

CORPORATE HEALTH AND SAFETY POLICY

Part B – Organisation for Health and Safety

Health and Safety Communication and Consultation

AIM

The aim of these arrangements is to create a structure for the council to communicate and consult with its staff and 'Recognised Trade Unions' on work related health, safety and wellbeing matters. Also, to meet the requirements of:

- i) The Health and Safety at Work, etc. Act 1974
- ii) The Management of Health and Safety at Work Regulations 1999
- iii) The Safety Representatives and Safety Committees Regulations 1977
- iv) The Health and Safety (Consultation with Employees) Regulations 1996

All employees of the council, including appropriate schools and nursery-based staff are covered by these arrangements.

The council is committed to ensuring a safe and healthy workplace, the provision of adequate welfare facilities and to communicating and consulting with staff and Recognised Trade Unions to:

- i) Promote a healthy and safe working environment for all members of staff employed by the council.
- ii) Ensure and monitor the welfare arrangements (facilities for eating, toilets, first aid and drinking etc.) provided for employees.
- iii) Give employees wider interests in and greater opportunity to influence, the environment and conditions under which their work is performed.
- iv) Provide a forum for consultations and as necessary negotiations, on health, safety and welfare arrangements and, health and safety issues resulting from council officers' proposals to change the way work is performed.

COMMUNICATION OF OUR HEALTH & SAFETY ARRANGEMENTS

The council is committed to ensuring the effective communication of health and safety to staff and anyone else that may participate in ensuring we have an effective Health and Safety Management System (HSMS). We aim to encourage participation by all in good health and safety practices and to gain support for our objectives.

The council will communicate its HSMS:

- i) Through the Corporate Health and Safety Policy
- ii) By consulting with staff
- ii) Via established communication channels, including the Intranet and Yammer
- iii) During H&S training and Induction
- iv) Through health and safety champions

- v) By producing regular bulletins, updates and campaigns
- vi) During team meetings and supervision
- vii) During meetings with our contractors, providers and partners

Line managers are responsible for ensuring that local communication arrangements exist to ensure that staff:

- i) Are aware of and apply the councils H&S policies, arrangements and procedures
- ii) Are aware of local procedures, the outcome of risk assessments and apply any control measures introduced
- iii) Fully understand the emergency procedures
- iv) Know how to report accidents, incidents and hazards

TRADE UNION APPOINTED HEALTH AND SAFETY REPRESENTATIVES

The council recognises the right of 'Recognised Trade Unions' to appoint 'Safety Representatives' and will afford them such reasonable paid time necessary for them to carry out their functions and to undergo necessary training to carry out those functions.

Trade Unions will appoint safety representatives in accordance with the Safety Representatives and Safety Committees Regulations (the Regulations). The Trade Unions will agree with management the number of safety representatives within the council who will be afforded the facilities and assistance required, using the criteria outlined in the regulations.

The council will provide access to facilities and assistance that the safety representative may reasonably require to conduct their role. This may include:

- i) a telephone and quiet area where they can have private conversations as part of their role;
- ii) a lockable cabinet or desk for paperwork, records or reference material
- iii) intranet and internet facilities (if available);
- iv) a photocopier and a notice board to circulate information to the employees they represent;
- v) reasonable time with the employer to discuss health and safety issues.

Agreement has been reached with the Trade Unions that 'appointed' safety representatives will also represent non-Trade Union members in matters related to health and safety in the workplace.

The council will consult with safety representatives on health and safety matters affecting council employees, including:

- i) the introduction of any measure, system of work or equipment which may substantially affect their health and safety at work;
- ii) arrangements for employing competent people to help the council comply with health and safety laws;
- iii) information the council must give to employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;

- iv) the planning and organisation of health and safety training;
- v) any health and safety consequences of introducing new technology.

Disagreements which may arise between the council and Trade Unions or employees on the interpretation of the regulations, apart from matters related to paid time off for safety representatives, will be settled through the normal machinery for escalation and resolution.

For disagreements related to either, paid time off for safety representatives or failure of the council to pay them whilst conducting that function, trade unions may present a complaint to an Employment Tribunal.

HEALTH AND SAFETY COMMITTEES

In accordance with the Safety Representative and Safety Committee Regulations 1977, the Council have established Health and Safety Committees.

The Corporate Health and Safety Consultative Forum (CHSCF) is the Council's primary Health and Safety Committee.

Due to the size and diversity of the Council's activities, it is necessary for Area JNCC's (covering Industrial Relations and Health, Safety and Wellbeing) to be set up, and to report through the responsible Chief Officer to the CHSCF.

The council's Health and Safety consultive committee will keep under review the councils Health and Safety Management System and the specific measures taken to ensure the health and safety at work of employees.

The main objective of these consultive committee is to promote co-operation in instigating, developing and carrying out measures to ensure the health and safety at work of council employees.

CORPORATE HEALTH AND SAFETY CONSULTATIVE FORUM (CHSCF)

Objectives:

1. To promote a healthy and safe working environment for all members of staff employed by the council and to protect the public from any risk of danger that may arise as a result of the council's activities.
2. To monitor health and safety arrangements, including welfare facilities, provided for employees.
3. To provide an appropriate forum for consultations and, as necessary, negotiations, on proposals put forward by management and trade unions, to improve the workplace and work conditions through the introduction of safe systems of work, policies, procedures and arrangements.

Terms of Reference

4. Meetings of the Consultation forum shall be held at least quarterly or as often as may be necessary, provided that when the Chair and TU representatives are satisfied that the amount of business does not justify the convening of any such meeting, they may authorise its cancellation.

5. Composition:

- The chair of the CHSCF will be the Chief Executive
 - In the absence of the CE the Deputy Chief Executive will deputise as chair
 - A representative of each Directorate SMT (Director, Assistant Director, Head of Service)
 - A maximum of 6 Representatives of the employees (Trade Union Representatives), who will represent the Trade Union composition in the council. With agreement with the chairperson, TU's can invite further Trade Union representatives, were necessary, for specific items. They will though have no voting rights.
 - The Head of SHaW, or their nominated deputy, will attend in an advisory capacity.
 - With the agreement of the Chair ex– officio officers, or representatives of Trade Unions who are invited to attend in an advisory capacity only.
6. Directors will be responsible for taking any necessary executive action to instigate or implement relevant recommendations made by this Consultation forum.
7. The quorum of the CHSCF will be three members from each side.

8. Meeting Procedures:

- Items for consideration at any meeting of the CHSCF may be submitted by either side and should be received by The Head of SHaW at least ten working days before the meeting.
- The agenda of business shall be circulated to each member of the CHSF at least five working days before a meeting.
- No business other than that appearing on the agenda shall be transacted at any meeting unless both sides agree to its introduction.
- Reasonable facilities shall be provided for meetings of both sides.
- Minutes of the meetings of the CHSCF and the preparation of agendas shall be the responsibility of the nominated Executive Assistant. Copies of the minutes of the CHSCF shall be circulated to all members of that group within three weeks of the meeting.
- Before distribution, the chair or their representative and a representative of the Trade Unions shall sign minutes of any meeting of the CHSCF. Decisions shall be arrived at only by agreement between the Management Side and Trade Union Side of the CHSCF. In the event of the two sides being unable to reach agreement on an agenda issue, it will be automatically referred to the next meeting of this group. Where an issue has not been resolved after two meetings of the CHSF, a Management Side report will be submitted to the Constitution and General Purposes Committee for the matter to be resolved. Any such reference should be accompanied by the minutes of the relevant CHSCF meeting.
- The minutes of the meeting will record any decisions reached, the essence of discussions that do not require agreement and any formal failure to agree. Where the Trade Unions are unable to agree the

precise wording on the minutes, both versions will be recorded to enable their signatures to be made.

- An unscheduled meeting of the forum shall be held within 10 days of a written request being received by the Head of safety Health and Wellbeing from the Chair or TU Representative.

9. Functions

- Monitor the health and safety performance of the Council and Directorates, and the effectiveness of controls including:
 - The study of accident and notifiable diseases, statistics, and trends.
 - The overall effectiveness of employee health and safety training.
 - Health and safety compliance audits
- To examine and agree new and revised Health, Safety and Welfare policies and procedures.
- Subject to their submission to the appropriate Area Health, Safety and Welfare Committee in the first instance - consideration of reports which Management or TU Representatives may wish to submit together with the views of the appropriate Area Health, Safety and Welfare Committee, where appropriate.

AREA JOINT NEGOTIATION AND CONSULTATION COMMITTEE - PART 1; HEALTH AND SAFETY

The main forum for consultation on matters related to health, safety and welfare shall be the Area Joint Negotiation and Consultation Committee - Part 1; Health and Safety

AJNCC-1 shall have standard items that are specific to health, safety and welfare and specific terms of reference to ensure an appropriate forum for these matters.

The functions of this committee will be to:

- i) Consider proposed new and improvements to existing local health, safety and welfare policies, procedures and safe systems of work.
- ii) Monitor existing health safety and welfare arrangements.
- iii) Study health and safety statistics including serious accidents, notifiable diseases and accident/incident trends. Recommend action that may be necessary to reduce injuries, industrial diseases and dangerous occurrences.
- iv) Request advice from the council's health and safety service on general or specific matters and make any recommendations necessary to implement that advice.
- v) Keep an oversight on any reports of serious accidents or communications from the Health and Safety Executive or other enforcing authorities which affects the council.
- vi) Establish working parties, where it is felt necessary, to consider

particular issues.

- vii) Consider any consultative documents on new health and safety information emanating from the Health and Safety Executive and any other authoritative health and safety body.
- viii) Monitor the effectiveness of health and safety training and where it is felt necessary to make recommendations to improve standards.
- ix) Consider reports received from the Corporate Health and Safety Committee, Head of SHaW, TU Safety Representatives, council officers and enforcement bodies.

The terms of reference for the Area Joint Negotiation and Consultation Committee Part 1; Health and Safety are as follow:

- i) Composition:
 - The chair of the committee will be the appropriate director.
 - A maximum of six management representatives, these representatives to reflect services within the Directorates represented.
 - A maximum of six representatives of the employees (Trade Union Representatives), these representatives to adequately reflect the trade union composition in the Directorate represented.
 - The Head of SHaW, or a nominated deputy, who will attend in an advisory capacity.
 - With the agreement of both sides' ex – officio officers, or representatives of trade unions who are invited to attend in an advisory capacity only.
 - Where the trade union has insufficient representatives in the relevant service, they may appoint members from a trade union in other services sharing the same workplace to fill up to 50% of their places.
- ii) Directors will be responsible for taking any necessary executive action to instigate or implement relevant recommendations made by the committee.
- iii) If a member of the committee ceases to be an employee of the relevant service or ceases to be a member of a recognised trade union, they will cease to be a member of the committee. Any vacancy shall be filled as soon as possible, and written notification of the change immediately given to the business partner.
- iv) The quorum of the committee will be two members from each side.
- v) The executive assistants shall maintain an up-to-date record of management and TU Representatives
- vi) Committee Procedures:
 - Items for consideration at any meeting of the committee may be submitted by either side and should be received by the business partner at least ten working days before the meeting.

- The agenda of business shall be circulated by the business partner to each member of the committee at least five working days before a meeting.
- No business other than that appearing on the agenda shall be transacted at any meeting unless both sides agree to its introduction.
- Reasonable facilities shall be provided for meetings of both sides.
- Minutes of the meetings of the committee and the preparation of agendas shall be the responsibility of the business partner. Copies of the minutes of the committee shall be circulated to all members of the Committee within three weeks of the meeting.
- Before distribution, the chair or their representative and a representative of the trade unions shall sign minutes of any meeting of the committee.
- Decisions shall be arrived at only by agreement between the 'Management Side' and 'Employee Side' of the committee. In the event of the two sides being unable to reach agreement on an agenda issue, it will be automatically referred to the next meeting of the committee. Where an issue has not been resolved after two meetings of the committee a Management Side report will be submitted to the Corporate Joint Consultation Group for the matter to be resolved. Any such reference should be accompanied by the minutes of the relevant AJNCC-1
- The minutes of the meeting will record any decisions reached, the essence of discussions that do not require agreement and any formal failure to agree. Where the chair and employee representatives are unable to agree the precise wording on the minutes, both versions will be recorded to enable their signatures to be made. The business partner is responsible for distribution of the minutes.

TRADE UNIONS AND HUMAN RESOURCES MEETING

The Trade Unions and Human Resources Meeting considers organisational wide issues.

The meeting will have a standard item on health, safety and welfare.

The meeting will consider proposed new, and improvements to existing, corporate health, safety and welfare policies, procedures and safe systems of work.

The Head of SHaW, or a nominated deputy, will attend to provide advice for the health and safety item.

LICENSING & GENERAL PURPOSES COMMITTEE (LGPC)

Where there has been a failure to agree at Corporate Health and Safety Consultative Forum on any health, safety and wellbeing issue, that affects staff, the matter shall be referred to the LGPC at its next scheduled meeting.

Issues concerning working arrangements which are submitted to the LGPC will be supported by the minutes of the AJNCC and CHSCF which considered the matter.

The LGPC will make the final decision on any matter referred to it from the CHSCF.

The LGPC will consider and approve the introduction of new Corporate Health and Safety policies.

The LGPC will consider and approve the council's Health and Safety annual report and workplace health and wellbeing strategies submitted by the Head of Safety, Health and Wellbeing following approval from the Corporate Management Team.

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