

For Information



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Health and Safety Group Terms of Reference and Operating Arrangements

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1. Introduction:

Public Health Wales' standing orders provide that *"The Board may and, where directed by the Welsh Government must, appoint Committees either to undertake specific functions on the Board's behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees"*.

In line with part 3 of the Standing Orders and Scheme of Delegation, the Board shall nominate annually a group to be known as the Health and Safety Group.

This Group reports to the Business Executive Team and provides assurance to the Quality, Safety and Improvement Committee.

2. Purpose

The purpose of the Health and Safety Group is to:

- **Advise** and **assure** the Business Executive Team, the Quality, Safety and Improvement Committee, the Board and the Accountable Officer on whether effective arrangements are in place to ensure organisational wide compliance with the Public Health Wales Health and Safety Policy, approve and monitor delivery against the Health and Safety priority action plan and ensure compliance with the relevant Requirements within the Health and Social Care Act Wales.

This will be achieved by encouraging strong leadership in health and safety, championing the importance of a common sense approach to motivate focus on core aims distinguishing the risk levels and prioritising

the issues identified.

- Where appropriate, the group will **advise** the Business Executive Team, the Quality, Safety and Improvement Committee, the Board and the Accountable Officer on where and how, its Health and Safety management may be strengthened and developed further.
- Approve, on behalf of the Board, relevant, procedures and other written control documents in line with the Corporate Policy, Procedures and other written control documents.
- **Recommend** any relevant Health and Safety Policies to the Quality, Safety and Improvement Committee for approval, and in line with the Corporate Policy, Procedures and other written control documents Procedure

3. Delegated Powers and Authority:

With regard to its role in providing advice to the Business Executive Team and the Quality, Safety and Improvement Committee, the group will comment specifically upon the adequacy of assurance arrangements and processes for the provision of an effective Health and Safety function encompassing:

- Staff and patient/service user health and safety
- Premises health and safety and security
- Personal safety and prevention and management of violence and aggression
- Fire safety
- Risk assessment
- Manual handling
- Health, welfare, hazardous substances, environmental safety.
- Staff healthy lifestyle / health promotion activities.
- Staff health and well-being relating to working practices and working environments.
- Estates compliance – Fire – Asbestos – Legionella – Fixed Wiring – Gas Safety.

The Group will support the Business Executive Team, the Quality, Safety and Improvement Committee and the Board with regard to its responsibilities for Health and Safety:

- approve and monitor implementation of the Health and Safety Action Plan;
- review the robustness of assurances in meeting the Board and the Accountable Officers assurance needs across the whole of the Public Health Wales's' activities,

To achieve this, the Groups programme of work will be designed to provide assurance that:

- objectives set out in the Health and Safety work plan are on target for delivery in line with agreed timescales;
- proactive and reactive Health and Safety plans are in place across the organisation;
- policy and procedure development and implementation is actively pursued and reviewed;
- where appropriate and proportionate, health and safety incident and ill health events are investigated and action taken to mitigate the risk of future harm;
- reports and audits from enforcing agencies and internal sources are considered and acted upon;
- employee health and well-being activities are in place in line with the organisations commitment to be a public health practicing organisation and corporate health standards;
- employee health and safety competence and participation is promoted;
- decisions are based upon valid, accurate, complete and timely data and information.
- to monitor the performance of operational level health and safety groups, recognising and sharing good practice and supporting areas for improvement.

Approve relevant Health and Safety Procedures in line with the Corporate Policy, Procedures and other written control documents Procedure.

Recommend any relevant Health and Safety Policies to the Quality, Safety and Improvement Committee for approval, and in line with the Corporate Policy, Procedures and other written control documents procedures.

4. Sub - Groups

The Group may (subject to the approval of the Business Executive Team) establish sub groups or task and finish groups to carry out on its behalf specific aspects of Group business.

5. Accountability

The group is accountable to the Business Executive Team and the relevant Board Committee via the Executive Director of Operations and Finance.

The Chair will ensure that the Quality, Safety and Improvement Committee and Business Executive Team are provided with updates on of the work programme of the Group, on at least a quarterly basis.

The Group will produce an annual report on the work that has been undertaken which will be presented to the Business Executive Team and the Quality, Safety and Improvement Committee.

The Group Chair will ensure appropriate escalation arrangements are in place to alert the Trust Chief Executive and / or the Quality, Safety and Improvement Committee Chair of any urgent / critical matters that may compromise services / service user provision and affect the operation and / or reputation of Public Health Wales.

6. Membership and Attendees:

6.1 Chair:

Executive Director of Operations and Finance (Executive Lead for Health and Safety)

6.2 Members:

- Head of Estates and Health and Safety (Deputy Chair of the Group)
- Health and Safety Advisor (Professional Lead) Public Health Wales (PHW).
- Health and Safety Lead (Microbiology Division) – Network Health and Safety Manager Microbiology
- Health and Safety Lead (Screening Division) – Governance, Risk, Quality and Health and Safety Manager
- Lead Nurse Infection, Prevention and Control
- Head of Risk Management
- Directorate representatives:
 - ◆ Corporate & Board – Board Governance Manager
 - ◆ Health Protection – Quality and Systems Officer
 - ◆ Health & Wellbeing – Head of Operations/General Manager
 - ◆ Nursing, Quality and Integrated Governance – Governance and General Manager
 - ◆ People and Organisational Development – Operations Service Manager
 - ◆ Policy and International Health - Business Manager
 - ◆ Research, Data and Digital – Directorate Governance and General Manager
 - ◆ SPR's – Speciality Training Programmes Manager
- Staff side representative/s.

6.3 By invitation:

The Group Chair may extend invitations to appropriate persons to attend Group meetings as required from within or outside the organisation who the Group considers should attend, taking account of the matters under consideration at each meeting.

6.4 Secretariat:

Executive Assistant and Business Support Manager, Operations and Finance
Directorate

6.5. Access

The Chair of the Health and Safety Group will be the Executive Lead for Health and Safety.

7. Quorum

At least 4 members one of whom must be the Chair or the Deputy Chair.

8. Frequency of Meetings

Meetings shall be held no less than quarterly and otherwise as the Chair of the group deems necessary.

9. Approval out of Meetings

Where approval for procedures and other written control documents is sought out of the quarterly meeting structure, for example, via email / other electronic process, this will require confirmation of approval from the quorum number listed in section 6 above.

Any procedures approved out of meeting, should then be ratified at the next meeting of the Group.

10. Relationships and accountabilities with the Board and its IPC Group Meeting

The Group must have an effective relationship with the Business Executive Team and the Quality, Safety, and Improvement Committee in order to provide effective reporting and assurance.

The Group must operate within the remit of its role.

Assurance is provided through this scheme of delegation through the Executive Director of Operations and Finance.

11. Review

These terms of reference and operating arrangements shall be reviewed on an annual basis by the Group and recommended to the Business Executive Team for approval.

12. Reporting Arrangements

The Group will report to the Business Executive Team and the Quality, Safety and Improvement Committee on a Quarterly basis.

The Group will also produce an Annual Report for assurance, which will be submitted to the Business Executive Team and the Quality Safety and Improvement Committee.

An annual work plan will be submitted the Business Executive Team and the Quality, Safety and Improvement Committee.

13. Flow chart of Governance Arrangements

