



# The Institute of Healthcare Engineering and Estate Management

[www.iheem.org.uk](http://www.iheem.org.uk)

## Health & Safety Advisory Platform (H&SAP) – Scope, Objectives, and Terms of Reference

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### 1. Introduction

- 1.1. This document outlines the scope, objectives and the terms of reference for the IHEEM Health & Safety Advisory Platform.
- 1.2. This document will serve as the framework by which the platform will operate and is intended for use by all platform members.
- 1.3. The intention is to ensure a shared understanding of the platform's direction and expectations.

### 2. Scope

- 2.1. The IHEEM H&SAP will commit to covering aspects of health and safety within a Healthcare Engineering and Estates Management environment that aren't currently covered by the other IHEEM technical or advisory platforms.
- 2.2. This currently would include areas such as Asbestos Management, Confined Spaces Management, Working at Height, Contractor Management, Controlling Hazardous Substances, CDM, DSEAR, Noise at Work, The Control of Electromagnetic Fields at Work, Emergency Planning and Resilience, and other similar topics as an example.

### 3. Objectives

- 3.1. The IHEEM Health & Safety Advisory Platform has been established with the following objectives in mind:
  - 3.1.1. To provide guidance and solutions in relation to key and emerging health and safety issues raised by the other IHEEM Technical/advisory Platforms and by individual members.
  - 3.1.2. To promote and improve best practice in the application of health and safety in healthcare engineering and estates management.
- 3.2. These objectives will be reviewed by the Chair at 3 yearly intervals to ensure they remain fit for purpose and appropriate.



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## 4. Terms of Reference

- 4.1. H&SAP membership shall consist exclusively of members of IHEEM. However, this does not preclude attendance of meetings by non-members where advice is sought on particular issues requiring specific areas of expertise.
- 4.2. The platform will meet at least quarterly as a minimum.
- 4.3. Members must endeavour to achieve at least 50% attendance to meetings as a minimum.
- 4.4. The platform will elect a Chair and a Vice-Chair to govern in accordance with these terms and references.
- 4.5. All platform Chair and Vice-Chair appointments will be notified to council for endorsement.
- 4.6. In the event that the Chair is unable to attend, the Vice Chair will assume the Chair's functions for that meeting. In line with IHEEM policy, the meeting will be considered quorate when a minimum of one-third of the membership attend, one of which must be the Chair or Vice Chair.
- 4.7. Members are expected to follow the IHEEM Code of Conduct, ensuring that all their activities align with the requirements therein.
- 4.8. Members will ensure they maintain their Continuing Professional Development (CPD). Members shall endeavour to stay up to date and informed regarding relevant developments and best practices related to the platforms work.
- 4.9. These Terms of Reference shall be reviewed by the Chair every 3 years and submitted to national council for ratification.



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## 5. Roles and Duties

5.1. The roles and duties of the various platform members are as follows:

### Chair

5.2. Role: The role of the Chair is to ensure that the platform effectively fulfils its objectives.

5.3. The duties of the Chair will be as follows:

- 5.3.1. Leadership and facilitation: The Chair will lead meetings, ensure that they are productive, focused, and adhere to the agenda.
- 5.3.2. Agenda setting: The Chair is responsible for preparing the meeting agenda in collaboration with platform members, prioritising topics for discussion and ensuring that all issues are addressed fully. Agendas will be sent out at least 2 weeks prior to each meeting.
- 5.3.3. Meeting minutes: The Chair will make sure to send out formalised meeting minutes to each member and to the IHEEM council no more than 2 weeks after each meeting.
- 5.3.4. Representation: The Chair usually serves as the official representative of the platform, communicating its decisions, recommendations, guidance, and progress to external stakeholders.
- 5.3.5. Decision making: The Chair plays a key role in guiding the platform toward consensus on decisions, ensuring that all voices are heard and considered before finalising outcomes.
- 5.3.6. Monitoring progress: The Chair will monitor the platforms activities and initiatives to ensure that tasks are completed, and objectives are met.
- 5.3.7. Conflict resolution: The Chair is responsible for managing conflicts or disagreements that arise within the platform, fostering a respectful and collaborative environment.
- 5.3.8. Reporting: The Chair will prepare and present reports on the platform's activities, progress, and outcomes to IHEEM via the platform chair meetings.



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## Vice-Chair

5.4. Role: The role of the Vice-Chair is to support the Chair in their role, and act as the Chairs deputy in their absence.

5.5. The duties of the Chair will be as follows:

- 5.5.1. Assisting the Chair: The Vice-Chair collaborates closely with the Chair, providing support in preparing for meetings, setting agendas, and coordinating the platforms work.
- 5.5.2. Leading meetings in the absence of the Chair: In the event that the Chair is unavailable, the Vice-Chair steps in to lead meetings, ensuring continuity in leadership and decision making.
- 5.5.3. Providing feedback and support: The Vice-Chair can offer feedback to the Chair and other platform members, helping to identify areas for improvement and to enhance overall effectiveness.
- 5.5.4. Representing the Platform: The Vice-Chair may represent the platform in an official capacity when the Chair is unavailable, ensuring that the views and interests of the platform are communicated effectively.

## Platform Members

5.6. Role: the role of a platform member is to work effectively with the Chair and the other members, with the purpose of helping the platform to achieve its objectives.

5.7. The duties of a platform member will be as follows:

- 5.7.1. Active participation: Members are expected to attend meetings, regularly contribute to discussions and engage actively in any decision-making process.
- 5.7.2. Preparation: Members shall review materials, agendas, and reports prior to meetings to ensure they are informed and can contribute meaningfully to discussions.
- 5.7.3. Collaboration: Members will work collaboratively with others to share ideas, perspectives, and expertise, fostering a supportive and inclusive environment.



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5.7.4. Task completion: Members may be assigned specific tasks or responsibilities, and they are expected to complete these in a timely manner to support the platforms objectives.