



TERMS OF REFERENCE

CORPORATE HEALTH AND SAFETY GROUP

1. TITLE

- 1.1 The title of the group shall be the Corporate Health and Safety Group.

2. OBJECTIVES

- 2.1 To ensure that Caerphilly County Borough Council meets its legal obligations under health and safety law, continuously improves health and safety performance and becomes an exemplar of health and safety management.
- 2.2 To further develop and implement the Authority's 'Revitalising Health and Safety Strategy' as endorsed by Cabinet and CMT.
- 2.3 To develop and review Health and Safety Policies and guidance in order to meet the requirements of current legislation, relevant standards and best practice.
- 2.4 To act as a forum for consultation with Managers and Health and Safety Officers on health and safety matters.
- 2.5 To ensure consistency in health and safety practice and uniformity of approach across the Authority.
- 2.6 To co-ordinate, monitor and review Directorate progress in achieving standards of health and safety at work as specified in the Corporate Health and Safety Policy.
- 2.7 To co-ordinate, monitor and review CHSU progress in meeting the Caerphilly County Borough Council Revitalising Health and Safety Strategy.
- 2.8 To communicate information to Directorates through relevant Directorate Health and Safety Officers and Management representatives in conjunction with relevant forums.
- 2.9 To identify and monitor key performance indicators in order to assess health and safety performance and benchmark with other organisations.
- 2.10 To monitor systems for health and safety audit, both internally and externally.
- 2.11 To identify and promote best practice in health and safety.
- 2.12 To ensure the Corporate Management Team are briefed on any health and safety issues which might compromise the health and safety of employees/visitors/contractors and put the Authority at risk of criminal and/or civil liability.

3. REPORTING LINE

3.1 The Committee shall report directly to the Corporate Management Team.

4. MEMBERSHIP

4.1 The Corporate Health and Safety Group shall be comprised of: -

- (a) Health and Safety Officers (Directorate and CHSU).
- (b) Representatives of Management.
- (c) Occupational Health Representative.
- (d) Risk Management/Insurance Representative.
- (e) Emergency Planning Representative.
- (f) Property Services Representative.

4.2 The Directorate Health and Safety Officers shall be represented by the Senior Health and Safety Officer from each Directorate.

4.3 The Corporate Health and Safety Unit shall be represented by the Health and Safety Manager and the Senior Health and Safety Officer.

4.4 The Management representatives will consist of Senior Managers nominated from each Directorate.

4.5 The Corporate Health and Safety Group will be chaired by the Chief Trading Standards Officer or, in his absence his nominated deputy.

4.6 Members shall retire from the Corporate Health and Safety Group on terminating their employment with the Council or on becoming ineligible as a consequence of any Directorate restructuring.

4.7 The Corporate Health and Safety Group may invite any other person who is not a member of the group to attend a meeting if they deem it necessary.

4.8 If a member of the Corporate Health and Safety Group is unable to attend any meeting, the member concerned may nominate a named substitute.

4.9 The recommendations of the Corporate Health and Safety Group will be arrived at by consensus. In the event of disagreement, a report to clarify a situation will be required.

5. MEETINGS

5.1 Meetings of the Corporate Health and Safety Group shall be held monthly with a minimum of 10 meetings per annum.

6. AGENDA

6.1 The agenda for any meeting shall be circulated by the Corporate Health and Safety Unit to each member of the Corporate Health and Safety Group at least 72 hours prior to the meeting except in the case of special meetings.

6.2 Any member of the Corporate Health and Safety Group may place items or reports on the agenda by giving written notice to the Health and Safety Manager.

7. RECORD OF ATTENDANCE

7.1 The names of members attending a meeting shall be recorded on the note of the meeting and every member shall sign an attendance sheet for that purpose.

8. NOTE OF MEETING

A note of the meeting shall be prepared by the Health and Safety Manager as soon as possible after each meeting. The note shall be agreed with the Chairperson, and copies sent to all members of the Corporate Health and Safety Group, CMT and each Directorate Senior Management Team.