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## Health & Safety Group – Terms of Reference

### 1. Background

- 1.1 The Health & Safety Group (**HSG**) is a sub-committee of the Board.
- 1.2 The HSG has the delegated authority of the Board in respect of the functions and powers set out in these terms of reference.

### 2. Membership

- 2.1 The HSG shall comprise:
  - (a) a chair appointed by the Board in accordance with the process set out in the document C1 Specialist Committee Guidance (the **HSG Chair**);
  - (b) the BMC Office Manager;
  - (c) the BMC Competitions Programme Manager;
  - (d) the BMC H&S (Events) Manager;
  - (e) a BMC Access & Conservation Officer;
  - (f) a representative from Mountain Training UK&I;
  - (g) up to a maximum of 4 other members;
  - (h) a BMC Board member.
- 2.2 A person shall cease to be a member of the HSG: at the end of his/her period of appointment (subject to reappointment); on ceasing to be an employee of the BMC; through a resolution of the Board terminating his/her appointment, or; on written notice of resignation from the appointment to the HSG Chair.
- 2.3 The HSG will be chaired by the HSG Chair, in the absence of the HSG Chair at any HSG meeting, the remaining members present will elect one of themselves to chair the meeting.
- 2.4 Other than the HSG Chair and those members of the HSG who are BMC employees, members shall be appointed by the HSG.
- 2.5 Members appointed by the HSG under clause 2.4 shall be appointed for a three-year term. At the end of each term, a member who remains able and willing to do so and whose re-appointment is supported by the HSG, may be re-appointed for up to one further term of three years.

### 3. Secretary

- 3.1 The BMC Office Manager or their nominee shall act as the secretary.
- 3.2 The secretary, will provide all necessary support to the HSG, including the recording of HSG minutes and ensuring that the HSG receives information and papers in a timely manner to enable full and proper consideration of the relevant issues.

#### **4. Quorum**

- 4.1 Quorum for meetings of the HSG shall be five members present in person or by audio or video conference, which must include at least two of the members who are not BMC employees.
- 4.2 A duly convened meeting of the HSG at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested or exercisable by the HSG.

#### **5. Meetings**

- 5.1 The HSG shall meet at least twice a year and otherwise as required.
- 5.2 Only members of the HSG have the right to attend HSG meetings. However, other individuals such as the CEO, other BMC staff members and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary and with the agreement of the HSG Chair. The HSG Chair shall have the discretion to decide who, other than HSG members, shall attend and address HSG meetings.
- 5.3 All or any of the members of the HSG may participate in meetings via conference call facilities. A person participating remotely shall be deemed to be present in person at the meeting and shall be entitled to vote and be counted in a quorum accordingly.
- 5.4 The secretary of the HSG shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

#### **6. Notice of meetings**

- 6.1 Meetings shall generally be summoned by the secretary of the HSG at the request of the HSG Chair or the Board.
- 6.2 Unless otherwise agreed, notice of each meeting (confirming the venue, time, date, agenda and supporting papers), shall be sent to each HSG member and any other persons attending the meeting, no fewer than five working days before the date of the meeting, unless agreed otherwise by the HSG Chair. Supporting papers shall be sent to HSG members and to other attendees as appropriate, at the same time, but HSG papers may be forwarded at shorter notice with the approval of the HSG Chair.

#### **7. Voting arrangements**

- 7.1 Most HSG decisions can be reached through consensus. Subject to paragraph 7.2, when voting is required each HSG member shall have one vote which may be cast on matters considered at the meeting. Votes can only be cast by members attending a HSG meeting whether in person or by audio or video conference. Any matter voted on shall be determined by a majority vote.
- 7.2 If a matter that is considered by the HSG is one where a HSG member, either directly or indirectly has a personal interest, that member shall not be permitted to vote at the meeting.
- 7.3 Except where he or she has a personal interest, the HSG Chair shall have a casting vote.
- 7.4 The HSG Chair may ask any attendees of a HSG meeting to leave the meeting to allow discussions of matters relating to them.

7.5 Decisions requiring to be made between meetings may be by email exchange provided a simple majority of the HSG supports the decision proposed.

## **8. Minutes of meetings**

8.1 The secretary of the HSG shall produce meeting minutes to include an attendance list, a note of all decisions made and a record of key deliberations.

8.2 The minutes will be agreed by the HSG Chair and the secretary prior to circulation to all HSG members.

## **9. Duties and terms of reference**

The HSG will carry out the following duties for the BMC as appropriate:

9.1 monitor and review any significant accidents, incidents and near misses at the office located at 177-179 Burton Road, West Didsbury M20 2BB (the BMC Office) and at events which appear on the BMC events approval system (BMC Events);

9.2 monitor and review significant occupational issues;

9.3 monitor and review occurrence investigations and subsequent investigations;

9.4 review inspections by enforcement agencies, management or employee health and safety representatives;

9.5 suggest improvements to be made or steps to be taken as a result of any inspections;

9.6 set and review risk assessment and work method statements;

9.7 monitor and review the adequacy and implementation of health and safety related training, awareness and competency standards;

9.8 monitor and review any emergency procedures in the place either at the BMC Office or at BMC Events;

9.9 review and recommend changes as necessary to health and safety policy and the working environment affecting the health and safety of employees, and both volunteers and members of the public when engaged in BMC Events;

9.10 monitor and review arrangements from previous and forthcoming BMC Events including a review of risk assessments and any auditing arrangements to be put in place;

9.11 raise any health and safety matters with the Board as and when required or necessary to assist the Board in discharging its health and safety responsibilities;

9.12 keep up-to-date and fully informed about strategic issues and commercial changes affecting the BMC and the market in which it operates;

9.13 work and liaise as necessary with other Board committees, ensuring the interaction between committees and with the Board is reviewed regularly; and

9.14 consider such other matters as are referred to the HSG by the Board.

## **10. Reporting responsibilities**

- 10.1 The HSG shall make nominations/recommendations to the Board in accordance with its duties and responsibilities, in relation to prospective appointments, or the processes and procedures relating to appointments.
- 10.2 The HSG Chair shall be prepared to report to the Board after each meeting on the nature and content of its discussion, recommendations and actions taken.
- 10.3 The HSG Chair will be prepared to report to the members at an AGM on the proceedings of the HSG.
- 10.4 The HSG shall report on its work in the Annual Governance Statement.

## **11. General Matters**

- 11.1 The HSG will have access to sufficient resources to carry out its duties, including access to the Company Secretary for assistance, as required.
- 11.2 The HSG will arrange for periodic reviews of its own performance and, at least annually, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.
- 11.3 The HSG will give due consideration to laws and regulations, the provisions of the Code for Sports Governance, and any other applicable rules as appropriate.
- 11.4 In performing its functions, the HSG will at all times promote the objectives and best interests of the BMC.

## **12. Authority**

The Board authorises the HSG to:

- 12.1 Carry out all duties set out in these terms of reference, to have unrestricted access to the BMC's documents and information and to obtain, in connection with its duties, and at the BMC's expense, any outside legal or professional advice it considers necessary.
- 12.2 Seek any information it requires from any employee of the BMC to perform its duties.

Approved/adopted at the Board meeting of the BMC on 22 February 2022