

# **NHS Lothian Health and Safety Committee**

## **Terms of Reference**

### **Committee Overview**

The Health and Safety Committee is established in compliance with the Health and Safety at Work Act 1974, Safety Representatives and Safety Committees Regulations.

The Health and Safety Committee is a consultative Committee and reports to the NHS Lothian Staff Governance Committee.

The Staff Governance Committee is a standing committee of the NHS Lothian Board and together with the Healthcare Governance Committee and the Audit and Risk Committee form the full governance framework for the Board.

The Staff Governance Committee shall receive reports from the NHS Lothian Health and Safety Committee on assurances that the risks to staff health and safety are identified and are being controlled and or reduced.

It is also recognised that the remit of the Health and Safety Committee extends beyond staff into health and safety issues affecting patients, visitors and contractors and links will therefore need to be made with other Committees as appropriate.

### **Purpose of the Health and Safety Committee**

- To develop, endorse, promote and review the NHS Lothian Health and Safety Policy aims and objectives and to oversee implementation.
- To ensure that health and safety risks are identified and managed and that the NHS Lothian Board meets both its organisational and legislative requirements.
- To promote the ownership of health and safety as an integral part of the provision of high quality health care and health care services.
- To ensure the organisation meets the Staff Governance Standard that entitles staff to an *“improved and safe working environment”*.
- To ensure that the appropriate level of competence in health and safety is identified, supported and maintained.
- To monitor health and safety performance and strive for continual improvement, both in the operational service and at a corporate level.
- To provide assurance to the NHS Lothian Board that effective systems are in place to manage for health and safety.

These working arrangements have been developed to ensure that the committee functions efficiently, effectively and achieves its purpose.

### **Specific responsibilities**

The specific responsibilities of the Health and Safety Committee are to:

- To improve health and safety leadership, management commitment and employee participation.
- To endorse Health and Safety Policies and recommend them to the Staff Governance Committee and NHS Lothian Board as appropriate.
- To supervise the commissioning of health and safety policy development and consultation.

- To monitor the dissemination and implementation of health and safety related policies across the organisation.
- To inform and influence health and safety planning, developments and budgeting.
- To consider the impact of significant change / service management processes on health and safety risks.
- To consider and act upon enforcement representations, reports and factual information provided by Health and Safety Executive inspectors.
- To monitor performance from Health and Safety internal audit reports, adverse event statistics and trends and provide direction for corrective action.
- To monitor and oversee action planning arising from health and safety inspections, audits, and adverse event data.
- Consideration of reports which staff-side health and safety representatives may wish to submit.
- To communicate health and safety information and advice to the organisation.
- To translate statutory and best practice requirements into operational targets for use by NHS Lothian.
- To review and approve health and safety information reporting requirements.
- To consider UK / Scottish Government proposals for new/amending legislation and recommend NHS Lothian responses.
- To establish 'Short Life Working Groups' as it deems necessary to fulfil its operational and statutory obligations.
- To support Local Health and Safety Committees/Groups adhering to the NHS Lothian Partnership Agreement.

**Committee Membership** The membership of the Committee includes:

- Medical Director – Chair
- Employee Director – Co-Chair
- Interim Human Resources Director
- Partnership Health and Safety representatives
- Chair or deputy from the Site/ Services, REAS and the Health and Social Care Partnership Health & Safety Committees/Groups
- Director of Facilities
- Nurse Director representative
- Director of Occupational Health and Safety
- Head of Health and Safety
- Associate Director of Clinical Governance and Risk Management
- Other specialist advisers nominated by the Chair

### **Staff Side Representatives**

Each Trade Union/Professional Organisation will be invited to nominate one staff side health and safety representative to sit on the Committee. However in specific circumstances more than one representative may attend the Committee as appropriate and necessary.

## **Advisors**

Advisors will attend the Committee but not be formal members. This should facilitate them providing independent advice. Membership can be supplemented by co-opted attendees to provide additional knowledge or expertise:

- Health and Safety Advisors
- Radiation Protection Advisors

## **Frequency of Meetings**

Meetings of the Committee shall be held at such intervals as the Committee may determine in order to conduct its business. In any event, meetings shall normally be held as a minimum four times a year.

## **Quorum**

No business shall be transacted at a meeting of the Committee unless at least six members are present of which there will be one Executive Member of NHS Lothian Board. Any member must be represented by a Deputy at any meeting if unable to attend in person.

## **Reporting Arrangements**

The Health and Safety Committee will report to the Staff Governance Committee by means of submission of minutes to the next available meeting along with a summary report highlighting the key risks discussed and also any that will be required to be addressed in the future or that require escalating to the NHS Lothian Board.

The Chair of the Health and Safety Committee will also provide assurance on the work of the Committee on an ongoing basis to the Staff Governance Committee.

An Annual Report will also be prepared for presentation to the Staff Governance Committee describing the outcomes from the Health and Safety Committee during the year in order to provide assurance that it has met its remit during that year.