



FARNWORTH CHURCH OF ENGLAND PRIMARY SCHOOL

HEALTH, SAFETY AND WELFARE POLICY

Recommended by	A Redman
Approved by	Resources Committee
Approval date	23.10.2023
Review date	Autumn 2024

Farnworth Church of England Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

Our Ethos

'At Farnworth, we all grow together and we all have a voice. As a faith community, we are inspired by God to be our best - to be good people who see and celebrate the goodness in others too. Our gifts and talents are nurtured and we are valued and cared for in a community filled with love and the hope that as followers of Jesus, we can bring his light to the world. Here we learn, laugh and love as our lives are shaped by our values, our faith and our experiences together - ready for the journey ahead.'

Farnworth Church of England Primary School is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment.

TO ALL MEMBERS OF STAFF

This policy has been produced to meet present-day requirements, it is therefore important that you read and understand its contents. Please do not hesitate to ask Mr Redman who will explain any point in question.

The safety of yourself, colleagues, pupils and visitors is dependent upon you having knowledge of your responsibilities and how they fit in with the school.

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PART ONE
HEALTH, SAFETY AND WELFARE AT FARNWORTH CE PRIMARY SCHOOL

LINE MANAGEMENT	EXTENT	ROLE
HEADTEACHER	SCHOOL	Final accountability to overall monitoring and co-ordination
HEALTH AND SAFETY COORDINATOR/ SITE MANAGER/ DEPUTY HEAD TEACHER	DEPARTMENT	Application, development, Information, training. Ensure implementation, monitor, deputise, train and instruct.
SENIOR LEADERSHIP TEAM	WORKPLACE	Apply, implementation, train and instruct.
ALL EMPLOYEES	SELF, OTHER EMPLOYEES, PUPILS, PUBLIC	Know safe practices and procedures, comply, act responsibly, take an interest.

A. ROLES AND RESPONSIBILITIES

I. THE HEADTEACHER

The headteacher is ultimately responsible and accountable to the governing body for health and safety, and must:

- Keep him / herself informed at all times as to the level of achievement of the policy's objectives and initiate and follow up such action as is necessary to ensure maximum achievement at all times.
- Ensure that this policy is revised or amended as necessary to maintain its effectiveness in changing conditions and circumstances.
- Ensure relevant Codes of Practice / Guidance Notes are provided and brought to the attention of staff
- Bring to the notice of the governing body, any health and safety matters, which cannot be resolved or are giving cause for special concern.

- Bring to the notice of the governing body, matters concerning the adequacy of the resources needed to implement this policy and report on an annual basis a summary of the health, safety and welfare activity within the school.
- Ensure that all managers are fully aware of their responsibilities under this policy and that they issue adequate guidance on responsibilities, rules, procedures, and instructions applicable to the work of their departments.
- Ensure that the work of all managers is appraised in line with the school's appraisal policy and procedures; that training needs are identified and met and training records maintained.
- Ensure workloads are managed effectively and ill health and absence are managed in line with corporate policy

II. HEALTH, SAFETY AND WELFARE CO-ORDINATOR / SITE MANAGER / DEPUTY HEADTEACHER

Mr. A Redman (Health, Safety and Welfare Co-ordinator)

Mr D. Luter (Site Manager)

Mrs H Whitfield (In the absence of the Head teacher)

The above are responsible, in consultation with the headteacher and other appropriate staff, for the development of the health, safety and welfare policy; for the closer definition of responsibility in such additional detail as is necessary for their departments and for ensuring that the aims of the policy are achieved in the departments under their control. They must:

Policy Formulation

Share in the formulation of policy by:

- Giving advice and guidance to the headteacher on the health, safety and welfare needs of their departments.
- Drawing to the attention of the headteacher, the need for revision or update of the policy.
- Defining the policy in such additional detail as is necessary within their departments.
- Bringing to the attention of staff any change or amendments to the policy

Implementation

Fully implement the policy within their departments by:

- Bringing the Health, Safety and Welfare policy to the attention of all employees within the departments.
- Establishing and maintaining an appropriate framework of procedures and practices.
- Ensuring that all employees in the departments are aware of their role and of the procedures and practices, they are to follow.

Monitoring

Monitor the effectiveness of the policy and the way it is being implemented and initiate action to remedy ineffectiveness or weakness.

Carry out inspections of work on a frequent basis and keep records of these visits. The aim is to ensure compliance with health & safety legislation and continue to improve standards.

Resources

- Failure of compliance or lack of resource to be notified to the headteacher.
- Allocate resources in the best interest of health, safety and welfare.
- Ensure workloads are managed effectively and ill health and absences are managed in line with Corporate Policy.

Accidents and Emergencies

Ensure that:

- Systems for reporting and investigating accidents are adhered to and follow Corporate Guidelines.
- The causes of accidents are studied and measures are taken to prevent recurrence are taken.
- Procedures in the case of accident and emergency are established and published so as to protect the health, safety and welfare of staff.
- All employees know the arrangements for emergencies (fire, accident, injury etc) and the action they are to take.

- Proper facilities are available for welfare and first aid for sick or injured persons.
- First aid, firefighting materials and equipment are available and maintained.
- Trained personnel are available for first aid.

Risk Assessment

To ensure task based risk assessments are carried out for all work activities under their control:

- To identify and record all significant hazards and risks
- To assess identified hazards / risks in priority order
- To identify risk control measures used to manage
- To document the register / assessments
- To communicate the above documents to all relevant members of staff
- To review these documents in line with corporate guidance

Equipment, Plant, Tools, etc

Make arrangements to ensure that:

All equipment, etc is regularly inspected, maintained and is in good and safe working order and condition. Adequate records must also be maintained. Withdraw from use if in doubt and seek repair.

Where necessary safety and personal protective equipment to approved standards is available and must be worn.

Administration

Make arrangements to ensure that:-

- Adequate instructions are given to all employees regarding accident reporting procedures;
- The HSE Inspector and Safety Representatives are given necessary facilities and are accompanied on visits and tours of inspections;
- Co-operation is given to other Officers carrying out authorised safety duties and wider Health, Safety and Welfare role.

Discipline

Take disciplinary action in accordance with approved procedures against any employee who does not comply with agreed safety procedures.

Training

Provide such training and instruction as is necessary to enable employees to carry out their duties in a safe and proper manner.

Contractors

In respect of contractors' work, ensure that precise areas of responsibility are defined and that information reaches all concerned.

Ensure procurement procedure is followed, including appropriate exchange of risk assessments and active vetting of documents.

Ensure appropriate health, safety and welfare information is available.

Members of the Public, Visitors, etc.

To ensure so far as is reasonably practicable the health, safety and welfare of members of public and visitors.

Advice and Guidance

To seek advice and guidance on matters relating to health and safety from the Health, Safety and Welfare Team.

To keep the headteacher and line manager informed of any health and safety matters requiring their attention.

Specific Responsibilities of the Site Manager to include:

The workplace is to be controlled, so as to ensure that:

Reasonably practical standards of lighting, heating, health and hygiene provision are maintained and deficiencies / difficulties are promptly reported to the head teacher.

Good housekeeping, tidiness and order are maintained at all times.

Items delivered to the site or building are safely stored.

Statutory and other safety notices are clearly and prominently displayed.

III. ASSISTANT HEADTEACHERS

The responsibility of these members of staff will be:

Implementation

Fully implement the policy within their key stages by:

- Bringing the Health, Safety and Welfare policy to the attention of all employees within their key stages
- Ensuring that all employees in their key stages are aware of their role and of the procedures and practices, they are to follow.

Organisation of Work

All work under their supervision must be organised so as to ensure that:

- Safe working practices, procedures, codes, etc are complied with.
- Full information and precise instructions are given to employees.
- Give advice when sought.

The Workplace

At the workplace ensure that:

Good housekeeping, tidiness and order are maintained at all times.

The Head teacher is advised immediately if standards of health and safety or welfare cannot be maintained for any reason.

Advice and guidance is sought on matters relating to health and safety from the Health, Safety and Welfare Team.

Equipment, Plant, Tools, Furniture, etc.

Ensure that:

Defects are reported immediately to the Headteacher or Site Manager.

Defective equipment, etc is taken out of use, clearly marked and set aside pending repair.

Employees

Prevent employees from taking unnecessary risks.

Discourage horseplay.

Report to line manager any employees who consistently fail to consider their own safety or that of others. If necessary, take disciplinary action in accordance with agreed procedures.

Be familiar with and ensure that all employees under their control know the arrangements for emergencies (fire, accident, injury, illness etc.) and the action they should take.

Be aware of staff's wellbeing and the welfare of employees

Administration (Accident Investigation)

Ensure that all employees under their supervision are given adequate instructions regarding accident reporting procedures.

Training

Assist in the provision of such training as is necessary to enable employees to carry out their duties in a safe and proper manner.

IV. ALL EMPLOYEES

It will be the responsibility of all employees:

For their work situation to know, understand and comply with:

- Safe operating procedures and working practices.
- Relevant codes of practice.
- Fire and emergency arrangements.
- Arrangements for first aid.
- Accident reporting procedures and the need to report any accident, however minor.
- To ask for advice and guidance on safety matters when in any doubt or difficulty.
- Assist in good housekeeping and store materials and equipment safely and in an orderly manner.

With respect to plant, equipment and materials:

- Report hazards, unsafe tools, equipment, machinery or unsafe working practices.
- Use of correct equipment for the job in hand.
- In consultation with their line manager take out of use and mark as unsafe any defective or unsafe equipment.

- To understand the operation of the equipment they are required to use.
 - To be aware of the composition and dangers inherent in materials, chemicals, etc they are required to use.
 - To wear personal protective equipment provided.
 - To have regard for the safety of themselves, fellow employees and the public at all times.
 - To make constructive suggestions on health and safety matters and assist in eliminating hazards.
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B. ARRANGEMENTS

The arrangements for carrying out the health, safety and welfare policy are to be contained in codes of practice and guidance notes. This will be an ongoing practice for safe systems of work to cover hazardous work operations.

The relevant codes of practice / guidance notes will be brought to your attention and a list of these documents will be posted in the staff room.

I. First Aid

As a minimum standard, first aid will be provided in accordance with the Health & Safety (First Aid) Regulations.

II. Fire Safety

All staff are familiar with the schools Fire Safety and Evacuation Procedures. Fire action notices will be strategically posted in all classrooms and around the school and a fire drill held each term.

III. Electrical / Portable Electrical Appliances

All portable electrical appliances will be tested in accordance with the Electricity at Work Regulations (annual tests).

IV. Welfare Arrangements

The school buys into Education Mutual staff insurance services, which offers Occupational Health Service. Any referrals to Occupational Health need to be made via the Headteacher. In addition, confidential support services are available from the Education Mutual for all school employees. Nurse Helpline: 0333 1100074
www.educationmutual.co.uk

V COSHH – Control of Substances Hazardous to Health Regulations

These regulations introduce a legal framework for controlling exposure to any hazardous substances arising from work activities.

Each hazardous substance used by the school will undergo an assessment and details of this will be brought to your attention. The Site Manager is responsible for carrying out this work.

VI Risk Assessment

Managers are responsible for ensuring risk assessments are carried out for all work tasks and significant risk and control measures are recorded. Managers must ensure that the appropriate control measures are brought to the attention of staff within their sections.

Further supportive information is available on the Health and Safety Executive Website: www.hse.gov.uk

VII Addendum to Health and Safety Policy

COVID19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Adults in school are encouraged to be fully vaccinated for Covid 19.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene

- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace

The school has put in place control measures in line with the Schools [Covid 19 Operational Guidance](#) from the DfE. There is a full risk assessment in place, which has been signed

Mr. A Redman



Headteacher

Date: 23 October 2023

Mrs. J Reynolds



Chair of Governors

Date: 23 October 2023

Appendix A

HALTON BOROUGH COUNCIL'S CORPORATE POLICY

1. INTRODUCTION

Under the Health and Safety at Work (etc) Act 1974 employers have a duty to safeguard 'so far as reasonably practicable' the health safety and welfare of employees and others affected by their actions.

This Health, Safety & Welfare Policy outlines the roles and responsibilities with regard to the management of health and safety in order to comply with the requirements of the Health and Safety at Work (etc) Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and other associated Regulations and Approved Codes of Practice.

In particular the aims of the Health and Safety at Work (etc) Act 1974 are to:

- (a) Provide a legislative framework to promote, stimulate and encourage high standards of health and safety in the workplace; and
- (b) Promote safety awareness to ensure a safe organisation and to continually improve performance.

Section 2 (3) of the Act requires employers to prepare a written safety Policy and to bring the Policy Statement to the notice of all staff, informing them of the organisation and arrangements for implementing the procedures outlined in the Policy document.

2. STATEMENT OF INTENT

Halton Borough Council is committed to continual improvement in health, safety and welfare performance. A Strategic Priority within the Corporate Plan is Effectiveness & Business Efficiency and in order to do so it recognises it's "duty of care" to employees, clients, pupils, and members of the public affected by its undertakings.

The Authority will aim to comply 'so far as reasonably practicable' with its legal responsibilities as required by the Health and Safety at Work Act (etc) 1974 and all other health and safety legislation. In so doing the Authority, will:

- Ensure that health & safety is fully integrated into the management decision making processes
- Make suitable and sufficient assessment of the significant risks which may affect the employees, clients, pupils, and members of the public using its services and subsequently identify control measures
- Effectively communicate information on the health & safety information, including the publication of health & safety performance and the risks to those people who may be affected
- Monitor the effectiveness of any measures taken to reduce risk
- Provide a safe and healthy working environment
- Provide safe work equipment
- Provide suitable and sufficient health, safety and welfare training
- Aim to reduce the likelihood of reoccurrence of work-related accidents/ ill-health, incidents and near misses through effective investigation and identifying any areas for improvement
- Co-operate and consult with appointed health & safety representatives recognised by trade unions and where necessary will provide them with information
- On the basis that health & safety is everyone's responsibility and not just a management function, provide employees with adequate information, instruction and training to ensure their health & safety competence and to enable them to contribute to the effectiveness of this policy and to adhere to their legal responsibilities

- Review the health, safety and welfare policy at regular intervals
- Give proper regard to ensuring that welfare arrangements and facilities are adequate. Welfare arrangements will include the management of stress and emotional wellbeing whilst facilities will include toilets, provision of drinking water, etc. and ergonomics such as lighting, heating, seating, ventilation, etc.

3. RESPONSIBILITIES

3.1 Executive Board Members

Executive Board Members should ensure that adequate resources are available and effectively deployed to enable the Authority to fulfil its legal requirements under health, safety and welfare legislation.

The Corporate Services Policy Performance Board will receive biannual reports relating to the Health, Safety and Welfare performance of Directorates. They will make such recommendations to the Executive Board as may from time to time be necessary and appropriate to maintain suitable and sufficient health, safety and welfare arrangements across the Council.

3.2 School Governing Bodies

In schools, the employer is ultimately responsible for health, safety and welfare. Head teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer arising out of their health and safety responsibilities.

Note: In voluntary aided and foundation schools, academies and independent schools the Governing Body is the employer whereas in community and voluntary-controlled schools, the employer is the Local Authority

3.3 Chief Executive

The Chief Executive is responsible for ensuring that the Statement of Intent is implemented as part of aims of the Corporate Health, Safety and Welfare policy.

This will be achieved by:

1. Allocating necessary resources for health, safety & welfare
2. Ensuring that in conjunction with Trade Union Employee Representatives a joint consultative committee deliberates health and safety matters
3. Being kept informed about any significant health and safety issues including holding quarterly update meetings with the Principal Health and Safety Advisor

3.4 Strategic Directors

Strategic Directors have ultimate responsibility in ensuring that Health, Safety and Welfare is managed in their Directorate.

This will be achieved by:

1. Allocating adequate resources and recommending the provision of necessary

finance to improve and maintain health and safety standards when compiling annual budgets

2. Ensuring that health, safety and welfare management is fully implemented throughout their respective Directorate by allocating specific health, safety & welfare responsibilities to the appropriate manager
3. Ensuring that health, safety and welfare strategies and policies are implemented and integrated in the Directorate management systems
4. Being kept informed of accidents which are reportable to the Health & Safety Executive and any trends in accidents or work related ill health

3.5 Operational Directors / Divisional Managers

Operational Directors and Divisional Managers have an active role in the management of health, safety and welfare within their work area.

This will be achieved by:

1. Ensuring the effective development, implementation, communication and compliance with health, safety and welfare strategies and policies
2. Allocating specific health, safety and welfare responsibilities to managers and ensuring that they are adequately resourced to fulfil these responsibilities
3. Ensuring that Risk Assessments are completed, where required on the Corporate Risk Assessment system, and that the application of suitable and sufficient risk control measures are functioning effectively through the appropriate monitoring and review processes
4. Ensuring that accidents, incidents, dangerous occurrences and near misses are reported and investigated in line with corporate procedures and health & safety legislation

3.6 Operational Director / Divisional Manager - Property Services

Will be responsible for ensuring that corporate buildings are safe, so far as reasonably practicable, for employees. In doing so they will work with nominated Building Managers.

This will be achieved by:

5. Ensuring compliance with health and safety statutory requirements in relation to buildings including fire management
6. Ensuring all works are effectively planned, organised, controlled, monitored, reviewed and audited in relation to health and safety
7. Ensuring the effective control of contractors undertaking any works its representatives and ensure that hazard information has been exchanged and suitable risk control measures implemented
8. Ensuring that services supplied to the Council and others by outside agencies are provided such that they will satisfy all current health & safety legislation, particularly in respect of equipment
9. Ensuring security arrangements are maintained, general cleanliness and adequate welfare facilities are provided
10. Ensuring workplace inspections of the premises and schools are undertaken to

maintain health and safety standards

11. Undertaking investigations involving accidents / incidents involving corporate buildings and, where necessary, implementing measures to prevent re-occurrence
12. Any other H&S duties in respect to the management of the premises

3.7 Managers and Team Leaders

Managers and Team Leaders within their areas are responsible for ensuring that everything reasonably practicable should be done to prevent foreseeable harm or injury within their work area.

This will be achieved by:

1. Implementing Council's Health and Safety policies, guidance documents and approved codes of practice relating to health & safety.
2. Ensuring that risk assessments are carried out by a competent person with the involvement of staff for tasks, workplaces and equipment and, where applicable, are entered on the Corporate Risk Assessment system
3. Ensuring that control measures identified in the risk assessments are implemented, monitored for effectiveness and reviewed annually
4. Ensuring that staff are familiar with emergency procedures, safe systems of work, significant risks, accident reporting within their working area to ensure effective reduction of risk
5. Ensuring that staff have access to relevant health, safety and welfare policies and guidance
6. Ensuring that staff are adequately trained and supervised for tasks / activities they are required to perform and are instructed in any emergency procedures relevant to their task / workplace
7. Ensuring that all plant and equipment used are adequately tested, maintained in accordance with current legislation and that comprehensive records are kept of all tests
8. Ensuring that all accidents, incidents, dangerous occurrences, near misses, violent incidents are reported through the online accident / incident reporting system in accordance with RIDDOR and are fully investigated with control measures documented and implemented to prevent re-occurrence
9. Consulting and co-operating with appointed safety representatives where applicable
10. Ensuring that senior managers are informed of any relevant health, safety and welfare issues, especially those that have resource implications and also those that cannot be resolved at local levels
- 11.

3.8 All Employees

All employees, full time, part time, temporary and casual must be:

1. Aware of their legal responsibility to ensure their own health, safety and welfare and that of others who may be affected by their actions
2. Familiar with the hazards of their work and with the safe systems of work designed to minimise risk to them
3. Aware that they have a legal duty to co-operate with employers by following any procedures issued by the Authority which are designed to protect their health, safety and welfare
4. Aware that they are not to interfere with or misuse anything provided in relation to health, safety or welfare
5. Aware that they are to bring to the attention of employers any situation that is considered to be a serious and / or imminent danger and any other shortcoming in health and safety arrangements by reporting accidents / potential hazards and defective equipment / premises

3.9 Health and Safety Team

The Health and Safety team are responsible for providing competent health and safety advice to the Authority to ensure that it is compliant with Health and Safety legislation.

This will be achieved by:

1. Developing, publicising and supporting the implementation of health, safety and welfare policies and procedures
2. Keeping the Authority up to date on relevant legislative changes including advising on implications of health and safety legislation, relevant regulations, Approved Codes of Practice, H.S.E Guidance and H&S training
3. Promoting the Corporate Risk Assessment system for the identification of hazards, assessing risks, identifying and implementing suitable control measures to reduce risk to an acceptable level, monitoring and reviewing; to ensure compliance with

4. Providing advice and guidance on the reporting of accidents / incidents and overseeing investigations into the cause and circumstances of serious accidents and near miss incidents and where necessary, reporting accidents in accordance with RIDDOR
5. Conducting health and safety inspections of any Council buildings, plant, machinery, equipment and sites and audits health, safety and welfare performance of services within Directorates
6. Establishing professional relationships at all levels within the Council and external organisations HSE, Fire, etc.
7. Maintaining adequate records and statistics as required by legislation and issuing details of these to directorates, along with reports, to analyse trends and to tender advice on the prevention of reoccurrences
8. Providing biannual reports on health and safety performance and identifying the 'risk profile' for the Authority to both the Corporate Management team and the Corporate Services Policy and Performance Board
9. Formulating health & safety policies, guidance documents and other associated health and safety systems of work in accordance with current legislation

4. FURTHER ARRANGEMENTS

- 4.1 All Health and Safety policies and other documents will be available either on the Health and Safety portal on the Intranet or through Sharepoint
- 4.2 In line with guidance around the Corporate Manslaughter and Corporate Homicide Act 2007 (INDG417), the lead officer at Board level is the Operational Director, Legal and Democratic Services
- 4.3 In the case of a serious breach of safety procedures, the employee involved in the breach will be subject to disciplinary action, in accordance with the Health & Safety at Work Act and any statutory provisions
- 4.4 Where a member of staff has a concern regarding health, safety and welfare there are two routes available for addressing the issue:

- a. Through the line manager

If the problem is not easily resolved, the line manager should seek advice from the Health and Safety team.

- b. Through Trade Union Representatives

Trade union members may choose to raise concerns directly with their union representatives. The union representatives should then consult with the appropriate managers to try to resolve the issue. If the outcome is unsatisfactory, it can be referred to the relevant Consultative Committees.

5. CONSULTATION AND MEETING ARRANGEMENTS

Halton Borough Council encourages consultation with Trade Union Safety Representatives. Consultation will take place regarding:

- Preparation of health, safety and welfare policies
- The objectives set in Directorate Health, Safety and Welfare working groups
- Health, safety and welfare audits
- Significant findings of accidents and violent incidents

Meetings will take place with managers and Trade Unions at Joint Consultative Committees and the aims and objectives are:

5.1 Corporate Joint Consultative Committee

Aims:

1. To provide a means of improving the flow of information in all directions between employee representatives and management; and
2. To monitor, health, safety and welfare arrangements across the Council to ensure that they are being effectively managed.

Objectives:

1. To provide a forum for negotiations to take place on matters of a corporate nature;
2. To provide a forum for the frank exchange of views between employee representatives and management on employment practices, terms and conditions and other related matters pertaining specifically to the employment areas in question;
3. To ratify new and amended Human Resource and Health and Safety policies;
4. To report on health and safety performance;
5. To monitor accidents and any trends and identify actions to prevent reoccurrences; and
6. To provide strategic direction.

Outcome: -

To be satisfied that health, safety and welfare is being effectively managed within the Authority.

5.2 Directorate Joint Consultative Committees

General:

Directorate Joint Consultative Committees will be established for each of the Council's two Directorates:-

- Enterprise Community Resources
- People

In the event of items of directorate or corporate consequence arising, then it will be the responsibility of the Chairman of the group to ensure that the item is referred for further discussion to Corporate Joint Consultative Committee.

Aims:

1. To provide a means of improving the flow of information in all directions between employee representatives and management; and
2. To monitor health, safety and welfare performance for the Directorate to ensure it is being effectively managed.

Objectives:

1. To provide a forum for the frank exchange of views between employee representatives and management on employment practices, terms and conditions and other related matters pertaining specifically to the employment areas in question;
2. To monitor H&S performance of each area of the Directorate;
3. To monitor accidents and any trends and identify actions to prevent reoccurrences;
4. To keep updated with legislation and topical issues and identify actions arising; and
5. To discuss, where applicable, matters referred by 1st Tier Groups which are felt to have Directorate consequences or which are unresolved at 1st Tier.

Outcome: -

To ensure that there is full representation and reporting on performance in the management of health and safety within the Directorate.

5.3 Sectional Joint Consultative Committee

General:

The main employment areas/occupations within these two Directorates are:

- Waste/Open Spaces/Logistics
- Stadium/Catering/Arts & Recreation/Leisure Centres

In the event of items of directorate or corporate consequence arising, then it will be the responsibility of the Chairman of the group to ensure that the item is referred to the appropriate forum for further discussion.

Aims:

1. To provide a means of improving the flow of information in all directions between employee representatives and management.
2. To measure, monitor and continually improve health, safety and welfare performance for the areas within the respective employment areas.

Objectives:

1. To provide a forum for the frank exchange of views between employee representatives and management on employment practices, terms and conditions and other related matters pertaining specifically to the employment areas in question.
2. To report on H&S performance at meetings and identify areas for development

3. To monitor accidents and any trends and identify actions to prevent reoccurrences
4. To keep updated with legislation and topical issues and identify actions arising.

Outcome: -

To effectively manage health, safety and welfare within the main employment areas/occupations.

Signed

D. Parr



Chief Executive

Date April 2018

Cllr. R. Polhill



Council Leader

Date April 2018