

# HEALTH & SAFETY POLICY

## PART 4

### Clanfield Church of England Primary School

<b>Reviewed by:</b>	School Business Manager	<b>Date:</b> 08.11.2021
<b>Authorised by:</b>	Governors – Resources Committee	<b>Date:</b> 12.11.2021
<b>Date of next review</b> (or earlier should legislation require it)		<b>Date:</b> November 2022
<b>Type of Policy</b>	Statutory	

**This policy has been adopted from the  
NAHT model policy is compliant with Oxfordshire  
County Council’s model policy**

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## HEALTH + SAFETY POLICY STATEMENT

**CLANFIELD CE PRIMARY SCHOOL** recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

In line with **Oxfordshire County Council** procedure **CLANFIELD CE PRIMARY SCHOOL** will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that ultimate responsibility rests with the **HEADTEACHER** all Governors, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

**CLANFIELD CE PRIMARY SCHOOL** recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

**The Governing Body** requires each member of staff, student and visitor to **CLANFIELD CE PRIMARY SCHOOL** to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with **CLANFIELD CE PRIMARY SCHOOL** and its management.

Without affecting the generality of the above statement, **CLANFIELD CE PRIMARY SCHOOL** will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of **CLANFIELD CE PRIMARY SCHOOL**.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Governors i/c H&S

Date of annual review: November 2021

## ORGANISATION

The following section details how **CLANFIELD CE PRIMARY SCHOOL** is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, pupils and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### The Governing Body

The Governing Body has a responsibility as an employer to ensure that:

- **Oxfordshire County Council (OCC)** produces a Safety Policy that is appropriate to the activities of **CLANFIELD CE PRIMARY SCHOOL**, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- **CLANFIELD CE PRIMARY SCHOOL** devises appropriate arrangements for addressing health and safety;
- **CLANFIELD CE PRIMARY SCHOOL** promotes the correct attitude towards health and safety in both staff and students;
- **CLANFIELD CE PRIMARY SCHOOL**'s Management plan, and implement the Safety Policy;
- **CLANFIELD CE PRIMARY SCHOOL** establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving **CLANFIELD CE PRIMARY SCHOOL'S** health and safety performance are set annually;
- The Governing Body will monitor and evaluate **CLANFIELD CE PRIMARY SCHOOL**'s health and safety performance direct and through reports received from the Headteacher, the Health and Safety Manager (Competent Person) and External Advisers who will advise and make recommendations;

- The Governing Body will monitor and evaluate the allocation of funds allocated to **CLANFIELD CE PRIMARY SCHOOL** based on suitable and sufficient risk assessments.
- The Governing Body will prioritise Health and Safety matters within the School Improvement Plan.
- The Governing Body will ensure that **CLANFIELD CE PRIMARY SCHOOL** purchase and maintain equipment to British and European Standards
- The Governing Body will ensure that **CLANFIELD CE PRIMARY SCHOOL** has Health and Safety as a standing item on the agenda of all meetings.
- The Governing Body will ensure that **CLANFIELD CE PRIMARY SCHOOL** carry out regular inspections as outlined in the Governors' Handbook.
- The Governing Body will ensure that **CLANFIELD CE PRIMARY SCHOOL** cooperate with the employer, **Oxfordshire County Council (OCC)** on matters of health and safety.
- The Governing Body will ensure that **CLANFIELD CE PRIMARY SCHOOL** nominate a Governor with responsibility for health and safety.

## Safety Governor

The Safety Governor (Andy Uglow) will monitor health and safety within **CLANFIELD CE PRIMARY SCHOOL** and advise the Governing Body on such matters relating to Health and Safety as the Body may remit to them. In particular they are to:

- Oversee the annual review **CLANFIELD CE PRIMARY SCHOOL**'s Health and Safety Policy and associated documentation;
- Carry out the annual inspection of premises with the Headteacher and SBM;
- Attend the Local Authority annual inspection including feedback;
- Receive and review any audit or inspection commissioned by the **CLANFIELD CE PRIMARY SCHOOL** or by any other agency such as the HSE.

## Headteacher

The Headteacher has overall strategic responsibility to the Governing Body for ensuring the planning and implementation of **CLANFIELD CE PRIMARY SCHOOL**'s Safety Policy and associated management system.

S/he will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Governing Body.

In particular S/he is to:

- In conjunction with the SBM and advisers, devise the Health and Safety Policy and produce **CLANFIELD CE PRIMARY SCHOOL**'s general statement of intent;
- The Headteacher will meet monthly with the SBM to review Health and Safety;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the **CLANFIELD CE PRIMARY SCHOOL**'s activities;
- Allocate sufficient resources to meet Health and Safety priorities;
- Ensuring attendance on appropriate Health and Safety training courses;
- Line manage the Leadership Team;
- Ensuring that all relevant Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with management, the Competent Person organisational management arrangements, risk control measures, workplace standards, together with associated performance standards,



and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

- Liaise with the employer (OCC) over Health and Safety issues;
- Routinely and regularly undertake safety tours of the premises and activities;
- Regularly check the Health and Safety website for updates/ amendments;
- Ensuring good communications by including Health and Safety issues in Staff briefing, bulletins and meetings;
- Organising and implementing termly inspections in consultations with Trade Union Safety Representatives and Governors;
- Ensure all off site visits are approved and appropriately staffed in accordance with OCC procedures (Out and About with Oxfordshire);
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Ensuring that Health and Safety is a criteria for performance management/ appraisal scheme;
- Review coordinators and class teachers risk assessments annually;
- Formulate and implement a policy for the management of critical incidents (please visit the H&S A-Z for Emergency Plans – Critical Incident Management).

### Assistant Headteacher

The Assistant Headteacher is responsible for the implementation of the policy and all associated arrangements in the absence of the Headteacher, and has routine responsibility for ensuring that **CLANFIELD CE PRIMARY SCHOOL's** Safety Policy and associated arrangements are implemented under their respective areas of control.

S/he will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- Suitable and sufficient training programmes are introduced and maintained for both staff and pupils to ensure appropriate levels of competency are achieved and maintained;
- Including Health and Safety in all new employees' induction;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all Teachers are capable and competent in their given roles and provided with suitable and sufficient information and instruction and understand and accept their responsibilities for Health and Safety;
- Ensure that QCA/HSE Health and Safety curriculum requirements are being delivered in lessons.

At present, these duties are currently being undertaken by the School Business Manager

## Teachers

The Teachers are responsible to the Headteacher for the implementation of **CLANFIELD CE PRIMARY SCHOOL's** Health and Safety Policy in their areas of control.

The Teachers will ensure that within their area of responsibility:

- All support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- All support staff understand and accept their responsibilities for Health and Safety;
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with **CLANFIELD CE PRIMARY SCHOOL's** procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work;
- No new activity (curriculum or non curriculum), will be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside **CLANFIELD CE PRIMARY SCHOOL's** premises is properly assessed for Health and Safety;
- **CLANFIELD CE PRIMARY SCHOOL's** accident and incident reporting procedures are followed.

## Business Manager

Business Manager is responsible to the Headteacher for the implementation of **CLANFIELD CE PRIMARY SCHOOL's** Health and Safety Policy in his/her areas of control.

The Business Manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that suitable and sufficient arrangements are made for the health and wellbeing of staff and pupils, including the provision of first aid;
- Health and Safety is included in all new contracts of employment;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with **CLANFIELD CE PRIMARY SCHOOL's** procedures (model RA can be found on the A-Z Risk Assessment RA1);
- Support employees with personal safety issues including stress (see A-Z for Stress at Work Policy);
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside **CLANFIELD CE PRIMARY SCHOOL's** premises is properly assessed for Health and Safety;

- Ensure the school follows OCC procedures:
  - When selecting a contractor
  - When completing a self-financed improvement project
  - When liaising with contractors over health and safety matters
  - Monitor health and safety issues on-site regarding either County or school appointed contractors.
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities with the Headteacher;
- All staff and pupils are familiar with, and practice **CLANFIELD CE PRIMARY SCHOOL's** emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with **CLANFIELD CE PRIMARY SCHOOL's** procedures.

**In their capacity of Facilities Manager/Site Supervisor the SBM will include:**

The Facilities Manager/Site Supervisor will be responsible, for ensuring that **CLANFIELD CE PRIMARY SCHOOL's** Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with **CLANFIELD CE PRIMARY SCHOOL's** procedures;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with **CLANFIELD CE PRIMARY SCHOOL's** procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of **CLANFIELD CE PRIMARY SCHOOL's** Buildings and Cleaning Staff;

- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across **CLANFIELD CE PRIMARY SCHOOL's** provision.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across **CLANFIELD CE PRIMARY SCHOOL's**.

*NB Other specialised management positions should be incorporated here as appropriate such as Human Resource Manager, Catering Manager, Training (INSET) Manager etc each should be given similar responsibilities as Support Managers and any relevant specific ones, for example HR will probably be responsible for issues such as absence management, occupational health, selection and recruitment, the catering manager for food hygiene and the INSET manager for identifying competency frameworks and establishing training programmes.*

### **Admin Assistant In the capacity of Health & Safety**

The Admin Assistant is responsible to the SBM and Headteacher for the following Health & Safety matters:

- Coordinating **CLANFIELD CE PRIMARY SCHOOL's** fire and emergency response procedures;
- In liaison with the SBM, conducting generic risk assessments for all areas of **CLANFIELD CE PRIMARY SCHOOL** not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of **CLANFIELD CE PRIMARY SCHOOL** – the SBM will reporting findings to the Governing Body and the Headteacher;

- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- In liaison with the CBM, assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;



## Staff

All staff are required to ensure they: -

- Are familiar with **CLANFIELD CE PRIMARY SCHOOL's** Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement
- Ensure that all visitors are registered, wear a badge and are briefed on the emergency procedures;
- Ensure that any hazards/defects are reported on the maintenance forms and returned to the School Office for action;
- Accidental and Physical and Verbal Abuse reports are completed on the online reporting system (links to the reporting system are on the H&S pages on the School Intranet);
- All appropriate risk assessments are completed in a timely manner.



## Pupils

Pupils are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with **CLANFIELD CE PRIMARY SCHOOL**'s staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Follow safety rules and comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by **CLANFIELD CE PRIMARY SCHOOL** in the interests of Health and Safety;
- Observe standards of dress consistent with good health, safety and hygiene practices;

## Visitors

Visitors are required to:

- Sign in at the School Office on arrival and wear a badge at all times;
- Reade the resume of the health and safety procedures on arrival;
- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with **CLANFIELD CE PRIMARY SCHOOL**'s staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued **CLANFIELD CE PRIMARY SCHOOL**;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by **CLANFIELD CE PRIMARY SCHOOL** in the interests of Health and Safety.

## COVID-19 VISITOR POLICY

Clanfield Church of England Primary School is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19. Following the advice from Public Health England and Oxfordshire County Council, we are now limiting access to the school site to essential visitors only:

- school staff
- pupils (arranged with school prior to their arrival)
- parent/carers accompanying their child(ren) – limited to one person
- approved contractors (out of school hours)

We ask that parents/carers who are dropping or picking up their child(ren), support our efforts to minimise the risk of contact between our families and staff:

- strict staggered start/ finish times
- 2m social distancing markers
- flow of pedestrian traffic markers
- to walk to school
- not enter the school building or congregate in groups
- comply with the one parent/carer rule per child(ren)

All visitors entering the building must:

- have an agreed appointment with the school office
- use the sanitiser on entry to the reception area
- wear a face mask – if the visitor is exempt from wearing a mask on medical grounds, they must cover their mouths and nose with a tissue or sleeve (not their hands) when coughing/sneezing
- put used tissues in the bin straight away and wash their hands afterwards
- not enter restricted areas of school and follow instructions from the main office
- always maintain a 2-metre distance from others
- refrain from handshakes and hugs

We ask our school community to not enter the school site if they:

- are currently presenting flu-like symptoms, a fever (above 37.8C) or a new, continuous cough within the last seven days
- have knowingly been in close contact with anyone with a confirmed case of Coronavirus (close contact means living in the same house, contact with their bodily fluids, e.g. being coughed or sneezed on, or being within 2m of the person for more than a few minutes)
- have knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health England advisory information without having undergone the advised action relating to 14 days self-isolation and, if recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returning-travellers>.

Visitors may only enter the school building by appointment only, by contacting the school office on 01367 810257 or by email [office.3100@clanfield.oxon.sch.uk](mailto:office.3100@clanfield.oxon.sch.uk)

## ARRANGEMENTS

Planning is an essential part of the implementation of **CLANFIELD CE PRIMARY SCHOOL**'s Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others who may be affected by the operation of **CLANFIELD CE PRIMARY SCHOOL**.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of **CLANFIELD CE PRIMARY SCHOOL**.

To ensure that the generic organisational hazards affecting **CLANFIELD CE PRIMARY SCHOOL** are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

The areas covered by these arrangements to date are:

*NB Examples of arrangements that may be required*

<i>Risk Assessments</i>	<i>Work Equipment</i>
<i>Fire Precautions</i>	<i>Display Screen Equipment</i>
<i>First Aid</i>	<i>Legionellosis</i>
<i>Manual Handling</i>	<i>Lone Working</i>
<i>Stress</i>	<i>Workplaces</i>
<i>Travelling in Safety</i>	<i>Smoking at Work</i>
<i>Personal Protective Equipment</i>	<i>Electrical Safety</i>
<i>Emergency Procedures</i>	<i>Violence and Aggression</i>
<i>Accident Procedures</i>	<i>Building Maintenance</i>
<i>Home Working</i>	<i>Asbestos</i>
<i>Contractors</i>	<i>COSHH</i>
<i>Occupational Health Monitoring</i>	<i>Curriculum Safety</i>
<i>Noise and Vibration</i>	<i>Disabled Access/Special Needs</i>
<i>Working at Height</i>	<i>Radiation</i>
	<i>Permit To Work</i>

*Vehicles on Site*  
*Young Persons*  
*Educational Visits*  
*Security*  
*Waste Management*

*Staff Training*  
*New and Expectant Mothers*  
*Offsite Working*  
*Work With Other Organisations*  
*Safeguarding*

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross school policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Head teacher will present an annual Health, Safety and Environment report to the Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually **CLANFIELD CE PRIMARY SCHOOL**'s premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually **CLANFIELD CE PRIMARY SCHOOL**'s premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Facilitator will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of **CLANFIELD CE PRIMARY SCHOOL**.

## Consultation Machinery

Committees meet regularly within **CLANFIELD CE PRIMARY SCHOOL** to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Health and Safety Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.