and of those who may be affected by work-related activities, such as patients, members of the public, volunteers, contractors etc.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol:	N/A

Datix Risk Register Reference and Score:	
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	2.1 Managing Risk and Promoting Health and Safety
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do 4. The best health and wellbeing for our individuals, families and communities 5. Safe sustainable, accessible and kind care 6. Sustainable use of resources
Amcanion Cynllunio Planning Objectives	2a Staff health and wellbeing
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS 4. Improve Population Health through prevention and early intervention, supporting people to live happy and healthy lives

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Contained within the body of the report.
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Director of Allied Health Professions and Health Science

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable.
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff and patient safety, health and wellbeing through compliance with health and safety regulations.

Gweithlu: Workforce:	Potential for adverse future staffing impacts if this legislation is not complied with as it relates to employee safety.
Risg: Risk:	Risk to health and safety management
Cyfreithiol: Legal:	Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation.
Enw Da: Reputational:	Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation.
Gyfrinachedd: Privacy:	N/A
Cydraddoldeb: Equality:	<p>No evidence gathered to indicate a negative impact on any protected group/s.</p> <p>Evidence gathered indicates a positive impact on the protected characteristics of human rights and pregnancy / maternity by providing a safer workplace.</p>

Existing Health & Safety Reporting Groups

	Established	Purpose	Responsibilities	Membership	Meeting Frequency	Accountability	Sub-Groups/ Task & Finish Groups
Health & Safety Advisory Group	ToRs approved by the group itself on 18.11.2021	The main purpose of the Health & Safety Advisory Group is to discuss issues relating to health and safety arrangements across the Health Board. The group will advise, inform and/or report to relevant committees on all topics related to health and safety where required	<ul style="list-style-type: none"> The Health & Safety Advisory Group will discuss issues relating to health and safety arrangements across the Health Board. The Group will discuss issues raised at the Trade Union Health and Safety Meeting. The Group will advise, inform and/or report to relevant committees on all topics related to health and safety where required. 	<p>11 Members, plus another 5 + additional members</p> <p>Head of Health, Safety & Security chairs.</p> <p>One half of the core membership (5) is required for quoracy to include the Chair or Vice Chair.</p>	Bi-monthly	ToRs state that the Health & Safety Advisory Group is an advisory sub-group to the Health and Safety Committee	Trade Union Health & Safety Meeting
Security Management Group	ToRs – no date of	Oversee and monitor progress on the	Establish systems to deter, detect, prevent and investigate	14 Members	Bi-monthly	ToRs state accountable to the Health &	<ul style="list-style-type: none"> Access Control Systems

	review or approval	development of Security Management improvements identified within the HB's Planning Objective 3L and in line with NHS Wales Security Management Framework 2005.	security incidents in line with national requirements and implement local solutions in relation to Security Management.	No Chair identified - 5 members required for quoracy		Safety Committee	<ul style="list-style-type: none"> • CCTV Systems • ID Badge Process • Security Response • Security Guard Force
Fire Safety Group	Fire Safety Group (General Managers) ToRs last reviewed, by the Group itself, 05.12.23	Ensure the HB's statutory obligations are met. Monitor and scrutinise and gain assurance from each HB site that the various actions carried out to implement Fire Safety is effective and well managed.	<ul style="list-style-type: none"> • Keep under review the Fire Safety Policy • Ensure that Fire Risk Assessments and Fire Audits are regularly monitored • Implement suitable management systems and processes to ensure compliance with statutory and regulatory requirements 	18 Members (Director of Estates, Facilities and Capital Management chairs) A third of members required for quoracy (plus the Chair or Vice Chair)	Bi-monthly	ToRs state accountable to the Health & Safety Committee	Fire Safety Technical Sub-Group (ToRs supplied) plus the following 6 Fire Enforcement Project Teams: <ul style="list-style-type: none"> • WGH Phase 1 • WGH Phase 2 • GGH Phase 1 • GGH Phase 2 • BGH • PPH

Electrical Safety Group	Electrical Safety Group ToRs last reviewed, by the Group itself 03.03.23	Oversee implementation of the Electrical Plans for all HB premises, focusing on ensuring compliance with all relevant regulations and standards. Ensure that management systems and policies are in place for controlling risk and achieve the standards set out by the HTM (& WHTM) 06.	<ul style="list-style-type: none"> To ensure compliance with WHTM 06-01(2024) and subsequent legislation and standards To ensure the development and maintenance of a comprehensive electrical operational policy for HDdUHB 	15 plus members Head of Operational Engineering chairs A third of members required for quoracy (plus the Chair or Vice Chair)	Quarterly	ToRs state accountable to the Health & Safety Committee	Electrical Safety Sub-Group (ToRs supplied)
Medical Gases Group	ToRs last reviewed by the Group itself 08.09.2022	Advise HDdUHB on matters relating to medical gas and pipeline systems compliance. Ensure that management systems and policies are in place for controlling risk and achieve the standards set	<ul style="list-style-type: none"> To oversee levels of compliance across the HDUHB. To ensure compliance with HTM 02-01 (2006) and subsequent legislation and standards. To ensure the development and maintenance of a 	22 plus members Head of Operational Engineering chairs A third of the members required for quoracy (plus the Chair or Vice Chair)	Quarterly	ToRs state accountable to the Health & Safety Committee	<ul style="list-style-type: none"> Medical Gas and Pipeline Systems Safety Sub-Group Medical Gas Cylinder Group

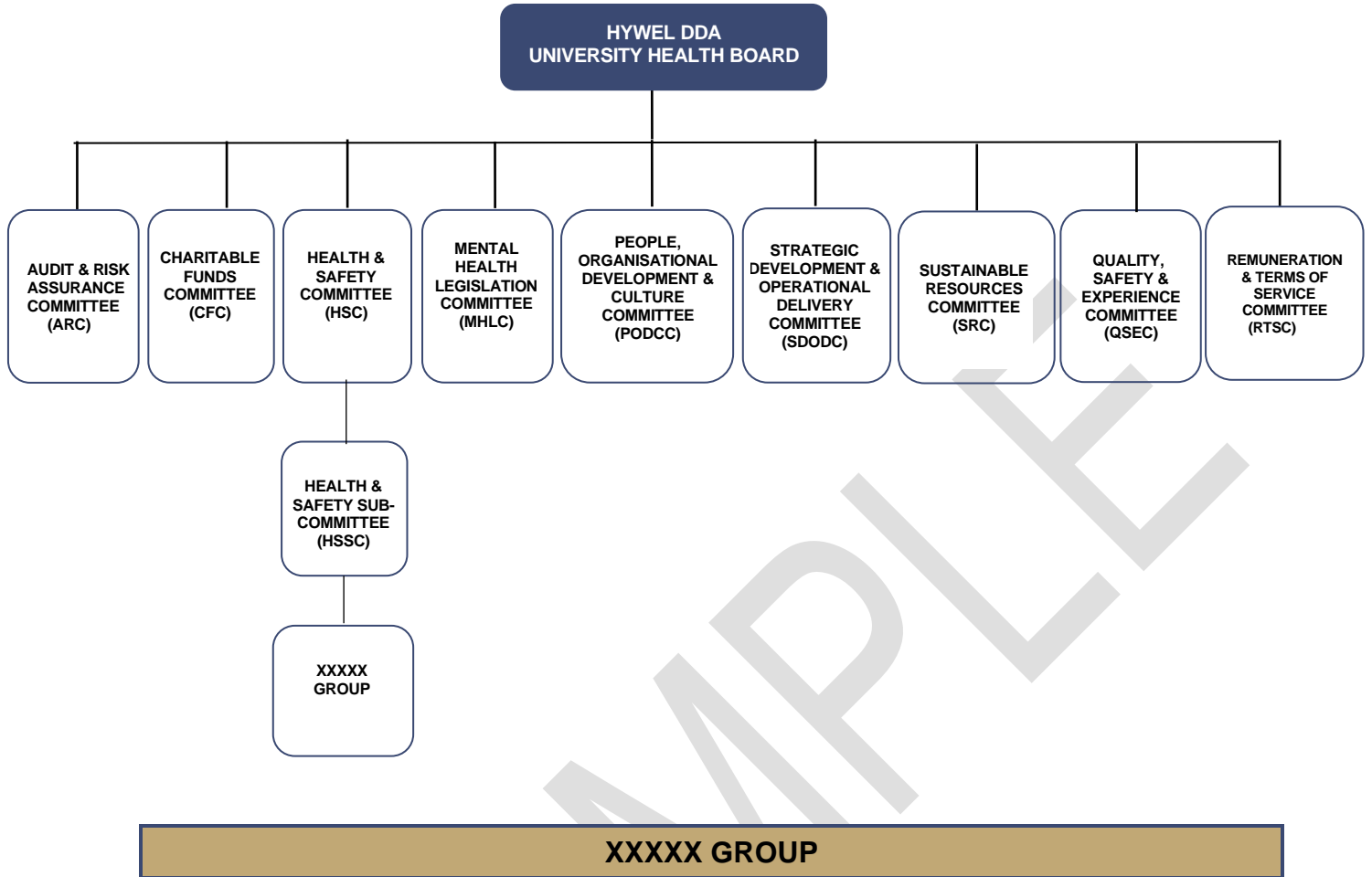
		<p>out by HTM 02 unless derogations are agreed by the MGPSSG. The MGPSSG will support the Medicines Management Group (MMG) and the various cost effective use of medical gas across the organisation.</p>	<p>comprehensive medical gas operational policy for HDdUHB.</p>				
<p>Water Safety Group</p>	<p>ToRs approved by the Infection Prevention Strategic Steering Group (IPSSG) 11.06.2024</p>	<p>Provides assurance to the IPSSG around all matters relating to water safety in healthcare premises. A multidisciplinary group who oversee the commissioning, development, implementation and review of the Water Safety Plan (WSP).</p>	<ul style="list-style-type: none"> • Ensure the risk of waterborne pathogens is minimised through the Water safety plan • Monitor Water Safety and Quality ensuring Health Board compliance with WHTM 04-01 and approved Code of Practice L8. 	<p>19 Members</p> <p>Senior Nurse Infection Prevention chairs</p> <p>A third of the members required for quoracy (plus the Chair or Vice Chair)</p>	<p>Quarterly</p>	<p>ToRs state accountable to the Infection Prevention Strategic Steering Group (IPSSG) which reports into Quality, Safety and Experience Sub-Committee</p>	<p>No Sub-Groups identified</p>

Decontamination Group	ToRs issued to the group itself September 2017	Established to ensure that evidence based and timely advice is provided to the Infection Prevention and Control Group to assist it in discharging its functions and meeting its responsibilities with regard to the quality and safety of healthcare and public health protection activities.	<ul style="list-style-type: none"> • Ensure that decontamination services and non-pharmaceutical sterile medical devices comply with national legislation and professional guidance. • Implement and monitor progress made to comply with decontamination of medical device requirements. • To consider and advise of problems identified with the decontamination of medical devices. 	16 Members Deputy Director of Operations chairs 5 required for quoracy	Quarterly	ToRs state accountable to the Infection Prevention and Control Group	No Sub-Groups identified
Trade Union Health and Safety Group	ToRs issued to the group itself on 12.04.2021	Provide assurance around the UHB arrangements for ensuring the health safety, welfare of all employees and of those who may be affected	<ul style="list-style-type: none"> • Promote engagement and cooperation across the Health Board in ensuring the health, safety and welfare of staff, patients, contractors, and others. 	15 members (should be chaired by the one of the Unions but this has routinely fallen to a UHB officer member)	Bi-monthly	ToRs state accountable to the Health and Safety Assurance Committee	No Sub-Groups identified

		by work-related activities, such as patients, members of the public, volunteer's contractors etc.	<ul style="list-style-type: none"> • Provide assurance that robust and effective safety management systems are in place operationally to deliver the Health Board's health objectives and fulfil its statutory duties. 	A third of the members required for quoracy (plus the Chair or Vice Chair)			
Environmental Hygiene Group	ToRs issued to Sharon Daniel and Simon Chiffi 30.05.24	Established to support all aspects of the HB's Environmental Cleaning and Disinfection programme, and to provide assurance to the Board that the extant national minimum standards of environmental cleaning are being delivered	<ul style="list-style-type: none"> • Developing the HB's environmental hygiene policy and procedures including contingency plans and required cleaning procedures for environmentally hardy organisms and for outbreak management • Reviewing and agreeing relevant standard operating procedures • Establishing cleaning 	<p>17 plus Members</p> <p>Consultant Practitioner - Infection Prevention chairs</p> <p>6 required for quoracy (plus the Chair or Vice Chair)</p>	Monthly	ToRs state the Group will report to the Infection Prevention Strategic Steering Group (IPSSG) which reports into Quality, Safety and Experience Sub-Committee	No Sub-Groups identified

			responsibilities and frequencies <ul style="list-style-type: none"> Establishing the requirements for education, training and competency assessment in all aspects of environmental cleaning and disinfection, for healthcare cleaning professionals at all levels within the organisation 				
Ventilation Safety Group	ToRs last reviewed by the Group itself 08.09.2022	Established to advise the Health Board on matters relating to ventilation compliance.	<ul style="list-style-type: none"> To ensure compliance with HTM 03-01 (2021) and subsequent legislation and standards. To ensure the development and maintenance of a comprehensive Ventilation operational policy for HDdUHB. To ensure continual updating of HDdUHB's risk 	20 Members Head of Operational Engineering chairs A third of the members required for quoracy (plus the Chair or Vice Chair)	Quarterly	ToRs state accountable to the Health and Safety Assurance Committee	Ventilation Safety Sub-Group

			registers relating to ventilation issues.				
Radiation Protection Group	ToRs – no date of review or approval	Constituted to be a key part of the corporate governance framework for the management of radiation protection in ensuring compliance with relevant radiation protection legislation and implementation of best practice	<ul style="list-style-type: none"> To consider radiation protection issues relating to ionising and non-ionising radiations within the Health Board. To review implementation of the Health Board's radiation protection arrangements for health and safety, environmental protection To identify and monitor current activities and developments relating to the use of radiations 	13 plus members No less than 5 members required for quoracy including the Chair and a Radiation Protection Adviser.	Bi-annually	ToRs state accountable to the Operational Quality, Safety & Experience Sub-Committee	Medical Exposure Sub-Group



TERMS OF REFERENCE

Version	Issued to:	Date	Comments
V.01	XXXXX Group	TBA	For Discussion
V.02	Health & Safety Sub-Committee	TBA	For Approval

1. Constitution

- 1.1 The XXXXX Group has been established as a group of the Health & Safety Sub-Committee, and constituted from xx xxxx 2024.

2. Purpose

- 2.1 The purpose of the XXXXX Group is to ensure that the xxxxx health and safety arrangements across the Health Board are driven by and focused on the requirements involved, together with the Health Board's compliance or performance against these.

3. Key Responsibilities

- 3.1 To monitor levels of compliance related to xxxxx health and safety across HDdUHB with all relevant regulations and guidance and subsequent legislation and standards.
- 3.2 To inform and monitor progress against agreed performance indicators related to xxxxx health and safety *within the Health & Safety Dashboard (to include if a Health & Safety Dashboard is to be introduced)*.
- 3.3 To consider written control documentation (policies, operational procedures and other documents), which fall within the remit of the XXXXX Group, ensuring these have been adopted, developed, and/or reviewed in line with HDdUHB Policy 190 – Written Control Documentation.
- 3.4 To ensure the development of a comprehensive XXXXX (Health and Safety) Policy for HDdUHB *(to remove if a XXXXX (Health and Safety) Policy is already in existence for HDdUHB)*.
- 3.5 To maintain and keep under review the Health Board's XXXXX (Health and Safety) Policy and subsequent action plans.
- 3.6 To ensure that robust systems are in place and are operating effectively for the identification, assessment and prioritisation of risks related to xxxxx health and safety.
- 3.7 To seek clarification on the management of operational risks that have been aligned to the XXXXX Group, where the risk tolerance is exceeded or where there is a lack of timely action. Lack of assurance and resolution to be escalated to the Health & Safety Sub-Committee.
- 3.8 To ensure continual updating of HDdUHB's risk registers related to xxxxx health and safety.
- 3.9 To action/contingency plan and address incidents and alerts that HDdUHB receives in relation to xxxxx health and safety.
- 3.10 To prioritise requirements for capital expenditure for xxxxx health and safety improvements and risk reduction measures.
- 3.11 To ensure that the xxxxx health and safety infrastructure is safe, resilient and fully fit for purpose, agreeing mitigating actions where required.

- 5.4 Should any member be unavailable to attend, they may nominate a fully briefed deputy to attend in their place, subject to the agreement of the Chair.

6. Agenda and Papers

- 6.1 The XXXXX Group Secretary is to hold an agenda setting meeting with the Chair and/or the Vice Chair, at least **six** weeks before the meeting date.
- 6.2 The agenda will be based around the Group work plan, identified risks, matters arising from previous meetings, issues emerging throughout the year and requests from Group members. Following approval, the agenda and timetable for request for papers will be circulated to all Group members.
- 6.3 The agenda and papers for meetings will be distributed **seven** days in advance of the meeting.
- 6.4 The minutes and Table of Actions will be circulated to the Chair within seven days to check the accuracy, prior to sending to Members to review within the next seven days.
- 6.5 Members must forward amendments to the Group Secretary within the next seven days. The Group Secretary will then forward the final version to the Group Chair for approval.

7. Frequency of Meetings

- 7.1 The XXXXX Group will meet bi-monthly and shall agree an annual schedule of meetings. Any additional meetings will be arranged as determined by the Chair of the Group.
- 7.2 The Chair of the Group, in discussion with the Group Secretary, shall determine the time and the place of meetings of the Group and procedures of such meetings.

8. Accountability, Responsibility and Authority

- 8.1 The XXXXX Group will be accountable to the Health & Safety Sub-Committee for its performance in exercising the functions set out in these terms of reference, through the submission of a bi-monthly Update Report.

9. Reporting

- 9.1 The XXXXX Group may, subject to the approval of the Health & Safety Sub-Committee, establish sub-groups or task and finish groups to carry out on its behalf specific aspects of Group business. The Group will receive an update following each sub-group's meeting, detailing the business undertaken on its behalf. The following sub-group(s) has/have been established:
- 9.1.1 XXXXX Sub-Group
 - 9.1.2 XXXXX Sub-Group
 - 9.1.3 XXXXX Sub-Group
- 9.2 The XXXXX Group, supported by the Group Secretary, shall:
- 9.2.1 Report formally, regularly and on a timely basis to the Health & Safety Sub-Committee on the Group's activities. This includes the submission of a Group

update report, as well as the presentation of an annual report within 6 weeks of the end of the financial year.

- 9.2.2 Bring to the Health & Safety Sub-Committee's specific attention any significant matters under consideration by the Group.

10. Secretarial Support

- 10.1 The XXXXX Group Secretary shall be determined by the Director of Allied Health Professions and Health Science.

11. Review Date

- 11.1 These terms of reference shall be reviewed on at least an annual basis by the XXXXX Group for approval by the Health & Safety Sub-Committee.

EXAMPLE

1. Constitution

- 1.1 The Health and Safety Sub-Committee has been established as a Sub-Committee of the Health & Safety Committee and constituted from xx xxxx 2024.

2. Purpose

- 2.1 The purpose of the Health and Safety Sub-Committee is to ensure that the health and safety arrangements across the Health Board are driven by and focused on the requirements involved in each area, together with Hywel Dda University Health Board's (HDdUHB's) compliance or performance against these.
- 2.2 The Sub-Committee will monitor, scrutinise and receive assurance from its constituent parts that the various actions undertaken to ensure health and safety are effective and well managed.
- 2.3 The Sub-Committee will act as a forum for technical advisors to discuss health and safety issues across the Health Board.
- 2.4 The Sub-Committee will also provide opportunity for communication between the Health and Safety Sub-Committee and other health and safety related groups.

3. Key Responsibilities

- 3.1 The Health & Safety Sub-Committee will oversee levels of compliance with national guidance and subsequent legislation and standards in respect of health and safety.
- 3.2 Monitor progress against agreed performance indicators related to health and safety *within the Health & Safety Dashboard (to include if a Health & Safety Dashboard is to be introduced).*
- 3.3 Agree written control documentation (policies, operational procedures and other documents), which fall within the remit of health and safety, ensuring these have been adopted, developed, and/or reviewed in line with HDdUHB Policy 190 – Written Control Documentation.
- 3.4 Oversee the arrangements in place for the identification, assessment and prioritisation of risks related to health and safety.
- 3.5 Seek assurance on the management of operational risks that have been aligned to the Health & Safety Sub-Committee, where the risk tolerance is exceeded or where there is a lack of timely action. Lack of assurance and resolution to be escalated to the Health & Safety Committee.
- 3.6 Request a deep dive report when action/contingency plans to address incidents and alerts that HDdUHB receives in relation to health and safety breach the agreed timescales.
- 3.7 Ensure actions are completed in a robust and timely manner and seek assurance that learning in regard to health and safety is disseminated and embedded across all the Health Board's activities as appropriate.

- 3.8 Receive assurance from the Groups reporting to the Sub-Committee and consider how escalated issues are addressed/resolved.
- 3.9 Provide the necessary assurances to the Health & Safety Committee, escalating any matters of immediate concern with recommendations for action.
- 3.10 Develop an annual work plan, responding to operational service priorities, consistent with the strategic direction for the organisation, for approval by the Health & Safety Committee.
- 3.11 Inform the work plans for reporting Groups and vice versa.
- 3.12 Address any other requirements stipulated by the Health & Safety Committee.

4. Membership

- 4.1 The membership of the Health and Safety Sub-Committee shall comprise:

Title
Xxxxxx Xxxxxx (Chair)
Xxxxxx Xxxxxx (Vice-Chair)
Chair/Vice Chair, Security Management Group
Chair/Vice Chair, Fire Safety Group
Chair/Vice Chair, Electrical Safety Group
Chair/Vice Chair, Medical Gases Group
Chair/Vice Chair, Water Safety Group
Chair/Vice Chair, Decontamination Group
Chair/Vice Chair, Environmental Hygiene Group
Chair/Vice Chair Ventilation Safety Group
Chair/Vice Chair, Radiation Protection Group
<i>Chair/Vice Chair, Trade Union Health and Safety Group</i>
Moving and Handling Manager
Head of Occupational Health
Occupational Health Physiotherapist / Nurse
Head of Legal Services
PAMOVA / PBM Representative
Head of Fire Safety
Head of Operations Compliance (Estates/Facilities)
In Attendance
Violence and Aggression Case Manager
Security Adviser
Health, Safety and Security Officer(s)
Infection Control Representative(s)
Operations Compliance Representative(s)

- 4.2 The membership of the Sub-Committee will be reviewed on an annual basis.

5. Quorum and Attendance

- 5.1 A quorum shall consist of either the Chair or Vice-Chair and no less than a third of the membership of the Health and Safety Sub-Committee.
- 5.2 Any senior officer of HDdUHB or partner organisation (e.g. NHS Wales Shared Services Partnership NWSSP Legal and Risk Services and NWSSP - SES Specialist Estates Services staff) may, where appropriate, be invited to attend, for either all or part of a meeting, to assist with discussions on a particular matter.
- 5.3 The Sub-Committee may also co-opt additional independent external 'experts' from outside the organisation to provide specialist skills.
- 5.4 Should any member be unavailable to attend, they may nominate a fully briefed deputy to attend in their place, subject to the agreement of the Chair.

6. Agenda and Papers

- 6.1 The Health and Safety Sub-Committee Secretary is to hold an agenda setting meeting with the Chair and/or the Vice Chair, at least **six** weeks before the meeting date.
- 6.2 The agenda will be based around the Sub-Committee work plan, identified risks, matters arising from previous meetings, issues emerging throughout the year and requests from Sub-Committee members. Following approval, the agenda and timetable for request for papers will be circulated to all Sub-Committee members.
- 6.3 The agenda and papers for meetings will be distributed **seven** days in advance of the meeting.
- 6.4 The minutes and Table of Actions will be circulated to the Chair within seven days to check the accuracy, prior to sending to Members to review within the next seven days.
- 6.5 Members must forward amendments to the Sub-Committee Secretary within the next seven days. The Sub-Committee Secretary will then forward the final version to the Sub-Committee Chair for approval.

7. Frequency of Meetings

- 7.1 The Health and Safety Sub-Committee will meet bi-monthly and shall agree an annual schedule of meetings. Any additional meetings will be arranged as determined by the Chair of the Sub-Committee.
- 7.2 The Chair of the Sub-Committee, in discussion with the Sub-Committee Secretary, shall determine the time and the place of meetings of the Sub-Committee and procedures of such meetings.

8. Accountability, Responsibility and Authority

- 8.1 The Health and Safety Sub-Committee will be accountable to the Health & Safety Committee for its performance in exercising the functions set out in these terms of reference, through the submission of an update report.

9. Reporting

- 9.1 The Health and Safety Sub-Committee may, subject to the approval of the Health & Safety Committee, establish groups or task and finish groups to carry out on its behalf specific aspects of Sub-Committee business. The Sub-Committee will receive an update following each group's meeting, detailing the business undertaken on its behalf. The following groups have been established:
- 9.1.1 Security Management
 - 9.1.2 Fire Safety Group
 - 9.1.3 Electrical Safety Group
 - 9.1.4 Medical Gases Group
 - 9.1.5 Water Safety Group
 - 9.1.6 Decontamination Group
 - 9.1.7 Environmental Hygiene Group
 - 9.1.8 Ventilation Safety Group
 - 9.1.9 Radiation Protection Group
 - 9.1.10 *Trade Union Health and Safety Group*
- 9.2 The Sub-Committee, supported by the Sub-Committee Secretary, shall:
- 9.2.1 Report formally, regularly and on a timely basis to the Health & Safety Committee on the Sub-Committee's activities. This includes the submission of a Sub-Committee update report, as well as the presentation of an annual report within 6 weeks of the end of the financial year.
 - 9.2.2 Bring to the Health & Safety Committee's specific attention any significant matters under consideration by the Sub-Committee.

10. Secretarial Support

- 10.1 The Health and Safety Sub-Committee Secretary shall be determined by the Director of Allied Health Professions and Health Science.

11. Review Date

- 11.1 These terms of reference shall be reviewed initially on a 6 monthly basis, and thereafter on at least an annual basis, by the Health and Safety Sub-Committee for approval by the Health & Safety Committee.