



Health and Safety Sub-Group – Terms of Reference	
Reference: GV12	Effective date: 17 October 2022
Page no: 1 of 2	Approved: 20 May 24
Last Revised: 29 Mar 24	Next revision due: Mar 26

Introduction

The organisation has legal obligations to ensure staff, contractors and visitors to its sites are kept safe and well. These are described in the Health and Safety Policy (GN09). The board of trustees needs to be satisfied that this policy is up-to-date, relevant and being adhered to. In order to better facilitate the detailed scrutiny of the implementation of health and safety measures across the site, this sub-group of the main board has been created.

Purpose

To monitor the Health and Safety elements of the organisation and advise the Board of Trustees on relevant matters including

- A review of buildings (derived from a walk-about by a qualified person)
- Review of health and safety compliance
 - Risk assessments
 - Accidents, incidents and how they were dealt with
 - Fire readiness
 - COSHH
 - Utility inspections (gas, electrical circuits, water)
 - Emergency signage and lighting
 - Animal safety measures
- The interface between health and safety, safeguarding and staff wellbeing.
- Approving health and safety policies and procedures

Powers and delegation

The sub-group acts in an advisory capacity to the full board.

Delegated matter	Delegated by Board to	Limitation
Monitoring and day-to-day response to incidents and accidents	Chief Executive	Incidents meeting RIDDOR threshold to be notified immediately to board.
Developing schedule of planned maintenance for estate	Chief Executive	Approval by Chief Exec within agreed budgets
Upkeep of maintenance schedules for statutory obligations (eg utility checks)	Chief Executive	
Draft or amend H&S policies and procedures	Chief Executive Approved by board	

Reporting

A report of meetings of the Health and Safety sub-group will be given at the next full board meeting as a standing agenda item.

Composition

- The Sub-Group shall consist of not less than 2 board members the Chief Executive and Senior Administrator.



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- Members shall be appointed at the first Board meeting following an Annual General Meeting.
- The Board shall appoint a Chair of the Sub-Group, who will be responsible for convening meetings of the Sub-Group and reporting to the Board.
- Changes to the composition of the Sub-Group can be made by the Board.
- Any Board member may attend Sub-Group meetings with the prior approval of the Chair.
- The Sub-Group may invite other members of staff to attend meetings as it sees fit.
- The Sub-Group may appoint anyone it sees fit as advisers, who will attend meetings in a non-voting capacity.
- Unless otherwise determined by the Board, a quorum shall consist of 2 members of the Sub-Group.

Meetings

- The Sub-Group will meet at least four times a year.
 - One meeting will be with Department Managers to review risk assessments in their areas.
 - One meeting will examine the report of the site walk-about (which may be undertaken by a qualified person appointed by the sub-group)
 - Other meetings will undertake 'deep dives' into specific areas of its remit (eg examining accident logs or fire readiness) or other business as it sees fit.

Budget

The Health and Safety Sub-Group will have no budget allocated to it, unless otherwise determined by the Board.

Term of office

The Health and Safety Sub-Group is a permanent sub-group, and will continue indefinitely unless otherwise determined by the Board.

These Terms of Reference approved by the Board of Trustees on 20 May 2024 and re-affirmed every two years.

Membership

Year	Chair	Members
18-19	Chris Heaton	Tim Plummer, Cameron Cheek
19-20	Chris Heaton	Tim Plummer, Cameron Cheek
20-21	Anne Sharp	Ned Ledson
21-22	Stefan Edwards	Ned Ledson
22-23	Stefan Edwards	Alice Clarke, Phillipa Milne, Ned Ledson
23-24	Alice Clarke	Anne Sharp
24-25	Alice Clarke	Anne Sharp, Susie Dunham, Liz Warren, Steve Sayers, Kelley Boulton