

HEALTH AND SAFETY POLICY

Health and Safety Policy Statement

Here at Gwynedd Council, we aim to put the people of Gwynedd at the heart of everything the Council does. This means making sure we know what's important to our inhabitants and working to achieve that.

Obviously being safe is important to all of us and therefore health and safety is at the heart of Ffordd Gwynedd and is one of those elements we can't compromise on. There is no doubt that it is a fundamental expectation of all Gwynedd's people that the Council will not put them in harm's way. In the same way, none of the Council's staff come into work expecting to be injured. Put simply, we need not worry about the standard of service offered to the public unless that service is safe to begin with.

None of us can achieve a safe Council working in isolation. All staff need to work collectively, and be open and report any danger or problems immediately, whilst at the same time being sensible about risks, recognising that we can't always eliminate risks, but rather manage them.

It is often said that health and safety is a matter of common sense, and although there is an element of truth to this, in a large and complex organisation such as the Council nothing can be taken for granted. We must have clear structures, responsibilities and arrangements that everyone understands in order to safeguard staff and the people of Gwynedd, and that is what is outlined in this policy.

The Council's objective in relation to the above are:

1. To undertake our work safely and comply with legal requirements
2. To ensure that health, safety and staff wellbeing is given equal prominence as other management responsibilities within the Council.
3. To ensure that staff on all levels within the Council are competent to carry out their work in a safe way, and that they understand the obligations and risks associated with their work and any decisions they make.
4. To provide safe equipment and systems.
5. To provide and maintain safe and healthy work places and public buildings
6. To ensure the partners and contractors are competent risks associated with their work
7. To maintain appropriate arrangements for eliminating hazards where possible and reducing and managing risks where elimination is not possible.
8. To regularly monitor and review the arrangements and system in place and introduce continuous improvements.
9. To consult and involve employees and their representatives on health and safety matters
10. Take all opportunity to promote staff health and wellbeing within the Council

Dilwyn Williams
Chief Executive

Dyfrig Siencyn
Council Leader

SECTION 2 ORGANISATION AND RESPONSIBILITIES WITHIN THE COUNCIL

This Policy is published to comply with the requirements of the Health and Safety at Work Act 1974.

The policy outlines specific responsibilities and accountabilities within Gwynedd Council and it is necessary to bring it to the attention of all staff members.

1. All employees

One of the essentials of Ffordd Gwynedd is that if anyone knows of anything that hinders our ability to achieve what's important for the people of Gwynedd, then it is their duty to do something about it.

Essentially therefore, they are expected to tell their Team Leader or Manager as soon as possible about any concerns they have about a health and safety matter or situation they consider to be dangerous, or any obstacle to them working safely.

Additionally, it will be the responsibility of all employees to:-

- 1.1. Take reasonable care for their own health and safety and the health and safety of others who may be affected by what they do, or do not do at work.
- 1.2. Co-operate with all managers and supervisors on health and safety matters.
- 1.3. Familiarise themselves with and act in accordance with this Policy any health and safety procedures which have been issued to them or otherwise brought to their attention.
- 1.4. Attend training provided for them and act in accordance with the training provided or any other verbal and documented instructions given to them.
- 1.5. Follow safe operating procedures and instructions and not misuse or damage equipment.
- 1.6. Assist in maintaining high standards of housekeeping in their workplace.
- 1.7. Report all accidents, incidents, near misses and acts of violence immediately to their Line Manager using the HS11 form. This must be done as soon as possible after the incident. This includes reporting any accident / incident involving a non-employee whilst on Council premises or sites or affected by Council activities which come to their attention.
- 1.8. Ensure they are aware of how to undertake a work task allocated to them, and how to use equipment they are required to use, and if they are uncertain on any aspect of their duties to ask a supervisor or manager.

- 1.9. Wear and use protective clothing and equipment provided, keep it well maintained and request replacement if it does not fit, is ineffective or has worn out.
- 1.10. Assess any substantial hazard that could arise during a work process (i.e. dynamic assessment) and ensure that they do not carry out work in a dangerous environment.
- 1.11. Make constructive suggestions to their Line Manager on any aspects of Health and Safety.

2. Service Managers responsibilities (to include Head Teachers)

Managers are accountable for health safety and wellbeing within their Service / Site. They are responsible for:

- 2.1. Ensure they have familiarised themselves not only with their safety management responsibilities, but also with risks they are managing to a level that is sufficient to allow them to manage them on a day to day basis. In addition to attending managing safely training, this may involve attending specialist training or/and asking for competent advice.
- 2.2. Leading by example; nurturing and maintaining a positive Health and Safety culture at all times by establishing health and safety and sensible risk management as operational principles for their Service.
- 2.3. Develop an open culture which breeds trust and promotes the participation and involvement of all staff with open lines of communication for staff to report on concerns and suggest improvements.
- 2.4. Ensure all staff take ownership of accident and incident reporting procedures; that accidents are investigated and that prompt corrective action is taken where necessary.
- 2.5. Ensure that suitable and sufficient risk assessments are undertaken in their area of responsibility. These should be recorded, shared with all relevant staff and reviewed regularly or when there is any change. It should be remembered that some staff will require specific risk assessments such as young people under 18, and pregnant women.
- 2.6. Ensure that staff training needs have been identified, and they receive specific training, instruction and information that is appropriate to their role, and that refresher training is provided at suitable intervals. Also to ensure that new staff receive appropriate training and instruction
- 2.7. Ensure that internal Council procedures are being implemented within their Service
- 2.8. Co-operate and co-ordinate with other Managers where the effective management of risks requires collaboration.
- 2.9. Ensure a robust system of identifying and assessment of risks associated with any significant change or project within the Service and draw upon competent advice where significant risks may arise.

- 2.10. Identify the partners and contractors that work for the Service and ensure they are competent, and that the Council's procedures for the control of contractors have been adhered to in the commissioning of any work.
- 2.11. Produce a work programme of any improvements that arise from risk assessments / inspections / investigation and report on any barriers or problems that cannot be resolved within the Service to Head of Department / Assistant Head of Department so that there is an avenue for them to be included on the Departmental Risk Register where appropriate.
- 2.12. Ensure health and safety matters are clearly communicated to staff, and that health and safety is regularly discussed in team meetings.
- 2.13. Report any health and safety matters that require urgent attention the Head of Department.
- 2.14. Ensure that consideration is given to health and safety in the procurement of any new equipment and that work equipment is maintain in a safe working condition from thereon.
- 2.15. Ensure that all staff members and trainees have been issued with personal protective equipment and that staff receive adequate information and instruction on its use.
- 2.16. Ensure that and medical checks and or health surveillance needs of staff have been identified for staff within the Service and that the information has been passed on the Health Safety and Wellbeing Service, and that staff are released from their duties to attend any tests that are required to safeguard their health or safety.
- 2.17. Ensure Council procedures are adhered to when commissioning and managing contractors undertaking work for their Service.
- 2.18. Ensure there are appropriate monitoring arrangements in place, with regular reviews and pathways for continuous improvement.
- 2.19. **Team leaders will be expected to undertake some Manager duties in order to assist them Managers in their role.**

(Note: Where risks need to be reported to Assistant Head / Head of Department, this will include board of Governors in schools.)

3. Site Managers responsibilities (to include Head Teachers)

Central to the Council's efforts to improve the condition and use of its buildings and land within site boundaries and ensure they operate safely and efficiently is the role of Site Mangers: individuals who keep and an eye on the Council's buildings and land in order that they are maintained in a safe, clean, tidy and attractive condition, as well as being suitable for the needs of staff and customers.

The responsibilities of Site Managers will be to:-

- 3.1. Lead by example; nurture and maintain a positive health and safety culture at all times.
- 3.2. Manage any devolved maintenance / servicing budget where applicable. This does not

include any budgets managed by Property Services.

- 3.3. Act as initial contact point, or ensure that another suitable person has been designated as the initial contact point, and take responsibility for day-to-day issues relating to the property.
- 3.4. Ensure that applications for maintenance work are submitted to the Property Helpdesk, where relevant.
- 3.5. If a Site Manager / Service wishes to arrange work on the building, it should be ensured that an application is submitted to the Property Service on a C1 form and ensured that approval for the work has been received by the Property Service before any work is arranged.
- 3.6. Ensure that any servicing work which is the responsibility of the organisation to be funded from their devolved budget takes place in a timely manner.
- 3.7. Liaise with the Project Manager on building projects to ensure the smooth running of the project with minimal impact on normal building users and to disseminate relevant information to building users.
- 3.8. Ensure that risk assessments are undertaken and revised and ensure compliance with the arrangements to manage the risks linked to the building, the site and its use. Specialist risk assessments and surveys on fire, asbestos and legionella will be co-ordinated by the property service and the findings shared with the Site Manager.
- 3.9. Ensure that the Property Services / Blue Box files are kept up-to-date.
- 3.10. Ensure that Management Plans e.g. fire management plan relating to property matters are implemented on site e.g. matters relating to the control of legionella, testing sprinklers and emptying any biomass systems.
- 3.11. Ensure that the corporate signing in and out procedures are implemented on site and that staff, contractors and visitors are made aware of information pertaining to risks onsite and that the asbestos register is made available to contractors at all times.
- 3.12. Arrange grounds maintenance.
- 3.13. Support the Council's efforts to reduce energy use and ensure arrangements are in place to record the use of energy on site and to send this information to the Property Service monthly.
- 3.14. Ensure there is an arrangement in place to deal with requests to use/hire parts of the building in line with the type of service provided from that building and to ensure that adequate handover procedures are in place to cover the safe use and evacuation of the building (*however, any application for broader use e.g. access rights, licensing, leases, and purchases should be brought to the attention of the Property Service*).
- 3.15. Ensure any contractors they use are competent to undertake the work safely, produce risk assessments on the work and comply with Gwynedd Council's Contractor management procedures.

- 3.16. Ensure that Gwynedd Council safety procedures are followed.
- 3.17. Ensure that site inspections take place regularly and are recorded on the relevant log sheet e.g. fire safety logbook.
- 3.18. Attend any training provided for site manager including refresher.
- 3.19. Promptly reply to requests for information by the Corporate Health and Safety Unit or Property Services.

4. Heads of Department responsibilities

Heads of Department are responsible for the safety of staff within their Department and for the safety of anyone else who may be effected by the Departments' activities. They are accountable to the Chief Executive and Cabinet member for ensuring that their Department complies with health and safety requirements.

It is the responsibility of each Head of Department to:

- 4.1. Ensure that this Policy, along with relevant health and safety procedures are integral to the Departments' work, culture, values and performance standards and that competent advice on significant health and safety implications has been acquired.
- 4.2. Ensure that a clear structure exists within their Department in order to be able to implement this Policy.
- 4.3. Provide clear leadership to Senior Managers and staff on health and safety and set and review targets for achieving improvements in health and safety.
- 4.4. Develop an open and sensible culture which nurtures trust and promotes the participation and involvement of all staff.
- 4.5. Ensure staff and their representatives are consulted on matters which could affect their health or safety and that appropriate arrangements are in place to share information about health and safety within the Department and beyond where necessary.
- 4.6. Hold a regular Departmental Health and Safety forum at least twice a year and include a Health and Safety Advisor and a staff representative.
- 4.7. Ensure that the training needs of staff and Managers have been identified and ensure there is a comprehensive and mandatory training programme in place (including induction and refresher training) so as to ensure that staff on all levels are competent and capable of undertaking their duties safely.
- 4.8. Ensure that responsibilities for health and safety are clear within their Department and are communicated to staff and included in job descriptions.
- 4.9. Ensure that all significant hazards arising from the work of their Department have been identified and that clear and documented procedures and risk assessments have been prepared

- 4.10. Ensure that a departmental risk register is kept continuously under review and that risks and barriers are reported at performance scrutiny meetings.
- 4.11. Ensure there adequate support staff, representatives and resources to effectively implement this policy.
- 4.12. Continually assess, develop, implement and improve safe working arrangements.
- 4.13. Ensure health and safety is considered and planned from the outset of any major development, project or significant changes being managed by their Department so that risks are eliminated or where that is not possible effectively controlled. Competent advice should be sought where there significant risks may arise. Also, where appropriate, bring health and safety issues to the Management Group for discussion and resolution.
- 4.14. Nominate a responsible and suitable person to act as Site Manager for all sites under the control of their Department, and ensure that an effective system is in place for notifying the Property Service of any changes.
- 4.15. Ensure that there are effective procedures in place within the Department to manage any contractors and / or partners undertaking work on behalf of the Department.

Heads of Department will be assisted in the discharge of their duties by Assistant Head of Departments. They will also hold Service Managers to account and help them escalate risks and barriers that cannot be resolved within the Service.

5. School Governors

Schools governors shall be responsible for:

- 5.1. Ensuring safe leadership and that health and safety forms an integrated part of school management.
- 5.2. Appointing one Governor to lead on health and safety matters at each school and ensure that person is adequately trained.
- 5.3. Ensuring compliance with corporate health and safety procedures, guidance and instruction.
- 5.4. Ensuring co-operation with the Council and an appropriate response to any health and safety guidance that is provided.
- 5.5. Ensuring the School adheres to Gwynedd Council's arrangements for recording, investigating and reporting on any accident, near miss, dangerous/violent incident, notifiable disease or significant incident.
- 5.6. Ensuring that the school has a risk register with control measures having been implemented to control significant dangers to health, safety and wellbeing as far as is reasonably practical.
- 5.7. Ensuring responsible guardianship of the school buildings, giving an appropriate response in an emergency and ensuring that any building work arranged by school adheres to strict Council procedures.

5.8. Promote sensible health and safety

6. Chief Executive

The Chief Executive ultimately has overall responsibility for health, safety and wellbeing within Gwynedd Council. Specific responsibilities include:

The responsibility of the Chief Executive will be to:-

- 6.1. Ensure that health safety and wellbeing is integral to the culture of Gwynedd Council, through the principles of Ffordd Gwynedd, governance arrangements, and performance measures.
- 6.2. Ensure that this policy has been effectively implemented by each Head of Department.
- 6.3. Ensure that the Council's health and safety performance is monitored and reviewed regularly through a programme of audits covering the arrangements in each Department and that he receives regular reports on that performance as well as incident led reports where relevant.
- 6.4. Ensure that adequate resources are made available by way of time, finance and equipment to protect the safety of staff and public so far as it is reasonably practicable to do so.
- 6.5. Ensure that an annual Health, Safety and Wellbeing report is produced and submitted to the Council Management Group and to the Cabinet.
- 6.6. Lead by example and promote sensible risk management.

The Chief Executive will be assisted by the Corporate Director who his / herself will also lead by example to maintain a sensible risk management culture, and ensure that full consideration is given to health and safety matters in the work areas they he/she leads on.

7. Responsibilities of Cabinet members

- 7.1. Promote and hold Heads of Service accountable for promoting a positive health, safety and welfare culture and a sensible approach to managing safety.
- 7.2. Provide suitable resources and strategic direction to enable the Council and its officers to discharge health and safety responsibilities.
- 7.3. Ensure that health and safety and the requirements of this Policy is always considered, and that competent advice has been acquired where relevant on any significant safety implications to decisions they make. They will ensure they lead safely and that they do not compromise on health safety or welfare when making decisions, or during contact with staff and members of the public.
- 7.4. The Cabinet member for Corporate Support will lead on health, safety and wellbeing matters and act as main contact point for members for ensuring that the decision making is in line with this Policy. He / she will be the Health and Safety Champion.

- 7.5. In addition, other designated members will have a key role in the management of the health, safety and welfare of the Council by their representation on the Corporate Health, Safety and Welfare Panel, or Scrutiny Committees.

8. Responsibility of all elected members

- 8.1. Each elected member is responsible for ensuring that they have sufficient understanding of the Council's responsibilities so that they have regard for health and safety in the decisions they make, and when scrutinising arrangements and proposals.

9. Health Safety and Wellbeing Service:

The Health Safety and Wellbeing Service will undertake the statutory function of providing competent advice on matters relating to health safety and wellbeing, and one Advisor / Officer will be allocated as a main point of contact with each Department. In addition, the Service will:

- 9.1. Promote, at all levels within the Council, a positive approach and culture based on sensible health and safety management.
- 9.2. Develop policies, procedures and guidance on common hazards that span Council Departments.
- 9.3. Advise Managers on the content of risk assessment for complex and significant risks where specialised input is required.
- 9.4. Advise on the development of health and safety action plans including the setting of realistic short term and long term objectives
- 9.5. Advise on general health and safety training requirements and deliver some elements of the training programme.
- 9.6. Investigate certain accidents and incidents that require reporting to the Health and Safety executive under the requirements of RIDDOR.
- 9.7. Periodically inspect or audit premises, processes, plant and activities, in order to determine whether the relevant health safety and welfare legislation is being complied with so far as is reasonable to do, and report findings to the Departmental Management Team as a minimum.
- 9.8. Act as main contact point between the Council as enforcement agencies such as the Health and Safety Executive and the Fire and Rescue Service.
- 9.9. Exercise the authority to stop work or activities in cases where there is an intolerable risk of serious injury. Any need to exercise this authority will be reported to the Chief Executive.
- 9.10. Advise on employee fitness for work and on reasonable adjustments and restrictions for existing and potential employments.

- 9.11. Provide medical advice to inform individual risk assessments on employees who have underlying medical conditions.
- 9.12. Provide medical advice on rehabilitation and return to work programmes.
- 9.13. Provide health surveillance and advice to individuals and their managers on any risks to their health and safety and the necessary measures to prevent the development of disease and ill-health.
- 9.14. Provision of a mental health support programme including confidential counselling.

10. **Corporate Property Service**

The Corporate Property Service has landlord responsibility for the safety of Gwynedd Council buildings, and also provide advice and guidance across all Departments in relation to the development of new buildings, and the refurbishment and maintenance of existing buildings. No work must happen in any Council building without the authorisation of the Corporate Property Service. The Service liaises with Departments to ensure that suitable contracts are in place for maintaining buildings, plant, equipment and services. In addition, the Service provides specific advice on fire, asbestos, radon and legionella related matters.

11. **Health, Safety and Wellbeing Support**

Every Head of Department will give consideration to nominating support officers to assist with the implementation and promotion of health safety and wellbeing within their Department. In general, support staff will:

- 11.1. Have received training to the 'Managing Safely' standard of the IOSH Institute.
- 11.2. Act as a contact point on health, safety and welfare matters within the service or specific sections of the service.
- 11.3. Assist the Corporate Health, Safety and Wellbeing Service to raise awareness of health, safety and welfare matters within the Service.
- 11.4. Undertake some health and safety work to assist Managers
- 11.5. Attend meetings where required.

Section 3

ARRANGEMENTS FOR POLICY IMPLEMENTATION

In order to ensure that health, safety and welfare is being managed effectively, it must be ensured that adequate arrangements are in place to enable staff to safely carry out their duties and responsibilities.

1. Documentation.

It is necessary for this Policy to be supported by additional documents which further address specific health and safety topics. In Gwynedd Council, these supporting documents either take the form of procedure documents or guidance documents.

Procedure documents: specify the way to carry out an activity or a process and they are mandatory.

Guidance documents: aim to provide information and direction on good working practices to enable managers and staff to effectively undertake their duties and comply with procedures.

Health and safety procedure and guidance documents may take any one of the following three forms:

- Corporate
- Departmental
- Local

Corporate Level

Corporate policies procedures and guidance are relevant to all staff regardless of Department, Service or location.

Departmental Level

Procedures and guidance documents are only applicable at Departmental level. It is not possible or desirable for the Corporate Health, Safety and Welfare Service to put in place procedures that will address every task or situation and satisfy the needs of every Department and Service. Individual Departments should therefore develop a Health and Safety Framework that fulfils their individual needs to complement the corporate procedures.

Local Level

Local procedures and guidance are specific to a service unit, or location.

Communication and Consultation

The Council acknowledges its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996, and the Safety Representatives and Safety Committee Regulations 1977. The Council will consult formally with appointed Representatives on health and safety matters affecting the employees on a corporate level through the Corporate Health, Safety and Welfare Panel. Departmental consultation shall be conducted through the Departmental Health and Safety forums and by ensuring that health and safety is a standard health and safety agenda item on all team meetings.

In addition to consultation, information on health and safety matters will be shared with staff through the following:

Information boards in all workplace where information can be displayed via Site and Service Managers.

Gwynedd Council intranet
Gwynedd Council newsletter
Signage
Minutes of Departmental Health and Safety Forums

Monitoring Health and Safety

The effectiveness of the Corporate Health and Safety Policy and the standards of Health and Safety achieved in Gwynedd Council will be actively monitored.

Proactive Monitoring

- Each Department will hold a Departmental Health, Safety and Welfare Forum to be held at least twice annually. The Head of Department shall decide upon the most appropriate membership for their Department but forums must include a Manager or Senior Manager from each Service within the Department, a Health and Safety Advisor, together with staff representatives and union representatives.
- The Corporate Health and Safety and Welfare Panel will meet at least twice annually. Membership will consist of appointed elected members including the Cabinet Portfolio Holder for Corporate Support, union representatives, the Chief Executive, Head of Corporate Support Services, Assistant Head of Corporate Support Services, and the Health and Safety and Wellbeing Manager.
- The Corporate Health Safety and Welfare Forum will meet every quarter. This group is chaired by the Head / Assistant Head of Corporate Support with its primary function being to monitor corporate health and safety risk and promoting workforce health and wellbeing. Individual Departments are also likely to be asked to report periodically on their action plans as part of the corporate monitoring. Every Head of Department is required to nominate an individual to attend on their behalf who is at least at Manager level. Urgent matters raised by Forum members are brought to the attention of the Chief Executive / relevant Cabinet member whilst other matters are reported to the Health Safety and Welfare Panel.
- Departmental health and safety action plans will be monitored through the Council's performance management system which is monitored through the Council's Scrutiny Committee.
- The Local Joint Consultative Committee, the Council's Management Group and the Cabinet shall receive the annual report on the Council's health and safety performance.

Reactive Monitoring

- All reported accidents, injuries, incidents, near misses and complaints will be reviewed by the corporate Health Safety and Welfare Unit where officers will decide on the level of follow up required. All reported accidents, injuries,

incidents and complaints will be entered onto the health and safety database.

- Formal accident / incident investigations will be carried out and recorded. The level of the investigation will be dependent on the nature of the incident, and high level investigations will be led by the Health Safety and Wellbeing Service.
- Relevant incidents will be reported to the HSE as defined by the Reporting of Injuries Diseases and dangerous Occurrences Regulations 1995. The Advisory Service: Personnel, Health, Safety and Welfare will be responsible for the reporting.
- Statistical information on incidents is collated and analysed and used to provide trends and other information so that intervention can be targeted where there are recurring problems.

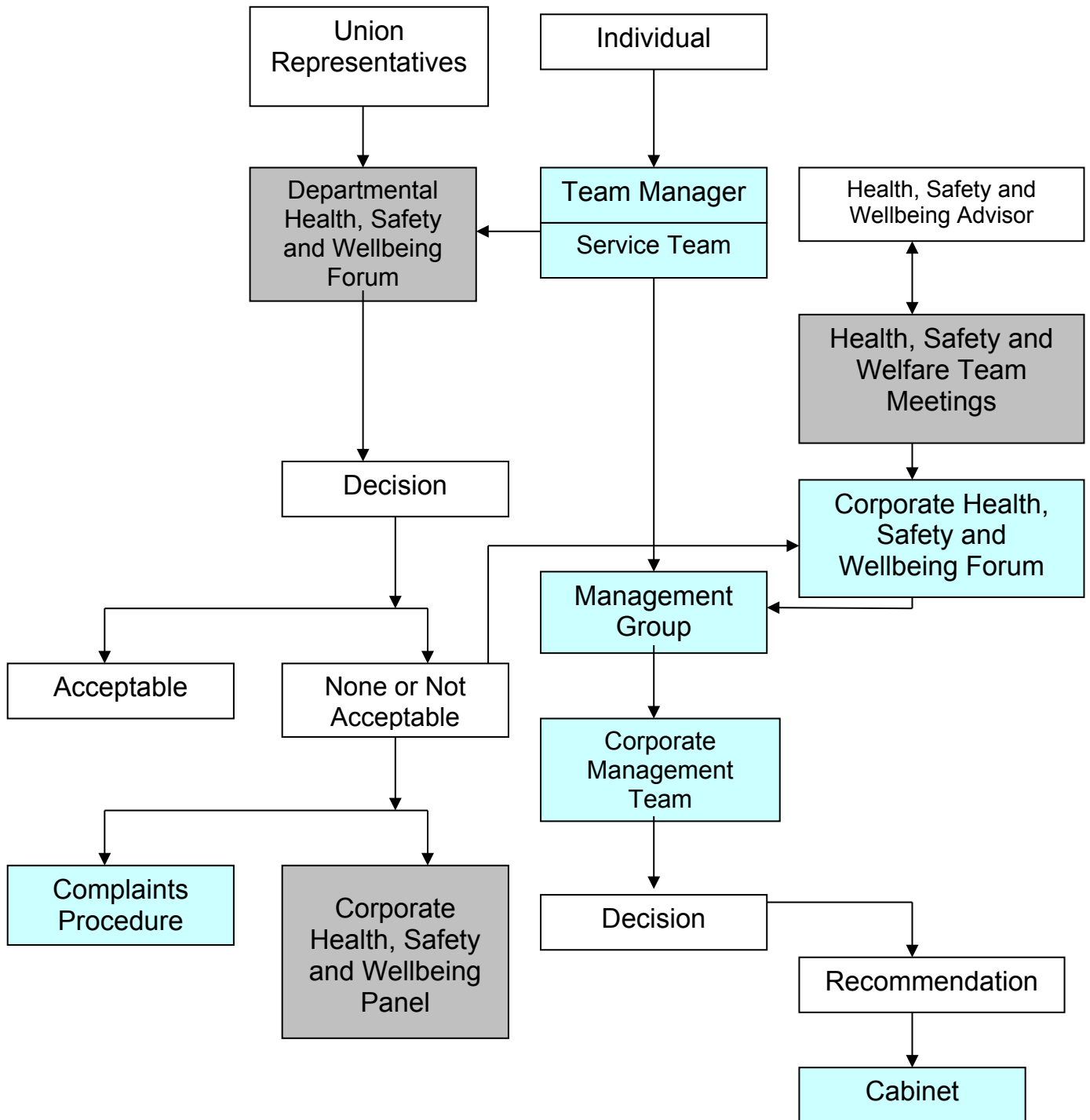
Appraisal

The appraisal framework is used to set and measure performance of all individuals and it includes health and safety. Appraisal is also used to identify health and safety learning and development needs of individuals and monitor competency development.

REVIEWING THE POLICY

The Health Safety and Wellbeing Service will review this policy at the beginning of each calendar year or upon any significant change

Appendix A



Appendix B

Typical Membership and Activities for Departmental Health and Safety Forums

The membership will include:

1. Head of Department.
2. Service Managers.
3. Health, Safety and Welfare Advisor.
4. Trade Union Safety Representatives.
5. Employees' Workplace Representative.
6. Health, Safety and Wellbeing Assistants or Co-ordinators, (if designated).
7. The Corporate Health, Safety and Wellbeing Manager or his/her representative, (as necessary).

The activities to be carried out by the Forums will include:

1. Reporting on accident and incident statistics to identify trends and measures to reduce their occurrence and improve work practices and procedures;
2. Dealing with matters and concerns raised by members of the forum;
3. Discussing and seeking resolution of health, safety and welfare matters raised at Service Manager meetings, which have implications for the wider Department;
4. Monitoring the implementation of recommendations from reports into serious accidents;
5. Assisting with the development of safety rules and safe working practices;
6. Checking safety inspection reports;
7. Monitoring the content and effectiveness of health, safety and welfare training;
8. Monitoring the adequacy of communication and publicity in respect of health, safety and welfare in the workplace; and
9. Receiving/discussing reports from the Health and Safety Executive or any other enforcement body.

In some cases, it may be appropriate for nominated members of a Health, Safety and Welfare Forum to take part in health, safety and welfare inspections.

Appendix C

GWYNEDD COUNCIL CORPORATE HEALTH, SAFETY AND WELFARE PANEL

CONSTITUTION

1. Context

This Panel forms part of Gwynedd Council's corporate arrangements for health and safety and welfare management. The Panel will operate in the context of the Council's published Health, Safety and Wellbeing Policy.

2. Title

The Panel is called the Gwynedd Council Corporate Health, Safety and Wellbeing Panel.

3. Terms of Reference

3.1 The Panel will consider all matters relating to the legal obligations of the Council and its employees under the provision of the Health and Safety at Work Act 1974 and other related legislation and may make recommendations thereon, and on such matters as may be deemed appropriate to the execution of the Council's approved policy for Health and Safety.

The Panel will also take a lead role in advancing and integrating health promotion initiatives into the Council's employment practices.

3.2 In particular the Panel will consider the following:

3.2.1. The maintenance and development of safe working systems and practices, together with the promotion of safety awareness of all levels of the Council.

3.2.2. The active promotion of the development of Departmental Health, Safety and Welfare Forums to address operational matters pertinent to the respective Departments.

3.2.3. The training of and the distribution of information to employees and elected members on health, safety and health promotion at work.

3.2.4. The development of health promotion initiatives for the Council's workforce and elected members.

3.2.5. Changes to Health and Safety legislation and regulations, which may impact on the Council's business and employment practises.

3.2.6: The updating or introduction of corporate procedures relating to health, safety and health promotion.

3.2.7: Matters relating to the Council's Occupational Health Service specifically in respect usage, trends and expenditure.

- 3.2.8: Quarterly reports and analysis of accidents and incidents including exception reports on serious accidents or incidents. The Panel may recommend that corrective and/or further investigative action be taken to address specific concerns related to the above.
- 3.2.9: Reports which demonstrate good practice, and the arrangements for the dissemination of the information throughout the Council.
- 3.2.10: Reports and other relevant information provided by any member of the Panel which may have potential corporate implications or are matters which cannot be resolved at Departmental level after the exhaustion of Departmental line management arrangements.
- 3.2.11: Any other corporate matter within the scope of its terms of reference referred to it by the Cabinet or any Committee of the Council or the trade unions.

4. Members of the Panel

4.1 Voting Members

The following will comprise the voting members of the Panel:

- Employer Representative:
- 4 elected members of the Council (to include the Health and Safety Champion)
 - Chief Executive
 - Head of Corporate Support Department

- Employee Representatives:
- 2 representatives from each of the recognised unions – GMB, UNISON, Unite

(Representatives from other unions will be invited, in a non-voting capacity, when the matter under discussion is directly relevant to their members.)

- 4.2 The Assistant Head of Corporate Services and Health Safety and Wellbeing Manager / Advisors will be non-voting members of the Panel.

4.3 Chairperson and Vice-Chairperson

- 4.3.1: A Chairperson and Vice-Chairperson shall be appointed at the first meeting of the Panel every year following the Annual General Meeting of the Council.
- 4.3.2: Both the office of the Chairperson and the office of Vice-Chairperson shall be held alternatively by an elected member representative and employee representative. Where the office of Chair is held by an elected member the Vice-Chair shall be held by an employee representative and vice versa.
- 4.3.3: In the event of the absence of both Chairperson and Vice-Chairperson the Panel shall appoint another member of the Panel to preside at the meeting.

4.4 Attendance by Others

From time to time, dependent on the issues being discussed, it will be necessary to seek specialist advice from persons who are not members of the Panel. The requirement for any additional attendee must be notified to the Chairperson in advance of the meeting. Attendance will be in an advisory capacity.

4.5 Quorum

The quorum for a meeting of the Panel is two employer representatives and two employee representatives.

4.6 Replacement Representatives

Substitute representatives will be allowed. If members of the Panel are unable to attend they must notify the Chairperson with details of their replacement who must be in a position to make decisions where necessary and in the case of the trade union be from the trade union.

5. Frequency of Meetings

- 5.1. The Panel will meet at least twice yearly. The dates for the meetings for the year ahead shall be set at the first meeting of the Panel after the Annual General Meeting of the Council.
- 5.2. The Chairperson or Vice-Chairperson may request the Head of the Corporate Support Department to convene a meeting at any time to discuss any matter which is so urgent that it cannot wait until the next scheduled meeting, or if detailed consideration of a specific issue is required.

6. Agenda Management and Minutes

- 6.1 The agenda for the meeting shall be circulated five working days prior to the meeting.
- 6.2 Any member of the Panel shall be entitled to give notice to the Head of the Corporate Support Department that he/she wishes an item relevant to the functions of the Panel to be included on the agenda and discussed at a meeting of the Panel.
- 6.3 In circumstances where there is uncertainty about whether the proposed item is part of the Panel's remit the Head of the Corporate Support Department shall consult with the Chairperson.
- 6.4 All items to be discussed at any meeting of the Panel shall be stated in the agendas and supported where possible by reports provided that any other urgent business may be considered if accepted as such by the Chairperson before the start of the meeting.
- 6.5 The Head of the Corporate Support Department shall be responsible for keeping minutes of the proceedings of all meetings of the Panel. The minutes shall clearly identify which officer(s), elected member(s), trade union

representative(s) or body is tasked with taking action recommended by the Panel.

- 6.6 All recommendations of the Panel shall be decided by a majority of members present. Where there is an equality of votes the Chairperson shall be allowed a second or casting vote.

7. Authority / Reporting Arrangements

- 7.1 The Panel is constituted as a consultative panel and shall have no executive decision making powers.
- 7.2 Matters discussed by the Panel which require a decision before implementation may be referred to the relevant Head of Department, the Chief Executive or the Cabinet, as appropriate.
- 7.3 Matters discussed by the Panel and will fall within the remit of the Local Joint Consultative Committee shall be referred to the Local Joint Consultative Committee.

8. Term of Office

- 8.1 The employer representatives are members of the Panel on the basis of the political offices and managerial positions they hold rather than personally.
- 8.2 Trade union representatives will be members of the Panel for so long as they continue to be nominated by their representative unions in accordance with those organisations' individual rules and regulations.

9. Review of Constitution

The Constitution will be formally reviewed four years after its introduction, or earlier if monitoring and experience indicates that amendments are required, and/or there are changes in the political and/or management arrangements which impact upon its contents.