

Hereford & Worcester Fire and Rescue Service

HEALTH & SAFETY COMMITTEE

Terms of Reference

1. Purpose and Objectives

- (i) Hereford & Worcester Fire Authority's aim is ensure the safety and well-being of its employees and to reduce and prevent accidents and injuries at work.
- (ii) The Health & Safety Committee is established to provide effective arrangements for the liaison and review of matters of a common interest in regards to Health & Safety, and to act as a forum for the liaison on all matters relating to Health & Safety for key stakeholders and departments. The Committee allows the opportunity for the Service to discuss with employee representatives the general matters of Health & Safety on which it must consult the workforce.

2. Main Activities

- (i) The Health & Safety Committee has been developed to assist the Service in meeting its duties under the Health & Safety at Work etc Act 1974, the Health & Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977. These duties are also reflected in SPI No. 1, Section D, Part 1.14 - Joint Protocol for Industrial Relations.
- (ii) To ensure that all relevant issues are covered there will be a number of standing items on the meeting agenda.
 - a. Quarterly H&S Report (to include):
 - Statistics on accident records
 - Accident investigations and subsequent action
 - b. Emergency procedures
 - c. HR update (to include):
 - Ill health and sickness absence
 - d. Inspections of the workplace by enforcing authorities, management or employee Health & Safety representatives
 - e. Briefing, review or update relating to national GRAs
 - f. Health & Safety training
 - g. Significant changes in the workplace affecting health, safety or welfare of employees
 - h. H&S Working Group update
- (iii) It is proposed that the Committee's main activities will be to:

- Establish a H&S Working Group and task that group with specific issues/workstreams in relation to health and safety
- Provide a structured process for liaison on health & safety matters
- Consider Service policies and supporting procedures and, where appropriate, offer advice to reduce accidents and injuries and improve health and safety within the Service and the Authority
- Assist in the identification of procedures to measure the effectiveness of policies and how related action may be implemented
- Assist in the identification of methods of communicating the workings and findings of the Committee to all members of the Service and the Authority

3. Decision Making

When considering issues, the Health & Safety Committee should:

- Discuss and determine if action is needed
- Recommend agreed actions and objectives
- Record the discussion, actions and objectives in the minutes of the meeting
- Follow up the actions and objectives
- Review the actions and objectives at a later date

4. Membership

The Health & Safety Committee shall consist of the following:

- Director of Service Support (Chair)
- Head of Operations Support (Vice Chair)
- Head of Operations
- Health & Safety Officer
- Head of Corporate Support
- Head of Asset Management
- Head of Operations Policy
- Head of Community Risk & Training
- Head of Human Resources
- Chief Accountant
- Representative from each of the recognised Trade Unions – Unison, GMB, FBU, RFU, FOA
- FRA Representative

In the event that any one of the above is unavailable, a senior representative of the relevant department shall be nominated to attend in their place.

4.1 Other attendees

Relevant/specialist advisers may be invited to attend meetings, and they will have the right to participate in the business discussed.

Other individuals will be invited to attend meetings on an ad hoc basis depending on the content of the agenda.

5. Meetings

Health & Safety Committee meetings will be held quarterly.

Emergency meetings may be called if it is deemed appropriate.

6. Communication

The minutes of each Committee meeting will be accessible to the whole workforce via the Health & Safety page on Sharepoint.

Following each meeting, an update will be provided to the FRA Policy and Resources Committee and any significant findings, issues or actions will be communicated to the workforce via the Service Bulletin.

January 2013