

## Strategic Health and Safety Board (SHSB) Terms of Reference

### 1. Introduction

Wiltshire Council's Strategic Health and Safety Board ('the Board') is the strategic level consultative, planning, advisory and decision-making body for matters of health and safety affecting colleagues, third party partners, contractors, visitors, customers and members of the public. The Board is responsible for consulting, monitoring and reviewing health and safety risks, arrangements, compliance and performance.

The Board has the following terms of reference in accordance with the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999, The Safety Representatives and Safety Committee Regulations 1977, and Health and Safety (Consultation with Colleagues) Regulations 1996 as well as Wiltshire Council Corporate Health and Safety Policy and management systems.

### 2. Purpose

The Board accepts its health and safety responsibilities, and in doing so will ensure the effective and proactive management, support and control of its operations in line with its health and safety policy, legal and best practice requirements. The Board plays a key role in ensuring colleagues, third parties and contractors are adequately consulted and communicated on matters relating to their health and safety at work, and we keep customers and visitors within our homes and communal areas healthy and safe.

The objectives of the Board shall be:

- a) To keep under review the measures necessary to ensure the health and safety at work of colleagues, contractors, visitors, customers and members of the public and to make decisions and act within its defined level of responsibility and authority to meet Wiltshire Council's legal responsibilities and duty of care.
- b) To make recommendations to Cabinet and/or CLT for such action as is necessary when faced with actions and decisions above its remit/scope.
- c) To ensure that all reasonable steps are taken to plan and promote sound policy and practice to ensure the health and safety of colleagues, contractors, visitors, customers, members of the public and other stakeholders.
- d) To take proactive measures in assessing the key health and safety risks arising from Wiltshire Council activities, services and changes in government legislation, Health and Safety Executive & Regulator initiatives/campaigns and the implementation of the Corporate Health and Safety Policy.
- e) To receive management information, reports on accidents and incidents, violence and aggression, notifiable diseases, building safety non-compliances - and to consider and propose risk reduction strategies as appropriate.
- f) Take ownership of the Wiltshire Council's Health and Safety action plan, and support the implementation of key actions, initiatives, and activities.

- g) Ensure the necessary management structure, resources, finances and skills are in place to implement the health and safety policy and action plan.
- h) To receive periodic reports from the Health and Safety Service.
- i) To promote co-operation and communication between Wiltshire Council management and its colleagues and contractors in matters relating to health and safety at work and to ensure the development of appropriate guidance, safe working practices and positive health and safety culture.
- j) To monitor the adequacy of health and safety communications, publicity, training and development.

### **3. Key responsibilities**

The Board will -

- a) Meet every three months.
- b) Receive standing agenda item reports and updates on items c-k below, through which to satisfy itself that strategic and operational health and safety risks are effectively identified, eliminated, reduced and/or controlled.
- c) Ensure the Council has a robust Health and Safety Action Plan, review the status of the action plan and take the necessary steps to ensure its implementation and success.
- d) Set up specialist steering groups to deal with technical matters such as personal safety and fire safety as and when is required. The Board shall receive reports, updates and recommendations from the chairs of the steering groups.
- e) Ensure services have effective risk management systems in place, supported by robust risk assessments and safe systems of work.
- f) Receive accident and incident data and ensure the necessary management investigations are performed. To review preventative and corrective actions and control measures are in place and being carried out.
- g) Receive information on health and safety visits, inspections and audits across Wiltshire Council assets/sites, those hazards noted for action, those subsequently acted upon and those which are outstanding.
- h) Consider areas for development of health and safety policy, guidance, training and will make recommendations to CLT and/or Directors.
- i) To engage and consult with employees across the organisation to promote awareness and measures to ensure a positive health and safety culture.
- j) Receive and review escalated items from the organisation that require discussion, review and recommendations to mitigate identified risks.
- k) Ensure the provision of any facilities, equipment and assistance that may be reasonably required to carry out operational activities efficiently, effectively and most importantly, safely.

## 4. Membership

The Board shall consist of:

- Chief Executive Officer as Chair
- Corporate Director as Deputy Chair
- Director of Assets
- Head of Health and Safety
- Senior Management Representative(s) from Resources Directorate
- Senior Management Representative(s) from People Directorate
- Senior Management Representative(s) from Place Directorate
- Senior Management Representative(s) from Environment
- Senior Management Representative(s) from Highways & Transport
- Senior Management Representative(s) from Leisure, Culture and Communities

The Health and Safety Service is responsible for organising meetings, taking and distributing minutes and action logs

Other Directorate/Service representatives may be required to attend at the request of the Board.

## 5. Governance and Reporting

The Board shall deliver regular reports, updates and management information to CLT, Committees and JCC on:

- Progress in relation to the Wiltshire Council's health and safety action plan.
- Performance data against specific health and safety objectives, KPIs, projects and legal compliance.
- Key health and safety risks, accidents, incidents, non-compliances/conformances and any actual or potential legal breaches.

## 6. Review and Evaluation

- The ToR will be reviewed on an annual basis, or sooner if required, to ensure they remain relevant and effective in fulfilling the Board's purpose.
- The effectiveness of the Board will be evaluated annually, including review of its performance against objectives.