

# Health & Safety Committee (HSC)

## TERMS OF REFERENCE

<b>Purpose</b>	The Health and Safety Committee ('the Committee') provides a forum for promoting cooperation between management and employees in developing, implementing, monitoring and reviewing policy, procedures and other measures regarding health and safety.
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<b>Terms of Reference</b>	<p>The Committee will:</p> <ul style="list-style-type: none"><li>• Provide a mechanism for engagement and consultation between management and employees’ representatives on health and safety matters only.</li><li>• The Committee will be consulted on the development of and monitor progress against the Health and Safety Strategy.</li><li>• The Committee will receive reports and relevant trend analysis to consider actions necessary to improve the health and safety of all our employees and any others who may be affected by our activities. These can include, but are not limited to:<ul style="list-style-type: none"><li>○ Safety events</li><li>○ Work related sickness absence</li><li>○ Working Time Regulations</li><li>○ Proactive monitoring –hazard reports</li><li>○ Relevant papers for discussion</li><li>○ Significant projects</li><li>○ Relevant reports from recognised health and safety representatives.</li></ul></li><li>• The Committee will receive reports of internal and external H&amp;S audits conducted in the Service and monitor the completion of any actions arising from these reports.</li></ul> <p>The Committee may call on expert assistance to address issues raised by committee members as necessary to support the health and safety of all our employees and any others who may be affected by our activities.</p> <ul style="list-style-type: none"><li>• The Committee will consider the impacts of any changes in legislation, industry guidance or other significant events.</li><li>• The Committee will support and champion effective communication relating to health and safety initiatives.</li></ul>
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<b>Frequency</b>	Quarterly
<b>Chair</b>	Director of Legal and Governance
<b>Vice Chair</b>	Health and Safety Manager
<b>Membership</b>	<ul style="list-style-type: none"><li>• Lead Member for Health and Safety and Corporate Risk</li><li>• Health and Safety Advisor</li><li>• Human Resources representative</li><li>• Fire Brigades Union Representative</li><li>• Unison Representative</li><li>• Fire Officers Association Representative</li><li>• Staff Representative</li><li>• Head of Response &amp; Resilience or Group Commander North and/or South</li><li>• Group Commander Technical</li><li>• Group Commander Resourcing and Projects</li><li>• Head of Operational Training &amp; Assurance</li><li>• Principal Accountant</li><li>• Fleet Manager</li><li>• Property Manager</li></ul>
<b>Facilitation / Secretariat</b>	Democratic Services Officer
<b>Mandates</b>	<p>A minimum of 5 members plus a nominated Chair, will be present for the HSC meeting to be deemed quorate.</p> <p>This is not a decision-making committee.</p>
	<p>Normally, there will not be Any Other Business (AOB) or changes to the agenda within 7 days of the meeting, unless deemed essential and agreed in advance by the Chair.</p> <p>Items are to be sent to <a href="mailto:hands@bucksfire.gov.uk">hands@bucksfire.gov.uk</a> for adding to the agenda at least 7 days prior to the meeting.</p>

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	<p>Reports from recognised health and safety representatives are to be sent to <a href="mailto:hands@bucksfire.gov.uk">hands@bucksfire.gov.uk</a> for adding to the agenda at least 21 days prior to the meeting</p> <p>The expectation is that items are presented with supporting documentation ready for discussion and /or noting</p> <p>Some items/matters may be finalised at the discretion of the Chair.</p> <p>Items that require action are to be carried out wherever possible before the next meeting and the action log updated.</p>
<b>Upward Reporting Line</b>	<p>The agenda, minutes and action log will be published after each meeting.</p> <p>Health and Safety performance will be reported to the Strategic Management Board. The Committee will agree and make reasonable recommendations arising from the outcomes of accident reports to the Chief Fire Officer</p> <p>In addition, the Health and Safety annual report will be reported to the Fire Authority Members and made available on the website and intranet.</p>