

REMIT OF THE HEALTH & SAFETY COMMITTEE

Purpose

The Health & Safety Committee is part of the consultative process which exists within the Association to assist in the process of accident prevention and improvement of safety standards. This Committee reports directly to the Management Board.

Membership

The Health & Safety Committee will normally have a complement of about three members and be chaired by a senior member of staff, the latter to show the Association's commitment to safety.

Safety Committee Members

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| 1. | Director | Anne Dickie |
| 2. | Health & Safety Administrator | Karen Milne |
| 3. | Board of Management Member(s) | Shane Garrioch |

Objective and Functions

- (1) This will be as laid down in the Health and Safety Commission Booklet – Safety Representatives and Safety Committee ISBN 0 7176 1220 1
- (2) A copy of this booklet is available to each member of the committee.

Meetings

- (1) The Health & Safety Committee will meet on a 6 monthly basis, one meeting will usually coincide with the annual Health & Safety manual updates which are circulated by EVH in January. Open invitation is extended to all other Board Members wishing to attend any meetings.
- (2) A full Safety inspection of both offices should be carried out twice yearly – this should be undertaken by a team consisting of management and safety committee members with an ideal complement of two people. Ideally this should coincide with the 6 monthly Health & Safety Committee meeting.
- (3) Members not able to attend will ask a deputy to attend on their behalf.
- (3) Extraordinary meetings can be called out with the schedule.
- (4) Minutes of the meetings will be filed by the Health & Safety Administrator.

GLEN HOUSING ASSOCIATION

HEALTH & SAFETY MANUAL (Version 3)

RESPONSIBILITIES – BOARD OF MANAGEMENT

- 1) The Board of Management, headed by a Chairperson, comprises 'lay persons' from the local community, acting as a body to oversee the operations carried on by the Housing Association.
- 2) It is recognised that the Board of Management, while not actively involved in the day to day running of the organisation, is collectively responsible for providing leadership and direction on health and safety, and in particular the Director shall be responsible for implementing the Board of Management's plan for health and safety.
- 3) The Board will endorse the Health & Safety Policy and Control Manual and the Chairperson will sign the Health & Safety Policy Statement along with the Director. Where there is a change of Chairperson, the incoming Chairperson will sign the policy to ensure the commitment on behalf of the Board remains current.
- 4) The Board will place 'Health & Safety' as an Agenda item at least twice yearly. This will allow the Director/ H & S Committee to report on safety performance, funding requirements, safety failures and other Health & Safety related issues. The Board will give all such issues due consideration and will make available all reasonable funding and support as may be required.
- 5) The Board will review the findings of all internal and external Health & Safety audits carried out within the organisation and will authorise the use of all reasonable support required to rectify any significant non-compliances identified by the audits.
- 6) The Board will take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.
- 7) All Board members will undergo training in 'Health & Safety Awareness' and in management responsibilities. This will ensure that all members have a working knowledge of the topic, which will assist in the discussion of Health & Safety at all meetings. This should also assist the Board in determining whether the Director is managing Health & Safety adequately within the organisation.
- 8) Board members shall review their responsibilities at least annually.