

**TERMS OF REFERENCE  
SAFETY COMMITTEE – 2009/2010**

**Key role: To promote good practice and keep under review AgeUKP’s Health & Safety policy, procedures and practice in relation to new legislation and requirements.**

The key activities of the Safety Committee are as follows:

Activities	Measures
<p><b><u>Policy</u></b></p> <ul style="list-style-type: none"> <li>Regularly review AgeUKP’s Health and Safety policy and procedures for AgeUKP for all its activities.</li> <li>Ensure staff and volunteers are aware of any alterations or updates to Health and Safety policy.</li> <li>Be aware of any updated legislation that may affect AgeUKP premises and staff, including volunteers.</li> <li>Present updated policy/procedures to the Board of Trustees for approval.</li> </ul> <p><b><u>Annual Procedures</u></b></p> <p><b><u>Risk Assessments</u></b></p> <ul style="list-style-type: none"> <li>Ensure annual Risk Assessments are carried out for all services of AgeUKP.</li> </ul> <p><b><u>Electrical Testing</u></b></p> <ul style="list-style-type: none"> <li>Ensure all electrical items belonging to AgeUKP are tested annually either visually or PAT tested according to recommendations.</li> </ul> <p><b><u>Fire Equipment</u></b></p> <ul style="list-style-type: none"> <li>Portable extinguishers and smoke alarms tested</li> <li>Fire evacuation procedures tested</li> </ul> <p><b><u>First Aid</u></b></p> <ul style="list-style-type: none"> <li>Ensure two appointed First Aiders have current ‘Emergency Aid in the Workplace’ certificated training.</li> </ul> <p><b><u>Promotion</u></b></p> <ul style="list-style-type: none"> <li>To promote understanding and good practice on health and safety issued.</li> <li>To consider queries and concerns raised by AgeUKP representatives that cannot be resolved by their service manager.</li> <li>To develop good practice guidance materials and other information sources on health and safety.</li> </ul> <p><b><u>Costs</u></b></p> <ul style="list-style-type: none"> <li>Advise Board of Trustees on costs associated with good Health and Safety management.</li> </ul>	<ul style="list-style-type: none"> <li>Accident book</li> <li>Updated policy and procedures in all staff handbooks.</li> <li>Records available on request</li> <li>Training records/induction</li> <li>Guidance to visitors</li> <li>Records available on request</li> </ul>

**Membership**

The Group shall comprise two Trustees, two other volunteers, the HR/H&S Manager and a representative of Service Management.

Priorities for committee cycle 2017/2018

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