

Safety Health Environment Leadership Team (SHELT)

Terms of Reference

Role and Purpose

The role and purpose of the Safety Health Environmental Leadership Team, or SHELТ, is to provide a forum for College Estates and contractors on the Approved Contractors List , where improvements in safety culture can be discussed and best practice construction standards identified and mutually agreed. The SHELТ will provide strategic direction and leadership, to ensure improvements in safety culture are driven forward, towards a goal of zero harm to people and the environment.

The SHELТ aims to achieve its goals by adherence to the principles of construction best practice safety management in keeping with current UK construction legislation and guidance, along with the philosophy and practical guidance contained within the legacy documents produced for the Health and Safety Executive (HSE), arising from the successes achieved during the construction of the Olympic Park Development .

Specifically, the SHELТ is committed to the principles outlined in the following Olympic Park Development documents:-

- Safety Culture on the Olympic Park-RR942.
- Pre-conditioning for Success etc-RR955.
- Leadership and Worker Involvement on the Olympic Park-RR896.

It is recognised that those organisations directly involved, or associated with SHELТ, may not currently be in a position to implement all of the recommendations arising from the documents noted above. However, for SHELТ to be effective, everyone currently involved in SHELТ and those contractors who are not, but are included on the approved contractors list, must be committed to the goals outlined in the documents and to developing their organisation in such a manner, that the criteria for improvements can be measured and evaluated.

At the time of writing, the criteria and standards required for contractors wishing to undertake construction work for Imperial College London, include commitments to introduce and participate in the following activities:-

- A Behavioural Safety Training Scheme
- Communications Training for Supervisors
- Daily Activity Briefings

Additionally, the SHELТ is committed to the introduction of an appropriate Occupational Health Scheme for everyone involved in construction, including all supply chain organisations, with consideration of involvement with the “Constructing Better Health” initiative, where appropriate.

Time period (Term)

This Terms of Reference is effective from 30th January 2014 and continues until all goals are met, or where the goal of a positive safety culture is deemed to be suitably developed, SHELТ members agree to such changes, that the current terms of reference document needs to be re-submitted for further approval and/or agreement.

Membership

SHELT is open to all contractors undertaking work for Imperial College London and to all Divisions and Departments throughout Imperial College London, who wish to commit to the vision and aspirations outlined above, for construction work being undertaken for Imperial College London, that is under their control and supervision.

Current membership includes:-

- Director of Estates Projects
- Construction Safety Manager-Estates Projects
- Head of Safety-Estates Facilities
- Environmental Manager-Estates Facilities
- Maximum 12 contractors from the Estates Projects Approved Contractors List.

Roles and Responsibilities

SHELT is accountable for:-

- Providing strategic direction and leadership regarding construction standards, for works undertaken by Imperial College London.
- For developing strategies for improving safety culture, in line with the three legacy documents noted above reference numbers RR942,955 and 896.
- For fostering collaboration between contractors, workers and supply chain members.
- For disseminating information on positive experiences with other Clients.
- For reviewing and implementing lessons learnt from accident and incident reports and data.
- For developing a training matrix for all participants that reflects best practice across the industry and is in keeping with the Government's "Strategy for Construction 2025".
- For developing a strategy for implementing and applying Building Information Modelling (BIM)
- Monthly reports on health, safety and environmental accidents, incidents and near misses/positive interventions, to the Estates Projects Construction Safety Manager, providing consistent data for trend analysis and Accident Frequency Rates (AFRs), across the approved contractor's group.

The membership of SHELT will commit to:-

Attending monthly meetings arranged by Estates Projects and where necessary, nominating a proxy.

Wholehearted championing the work of SHELT, within and without Imperial College London.

Sharing information and communications relevant to SHELT activities, across the membership.

Discussing and agreeing best practice standards applicable to construction work and implementing these standards throughout the member organisations, in a timely and enthusiastic manner.

Members of SHELТ can expect:-

That each member will be provided with complete, accurate and meaningful information, in a timely manner.

Be given reasonable time and opportunity to discuss, agree and implement construction standards.

Open and honest discussions, without resort to any misleading assertions.

Ongoing "health checks" to verify the overall status and health of the SHELТ, deciding on its development and any changes necessary , as noted in the Time period (Term) noted above.

Meetings

Meetings will be chaired by an Estates Projects representative.

Meetings will be held on the last Friday of the month and the venue will usually be on the South Kensington campus, Exhibition Road, South Kensington, London SW7 2AZ, unless otherwise advised.

Meeting minutes and agenda will be provided by Estates Projects.

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not have been their first choice) Where it becomes necessary, Estates Projects will make the final decision on behalf of the Client.

Sub-group meetings and venue will be left to the discretion of the sub-group.

Amendment, Modification, or Variation

This Terms of Reference may be amended, varied, or modified in writing, after consultation and agreement with the members of SHELТ.

This Terms of Reference document must be signed by a company Director responsible for health and safety.

Signed by, or on behalf of (company name)-----

Print name-----

Signature-----

Date of signing:-----