

**NHS 24
Area Health and Safety Committee
Terms of Reference**

In line with NHS 24's Corporate Governance this is not a committee constituted by the NHS 24 Board and does not report directly to the NHS 24 Board.

1. Purpose of Committee

The Health and Safety Committee is a group within NHS 24 and is responsible for ensuring that NHS 24 consults its employees on matters affecting their Health and Safety and Wellbeing. It will act as an advisory group for NHS 24 and will work to reduce risk to employees and others by identifying new and existing hazards and implementing suitable controls while protecting the safety and welfare of all employees and others. The Occupational Health and Safety Strategic Framework for NHS Scotland, "Safe and Well at Work" will inform the group of aims and priorities, within a clear framework, for delivering improvements in the occupational health and safety of NHS 24 staff.

This Committee exists to consult with employees on all matters affecting health and safety. The Committee is structured to comply with the requirements out lined in

- the Safety Representatives and Safety Committees Regulations 1977 (as amended);
- the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

2. Duties of the Committee

The specific duties of the Committee in order to fulfil its purpose shall be as follows:

- 2.1 To ensure that NHS 24 complies with its general duties for health and safety under the Health and Safety at Work Act 1974 and relevant regulations.
- 2.2 To provide updates and reports to the Staff Governance Committee the Executive Team and Area Partnership Forum and review, health and safety policies and procedures for NHS 24.
- 2.3 To monitor NHS 24's Health & Safety Risk Register, ensuring appropriate measures are in place to remove or minimise risks identified. Where necessary the Committee may also require the escalation of individual risks to the Corporate Risk Register.
- 2.4 To advise staff and visitors to NHS 24 with information, guidance and supervision on their responsibilities for health and safety.
- 2.5 To advise the Staff Governance Committee, the Executive Team and the Area Partnership Forum that all appropriate health and safety training is completed across the organisation.

- 2.6 To review health and safety performance and to advise the Executive Team and Staff Governance Committee of the extent of compliance with legislation within NHS 24's health and safety policy framework.
- 2.7 To review statistics on accidents and incidents taking actions to address any trends, and make recommendations to manage accident prevention and safety activities.
- 2.8 To agree a programme of risk assessment (where practicable jointly with staffside) of health and safety issues which are regularly monitored and reviewed in order that significant changes of circumstances are always subject to risk assessment.
- 2.9 To monitor the outcomes of reports of audits, incident investigations and planned self inspections within the organisation to ensure that strengths and weaknesses in safety management are identified and measures for improvement implemented.
- 2.10 To link as appropriate to the Clinical Governance Committee to ensure issues in relation to Clinical safety are addressed.
- 2.11 To keep under review the remit of other Committees to ensure that no gaps exist or arise in the management of health and safety in respect to NHS 24.

3. Composition of the Committee

3.1 As a minimum the Committee will comprise:

- Director of Human Resources (Joint Chair)
- Nominated Staff Side Representative (Joint Chair)
- Senior Human Resources representative
- Health & Safety Consultant
- Frontline Services Manager (1) (Rotational)
- 2 Accredited Health & Safety Representative from any of the recognized Trade Union / Professional Body or staff organisation
- The Health and Safety coordinators (4)
- Facilities Representative

The Executive Directors, Employee Director and occupational health physician will have an open invite to attend the Area Health & Safety Committee, by virtue of their posts.

The Joint Chairs can nominate a deputy to chair the Committee in the event of both Chairs being unavailable.

- 3.2 The Director of Human Resources has delegated responsibility for the Health and Safety Committee from the Chief Executive Officer.
- 3.3 The Joint Chairs in conjunction with the Senior Human Resources representative will set the Agenda for meetings.

4. Meetings of the Committee

- 4.1 The Committee shall normally meet four times a year, normally held prior to the Area Partnership Forum
- 4.2 The Joint Chairs of the Committee may at any time convene additional Meetings of the Committee to consider business which may require urgent consideration.
- 4.3 Video conferencing or Dial in Facilities will be used by all Committee members wherever possible.
- 4.4 Minutes shall be taken of the proceedings of the Committee. These Draft Minutes shall be distributed for consideration and review, to the Joint Chairs within five working days of the meeting and distributed to the Members in attendance at the meeting within ten working days of the meeting.
- 4.4 The Draft Minutes will be placed on the next available Executive Team, Staff Governance Committee Agenda and Area Partnership Forum and up-loaded onto the intranet.

5. Quorum

Six members of the Committee including one of the joint chairs two staff side representatives and two management representatives shall constitute a quorum.

6. Authority

- 6.1 The Committee may delegate authority in specific matters to its Chair and/or named officers of NHS 24.
- 6.2 The Committee may establish sub-groups or working parties with such delegated authority as the Forum deems necessary, and appoint the Chair and members of such bodies.