



## **NATIONAL WATER SAFETY FORUM**

### **Coordinating Group Terms of Reference**

#### **1. Name**

- 1.1 The name of this body shall be the National Water Safety Forum Coordinating group.

#### **2. Status**

- 2.1 The National Water Safety Forum Coordinating group, hereafter referred to, as "the coordinating group" is a voluntary association of organisations selected to provide a broad cross section of water safety interests. It is also an advisory body to The Royal Society for the Prevention of Accidents, hereafter referred to as "the Society".

#### **3. Aim**

- 3.1 The aim of the Coordinating group is to co-ordinate agreement on national approaches to drowning prevention and other water related accidents and incidents in the U.K. Whilst providing an authoritative voice to government on all water safety issues. In support of this aim it shall:
  - 3.2 Review the safety systems that relate to water risk management and develop a consensus on the best solution.
  - 3.3 Keep under review the model terms of reference and other arrangements for the National Water Safety Forum group Advisory Groups.
  - 3.4 Maintain an overview of, and seek to ensure a co-ordinated approach to, the work of the Advisory Groups.
  - 3.5 Consider reports from the Advisory Groups and establish procedures for dealing with any points raised which cannot be resolved at Advisory Group level.

- 3.6 Seek the views of Advisory Groups on relevant matters referred to the Coordinating group by the Government Interdepartmental Group (GIG) or from other sources.
- 3.7 Take account of significant safety developments in other fields and draw relevant developments to the attention of Advisory Groups as appropriate.
- 3.8 Determine a consensus view on water safety issues discussed by the Advisory Groups, and make recommendations as appropriate to the Government Interdepartmental Group (GIG) or other bodies at a national level.

#### 4. Objectives

- 4.1 **Information Objective:** To assist in and actively encourage the gathering, monitoring and evaluation of drowning and incident data, and assess the need for intervention and or the need for better information.
- 4.2 **Environments Objective:** To consider the design and construction of products and environments with the potential to influence water safety and assess any need for change.
- 4.3 **Behavioural objective:** To consider the behaviour of people and organisations involved in, or associated with drowning accidents and assess the need for education, training or other physical, cultural or legislative influences on behaviour to reduce risk.
- 4.4 **Regulatory Objective:** To consider and where appropriate make recommendations about the law, regulation, standards and guidance with the potential to influence water safety and to assess the need for revision or change.
- 4.5 **Functional Objective:** To review the information, environments, behaviour and regulation relating to water safety and make appropriate recommendations and representation having consulted the Advisory Groups and GIG on the issues that they might pursue to eliminate or reduce risk.

Version 1  
July 2005



## NATIONAL WATER SAFETY FORUM

### Constitution

#### 1. Membership

1.1 Membership of the Coordinating group shall comprise an independent chair and secretary and the following organisations:

- Beach Advisory Group
- Government Inter-Departmental Group
- Information Advisory Group
- Inland Advisory Group
- MSCC /MCA
- RoSPA
- SCAP Water and Leisure Committee
- Sea Advisory Group
- Swimming Pool Advisory Group
- Watersports Advisory Group

1.2 **Representation:** Each organisation shall be represented by its chair or his/her nominated representative who shall have responsibility to manage the contribution of their Advisory group to the Coordinating group. In the case of the MSCC the representative shall be from the MCA.

1.3 **Membership and Constitution** of the Coordinating group shall be reviewed annually in consultation with GIG and recommendations made to the Executive Committee of RoSPA for approval.

- 1.4 **RoSPA Membership:** The Chief Executive and the Head of Water and Leisure Safety, who shall be the Secretary to the Coordinating group but the Society, like other members shall have only one vote.
- 1.5 **Membership Size:** Membership of the Coordinating group shall not exceed twelve full members (12) and shall be reviewed annually.
- 1.6 **Guests:** The Chair may invite such other people, as he/she shall deem appropriate for a particular meeting or agenda item.

## 2. Procedure and Meetings

- 2.1 **Election of officers:** The Chair and Vice Chair shall be nominated by members of the Coordinating group at the last meeting before the Annual General Meeting (AGM) of the Society. Their appointment shall be subject to ratification by the first RoSPA Executive Committee following the AGM. The Chair or his/her (Coordinating group member) nominee shall represent the interests of the Committee on the Safety Policy Committee of the Society.
- 2.2 **Meetings and arrangements for meetings:** Normally a maximum of three meetings shall be convened annually. The minutes of each meeting shall be circulated within four weeks of each meeting. The notice of a meeting with agenda and accompanying papers shall be circulated fourteen days in advance. Members of the Coordinating group wishing to raise agenda items shall notify the Secretary of the Coordinating group, at least three weeks before a meeting. It shall be the responsibility of the member raising any agenda item to prepare a briefing note for circulation with the agenda. Supplementary items shall be taken at the sole discretion of the Chair at the meeting. Any other items of business shall be notified to the Chair before the meeting and shall be at his/her discretion.
- 2.3 **Quorum and voting members:** One third of voting members of the Coordinating group shall comprise a quorum. If the total voting membership is not divisible by three, then the quorum shall be one third rounded up to the nearest whole number.
- 2.4 **Voting:** All members of the Coordinating group shall have full voting rights. In the case of equality of votes, the Chair of the meeting shall have a casting vote.
- 2.5 **Secretariat:** The head of the Water and Leisure Safety department of RoSPA shall be the Secretary of the Coordinating group and shall be responsible for all aspects of the Coordinating group's administration.

- 2.6 **Delegation of activities:** The Coordinating group may appoint sub committees, advisory groups or working parties as may be required at any time and shall approve their terms of reference.
- 2.7 **Financial Powers:** The Coordinating group has no financial powers. If the Coordinating group wishes to recommend proposals, which involve expenditure, these shall normally be referred to the GIG for discussion with RoSPA.
- 2.8 **The Society:** The National Water Safety Coordinating group is a committee of the Society. The Coordinating group shall advise the Society and submit recommendations for its consideration. The minutes of the Coordinating group shall be presented to the Safety Policy Committee of the Society

### 3. Meeting Attendance

- 3.1 **Substitutes:** Any representative of a member of the Coordinating group unable to attend a meeting may arrange for an appropriate substitute to attend provided the secretariat is notified in advance. Such substitutes shall be entitled to vote.
- 3.2 **Non attendance:** If a representative of a member organisation misses more than three consecutive meetings without sending a substitute, or giving apologies, the Secretary will write to the organisation to establish its future commitment to the Coordinating group.

### 4. Amendments to the Constitution and Terms of Reference

- 4.1 The Coordinating group may recommend an amendment to its Constitution or Terms of Reference with the assent of not less than two thirds of the membership. Such recommendations shall be made to RoSPA for ratification by its Executive Committee.

### 5. Dissolution of the Committee

- 5.1 The Coordinating group may recommend to the Society that it be dissolved by a resolution approved by not less than two thirds of voting members present at a Special Meeting of the Coordinating group called for the purpose of dissolution.

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