

# Health and Safety Forum Terms of Reference

## 1. Membership

- 1.1 The Group Membership will consist of:
  - 1.1.1 Chair (Independently appointed)
  - 1.1.2 Medical (SE Medical Officer)
  - 1.1.3. Legal (SE Director of Legal – lead staff member for Forum)
  - 1.1.4. Facility (SE Head of Facilities)
  - 1.1.5. Sport (SE Sport Development Director)
  - 1.1.6. Facility Operator
  - 1.1.7. Health & Safety Practitioner with experience and expertise relevant to aquatics
  - 1.1.8. One other SE member
- 1.2 The role descriptions for each of the above are centrally defined by Swim England.
- 1.3 All members of Health and Safety Forum are voting members.
- 1.4 Other roles can be proposed by the Chair, for consideration and approval by the Sport Operations Committee (“SOC”). Such roles will need to be defined and have role descriptions and will be subject to the same terms of service as set out in this document.
- 1.5 Where the Health and Safety Forum establishes a sub-group it is responsible for ongoing monitoring and evaluation of the sub-groups activity.
- 1.6 The Swim England Operations Team will manage the administration of the Group.

## 2. Specific Responsibilities

- 2.1 Overall objective; ***“To support and promote a preventative Health and Safety culture across all of Swim England”***
- 2.2 The duties of the Forum shall include, but not be limited to:
  - 2.2.1 Prepare, or to approve the content of, all Swim England’s published materials on safety.

- 2.2.2 Consider and advise whether an activity outside the normal scope of swimming club activities should be identified as having an enhanced risk of death and/or injury. Where agreed, advise whether the activity should be included or excluded from the normal insurance cover and to issue guidelines on that basis.
- 2.2.3 Consider information and trends from incident and accident reports (National, Regional and County) produced by the Swim England insurers to underpin learning, guidance and policy for the sport.
- 2.2.4 Provide information and advice on health and safety issues, including information and examples on best practice.
- 2.2.5 Review identified health and safety risks and advise the risk owner of any recommendations.
- 2.2.6 Contribute to the Annual Report, including an update on the forum's activities.
- 2.2.7 Monitor emerging accident and incident issues/trends from clubs and (where possible) other affiliated organisations, **not** identified through the insurance report, making recommendations accordingly.
- 2.2.8 Consider any matter as referred to it by the Board of Directors and/or the Sport Operations Committee.
- 2.2.9 Through the relevant manager, task relevant Swim England teams/team members with addressing health and safety matters. Review and approve the resulting work, advising and influencing the key messaging and communication to all sport stakeholders.
- 2.2.10 Draw together specialist working parties to consider specific issues and provide solutions.

### 3. Budget

- 3.1 The annual implementation plan is a costed plan. There should be a submission from the Health and Safety Forum for any key pieces of work that need to be undertaken. The budget responsibility sits with the Sport Development Director.
- 3.2 The budget remains centrally controlled and is dependent on completion of activity. Any activity variation, which has budgetary implications, must be authorised by the Sport Development Director.

### 4. Meetings

- 4.1 Meetings will be held as required with a minimum of two each year.
- 4.2 Any implementation of decisions must respect the need to maintain the Swim England values and protect / enhance the reputation of Swim England and the sport.
- 4.3 One of the meetings will take place in September and will consider and agree the implementation plan for the following year and must take place to fall in line with the Swim England planning calendar (and budgetary planning cycle).

- 4.4 Meeting dates shall be set by the Forum Chair and will be communicated prior to the start of each calendar year. Forum administration will be managed by a member of SE staff who will support the group by arranging meetings, recording minutes, distributing papers and any other duties as agreed with the Sport Development Director. The attending administrator is not a member of the Forum.

## 5. Reporting

- 5.1 The Group reports to the SOC via the Sport Development Director who will highlight areas of progress and concern following each Health and Safety Forum meeting.

## 6. Conflicts of Interest

- 6.1 The Group must follow Swim England's Conflict of Interest policy at all times.
- 6.2 Completion of the Declarations of Interest Form must be completed by each member annually. This process will be administered by the Forum Administrator.

## 7. Resolutions and Voting

- 7.1 Meeting quorum is a minimum of 50% of the Forum members (to include one Swim England employee member).
- 7.2 Decisions shall be taken by resolution and recorded in the minutes at which such a resolution is passed. Where a consensus cannot be reached, the Chair must request a vote on a show of hands, determined by a simple majority. Each voting member shall have one vote.
- 7.3 Ordinarily the Chair will not have a vote, unless there is an even number of votes cast and a majority vote does not occur. In these instances, the Chair shall have a casting vote.

## 8. Confidentiality

- 8.1 Members must adhere to the Swim England policy on confidentiality for volunteers and SE staff by their contracts. Members must also keep confidential information provided by Swim England that Swim England designates as confidential, and any information or discussions the Forum designates as confidential.
- 8.2 Forum members must bear in mind that offensive or other inappropriate comments on social media could violate Swim England regulations or codes of conduct. Forum members must refrain from comment in the press or on social media on Forum work unless in accordance and permission of Swim England Communications team together with the Forum Chair.
- 8.3 All members are required to complete the Swim England standard committee confidentiality agreement document and abide by its contents.

## 9. Papers

- 9.1 The meeting pack will be circulated to attendees by the Administrator by email no later than five working days ahead of each meeting.

9.2 A draft copy of the minutes will be approved by the Chair and circulated within seven days of a meeting to the Chair for agreement. Following which, the draft minutes will be circulated to the following groups;

9.1.1 The Forum

9.1.2 SOC

9.1.3 Regional Chairs

9.1.4 SLT (and wider leadership team where appropriate).

9.3 An agreed set of Meeting Minutes (marked as final) must be published within 28 days of the meeting.

## 10. Review of Terms of Reference

10.1 The Forum's terms of reference will be reviewed by the Chair and the Sport Development Director at least annually. This process should normally be undertaken in February each year and any recommended changes reported to the SOC.

## 11. Terms of Office

11.1 Employed members of Swim England staff / appointed consultants will remain on the Forum for the duration of their tenure in the relevant role. The Chair, Swim England member, facility operator and the health and safety expert will be appointed for a term of four years and can be appointed for maximum of two consecutive terms.

11.2 The Chair, Swim England member, facility operator and the health and safety expert can be removed by the SOC if they are not fulfilling the role satisfactorily.

## 12. Recruitment

12.1 The SOC will appoint the Chair through an open recruitment process. The Chair will then lead the recruitment of the other roles in liaison with the Sport Development Director. The Swim England member, facility operator and the health and safety expert will be recruited through a Swim England-led open recruitment process.

12.2 An induction pack will be provided to each member. Signed receipt of this pack will be required, as will additional documentation listed below:

12.2.1 Declarations of Interest.

12.2.2 Confidentiality agreement.

12.2.3 Code of Conduct.