

Health and Safety Policy Group – Terms of ReferenceCopy No:

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Objective

The objective of the group is to develop and improve the way NHSBT manages safety, health and welfare in order to contribute to the organisation's Key Values and Core Purpose by changing the way people work.

Membership

The membership of the group will consist of:

- I. Assistant Director – Health and Safety
- II. Management secretary (Chair)
- III. Senior management representation from each directorate and main functions. The same management representative as that for the National Health and Safety committee and should be at least a direct report to a Senior Management Team (SMT) member
- IV. H&S Business Partners (BP)
- V. Litigation manager
- VI. Co-opted staff to seek expert advice from functions such as National Transfusion Microbiology Laboratories (NTML) and other expert advisors when required.

Ground rules

1. The group will meet four times a year. There will also be on-going communication to get issues resolved speedily without the need for additional meetings, if avoidable.
2. All items resolved between meetings will be reviewed at the next meeting.
3. All members must attend the meetings or ensure someone will represent their directorate.
 - The Head of Policy and Planning, nominated as the chair of the group, is responsible for the preparation and distribution of an agenda to the members of the group. Minutes will be prepared and distributed as per the agenda.
 - Where a majority decision can't be reached the issue will be referred to NHSBT executive team.

Remit

1. Policy development review, including guidance on how policy will be planned and implement actions and planning within directorates.
2. To collate and analyse risk assessments from all directorate.
3. To identify the highest and most common H&S risks and ensure that the control measures and mitigation actions are in place.
4. Produce a summary to the National Health and Safety committee that H&S risks are being actively managed, with the appropriate strategies in place and working effectively.
5. Identify further training and resource needs.
6. To consider and formulate responses to relevant issues received from the staff side of the National Health & Safety Committee.
7. To consider changes in legislation and guidance and how this will affect NHSBT.
8. To consider contacts with Enforcing Authorities (e.g. the HSE or EA).
9. To report and provide guidance to the National H&S committee on the findings and advice formulated by the group.
10. To review health and safety performance.

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(Template Version 07/10/08)

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Cross-Referenced in Primary Document: MPD375

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11. To agree an annual health and safety audit programme.
12. Review audits and the audit programme in context with the Governance and Assurance Committee.

Notes on policy, guidance and implementation

The group will aim to produce policy and guidance that:

- sets health and safety in context with overall NHSBT management;
- Seek to continuously improve the health and well being of staff

To assist implementation:

- directors and senior managers with operational responsibilities will be identified;
- managers and staff's responsibilities will be explained;
- staff and health and safety representatives will be involved and consulted;
- policies will be effectively communicated to stakeholders;
- resources will be assessed;
- all those involved will be competent.