


Date:	12 April 2018
Meeting:	Governing Body
Item Number:	Item 8.6
Public/Private:	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>

Report Title:
Health and Safety Group Terms of Reference
Decisions to be made:
1.TORs For formal Approval

Author: <i>(Name, Title)</i>	Gary Johnson Risk Manager
GB Lead: <i>(Name, Title)</i>	Catherine Wylie Director of Quality & Nursing
Director approval <i>(name)</i>	Catherine Wylie Director of Quality & Nursing
Director Signature	

Continue to improve the quality of services	<input type="checkbox"/>	Improve patient experience	<input type="checkbox"/>
Reduced unwarranted variations in services	<input type="checkbox"/>	Reduce the inequalities gap in North Lincolnshire	<input type="checkbox"/>
Deliver the best outcomes for every patient	<input type="checkbox"/>	Statutory/Regulatory	<input checked="" type="checkbox"/>
Purpose (tick one only)	Approval <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	To note <input type="checkbox"/> Decision <input type="checkbox"/>

Executive Summary (Question, Options, Recommendations):	
The attached Health & Safety terms of reference have been developed by the H&S group and were approved by the NLCCG Quality group. They are being submitted to the Governing body for formal approval.	
Recommendations	1 To formally approve 2 3
Report history	Health and Safety Group 27/11/2017 Quality group 27/12/2017
Equality Impact	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Sustainability	Yes <input type="checkbox"/> No <input type="checkbox"/>
Risk	Yes <input type="checkbox"/> No <input type="checkbox"/>
Legal	Yes <input type="checkbox"/> No <input type="checkbox"/>
Finance	Yes <input type="checkbox"/> No <input type="checkbox"/>

Patient, Public, Clinical and Stakeholder Engagement to date									
	N/A	Y	N	Date		N/A	Y	N	Date

Patient:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Clinical:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**TERMS OF REFERENCE OF
NHS NORTH LINCOLNSHIRE CLINICAL COMMISSIONING GROUP
HEALTH & SAFETY GROUP**

1 General

- 1.1 The Health & Safety at Work Act 1974 (and subsequent health and safety legislation) places wide ranging responsibilities on all employers. NHS North Lincolnshire Clinical Commissioning Group (NLCCG) has a duty to protect employees at work, patients, the general public and other people who may be affected by the organisation's undertakings in the widest sense.
- 1.2 NHS NLCCG required to appoint a sufficient number of competent persons, preferably from employees, to assist them to comply with the provisions of the health and safety law. If the required competency(ies) are not available within the organisation, it is necessary to engage the services of someone from outside the organisation,

2 Role and Purpose of the Health & Safety Group

- 2.1 NHS NLCCG Health & Safety Group has a statutory duty to ensure safeguards are in place to protect its employees and those for whom it provides services.

3 Remit

- 3.1 The NHS NLCCG Health & Safety Group is a sub-committee of the Quality Group.
- 3.2 Its remit is to
- Monitor and review the general working arrangements for health and safety set out under the responsibilities within the Health & Safety at Work Act 1974 and subsequent health and safety legislation.
 - Act as a focus for joint participation with employees and others in the prevention of accidents, incidents and occupational ill health associated with conducting business for or on behalf of NHS NLCCG.
 - Ensure the CCG fulfils its statutory obligations in respect of NHS assurance requirements relevant to health and safety regulations.

4 Delegation of Duties and Responsibilities

- 4.1 As a sub-committee of the Quality Group, the CCG Health & Safety Group exists for consultation and discussion on health and safety issues and objectives in an advisory role. It provides recommendations on policy and matters of strategy to the Quality Group on which decisions may be based. That said, certain localised

management issues may be resolved within the CCG Health and Safety Group without the need for further referral.

4.2 The Committee is responsible for the following key areas of work:

- Promotion of a health and safety culture within NHS NLCCG;
- Liaison with the workforce to ensure all groups of staff/and others within CCG accommodation are actively involved in health and safety issues;
- Monitor, analyse and report to the Quality Group on incidents & serious incidents;
- Advise on relevant aspects of the CCG's Risk Register to ensure that hazards are identified, recorded, risks assessed and strategies developed to minimise or eliminate all reasonably foreseeable health and safety risks. To ensure residual risk is brought to the attention of the Quality Group and/or CCG Governing Body as appropriate;
- Ensure that strategies to minimise or eliminate risk are logged within the risk register as 'risk treatment plans' and that these plans have been properly evaluated and are appropriately and correctly prioritised.
- Review and update the action plans of areas identified to improve standards in the management of health and safety at work.
- Give advice to the CCG in respect of safe systems of work which employees (and others) are expected to follow and review and to recommend improvements to existing systems where appropriate.
- Ensure staff receive adequate information, instruction and training in relation to reasonably foreseeable and identified health and safety risks.
- Review the organisation's health and safety policy statement on an annual basis.

4.3 Functions of representatives of employee safety. Where the employer consults, each representative will, for the period that he/she holds office, have the following functions:

- to make representations to the employer on potential hazards and dangerous occurrences at the workplace which affect, or could affect, the group of employees he/she represents;
- To make representations to the employer on general matters affecting the health and safety at work of the group of employees he/she represents and, in particular, on such matters as he/she is consulted about by the employer
- To represent the group of employees he/she represents in consultations at the workplace with inspectors appointed under the Health & Safety at Work Act 1974.

4.4 If a safety representative is unable to fulfil his/her duties, a new representative will be nominated from amongst CCG employees and appointed with the agreement of the majority of the committee membership.

The above roles and functions are not exhaustive and may be amended with the agreement of the chair.

5 Composition of Health & Safety Group

5.1 NHS NLCCG Health & Safety Group membership will be determined by local management. The Group will comprise representation of both management and employees thus ensuring that all functional groups are represented. Managerial and staff members are appointed without the means of an election.

5.2 The membership will therefore include the following:

- Director of Quality & Nursing – Chair
- Head of Corporate Governance – Vice Chair
- Business Manager – Secretary
- Risk Manager
- Union representation
- Specialist Infection Control Nurse
- eMBED – HR, will be Item specific if on Agenda
- 1x H&S representative from each CCG Directorate.
- Any other specialist adviser, who may be invited to attend meetings from time to time, as agreed by the chair in consultation with members of the committee.

6 Quoracy of Health & Safety Meetings

6.1 Meetings will be deemed quorate when at least 4 members are present

7 Meetings

7.1 Meetings will be held quarterly. In exceptional circumstances, extra-ordinary meetings will be held with the prior agreement of the group chair.

7.2 Meeting agendas will be circulated at least one week before the proposed committee meeting. Arrangements will be made to post agendas and minutes of meetings on the CCG's intranet site and on organisational wide notice boards with the minimum of delay. Agenda items will be requested of group members in advance of the next meeting by the group secretary. The group chair and secretary will ensure that topical agenda items are included.

Agenda items may include:

1. Apologies for absence	<i>All members are expected to make adequate provision for an appropriate deputy to be present in their absence.</i>
2. Minutes of the previous meeting and matters arising	<i>Minutes to be read prior to the meeting and raise outstanding issues at the beginning.</i> <i>Where action points relate every effort</i>

	<i>shall be made to clear outstanding actions before the next planned meeting unless otherwise agreed by the Chair of the Group.</i>
3. Accident and near miss Reporting and Indicators for Health and Safety	<i>Standing Agenda item</i>
4. Details of new health and safety regulations	<i>Relevant to the operation of the organisation</i>
5. Information on the outcome on any safety monitoring activities	<i>EG safety inspections, risk assessments, audits, training and occupational health reviews. Security issues.</i>
6. Members forum	<i>Safety representatives to report on local issues in relation to policy.</i>
7. Any other matters	<i>Items for formal review</i>
8. Board assurance	
9. Risk Register	
10. Training	
12. Any other business	
Date and time of next meeting	<i>Meetings to be set on a quarterly basis</i>

8 Relationship and Reporting to the Board

8.1 The CCG Health and Safety Group is a sub-committee of the Quality, Performance & finance Committee through which it will report to the Governing body as part of the Health and Safety board reports.

8 Review

9.1 The Terms of Reference for this group will be reviewed annually or sooner, where relevant to either NHS NLCCG working arrangements or, to meet statutory requirements.

November 2017