



HEALTH AND SAFETY SUB-COMMITTEE

TERMS OF REFERENCE

Version	Issued to:	Date	Comments
V.01	Health & Safety Committee	10.09.2024	For Discussion
V.02	Health & Safety Committee	12.11.2024	For Approval
V.03	Health & Safety Sub-Committee	06.12.2024	For Adoption
V.04	Health & Safety Committee	14.01.2025	Approved
V.05	Health & Safety Sub-Committee	06.02.2025	For Discussion
V.06	Health & Safety Committee	04.03.2025	For Approval

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 12th November 2024.

2. Purpose

- 2.1 The purpose of the Health and Safety Sub-Committee is to ensure that the health and safety and security 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 and security are effective and well managed.
- 2.3 The Sub-Committee will oversee the arrangements in place for the identification, assessment and prioritisation of risks related to health and safety and security.
- 2.4 The Sub-Committee will act as a forum for technical advisors to discuss health and safety and security issues across the Health Board.
- 2.5 The Sub-Committee will also provide opportunity for communication between the Health and Safety Sub-Committee and other health and safety and security 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 and security.
- 3.2 Monitor progress against agreed performance indicators related to health and safety and security within the Health & Safety Dashboard to be developed.
- 3.3 Approve organisational health and safety policies, procedures, guidelines and codes of practices (policies within the scope of the Sub-Committee).
- 3.4 Review the Health Board's Health and Safety Policy prior to approval by Health & Safety Committee.
- 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 and security 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 Receive and consider any relevant Health & Safety issues from the Infection Prevention Strategic Steering Group.
- 3.13 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
Director of Allied Health Professions & Health Science (Chair)
Deputy Director of Health Science (Vice-Chair)
Deputy Chief Operating Officer
Chair/Vice Chair, Compliance & Site Operations Group
Chair/Vice Chair, Medical Gas and Pipeline Systems Safety Group
Chair/Vice Chair, Electrical Safety Group
Chair/Vice Chair, Fire Safety Group
Chair/Vice Chair, Security Management Group
Chair/Vice Chair, Radiation Protection Group
Chair/Vice Chair, Environmental Hygiene Group
Chair/Vice Chair, Trade Union Health and Safety Group
Head of Health, Safety & Security (covering Violence & Aggression, Moving & Handling)
Health & Safety Manager
Head of Operations
Head of Occupational Health (or deputy)
Head of Infection Prevention and Control
Head of Fire Safety
Assistant Director of Assurance & Risk
Head of Estates, Risk and Compliance
Assistant Director of Nursing, Patient Safety, Quality & Experience (Community & Integrated Medicine)

- 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.

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 Compliance & Site Operations Group
 - 9.1.2 Medical Gas Pipeline Systems Safety Group
 - 9.1.3 Electrical Safety Group
 - 9.1.4 Fire Safety Group
 - 9.1.5 Security Management
 - 9.1.6 Radiation Protection Group
 - 9.1.7 Environmental Hygiene Group
 - 9.1.8 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.