



ACTIVE HUMBER

HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Purpose / Aim

The function of the group and representatives of employee safety at Active Humber are to:

- Make representations to the Company on potential hazards and dangerous occurrences at the workplace which affect, or could affect the represented employees
- Make representations to the Company on general matters of health and safety
- Attend meetings of the Health and Safety group related to matters affecting employees they represent
- Review the Company's health and safety systems, monitoring practices and accident figures and trends, and ensure a uniform approach to health and safety.
- Consider reports, correspondence or relevant issues from representatives, members of staff, outside agencies and enforcing authorities.
- Receive relevant feedback from other sources (i.e. Managers and other internal meetings) to ensure effective information sharing.

The H&S group operates in a positive way - reinforcing safety culture and employee participation in the management of health and safety within the Company.

Membership

David Gent - CEO & Chair

Kerry Conner – Finance & Office Manager

Jo McDonald – Development Manager

Jake Bingham – Trainee Marketing Officer

Organisation

- The group should review systems and processes and not become a forum to report operational issues that should be dealt with locally.
- The group meets 4 times a year.
- Meeting dates are organised 3 months in advance.
- Agenda items – all Reps are expected to contribute to the forming the agenda and to suggest agenda items for special consideration where relevant.
- If a rep is unable to attend a meeting, that Rep should nominate a named substitute.
- Minutes should be circulated to the group and made available for all staff to view as soon as possible after the meeting

Suggested Standard Agenda

- Apologies
- Minutes of previous meeting
- Actions and Matters arising
- Minutes from other meetings
- KPI's progress
 - reactive e.g. incident reports/statistics, RIDDOR, absence levels
 - proactive e.g. H&S training, risk assessments, safe systems of work, inspection reports etc.
- H&S Action Plan – update
- Representative's report/s
- Any other business
- Date of next meeting