



# HEALTH AND SAFETY FACILITATOR AND COMMITTEE POLICY

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V1.1	May 2015	Liz Hancock	Revised frequency of meetings
V1.2	July 2019	T. Hood	Reviewed, no changes
V1.3	February 2022	S Barnes	Reviewed, Minor change – Primary Care Centres replaced with Urgent Treatment Centres (UTC)

### Approval

Version	Name	Position	Signature	Approved Date
V1.1	Badger Executive	Executive Team		14/05/15

### Glossary

Term	Description

## 1 INTRODUCTION

The Health and Safety (Consultation with Employees) Regulations 1996<sup>i</sup> places a duty on every employer to consult with employees in good time on Health and Safety matters that may affect their work. This legal obligation also extends to cover the risks to the Health and Safety of people who are not employees but who might be affected by the work undertaken and/or the nature of the business, although consultation with them may take place by employee representation.

Badger recognises its duties under the Regulations and the purpose of this procedure is to provide guidance for all staff on practical steps to how the Badger Group manages the consultation process. It forms an important part of Badger's Risk Management Strategy, which aims to ensure that appropriate and effective systems and processes are in place to actively and systematically manage the risks to which Badger, its staff and service users are exposed.

This procedure is a proactive tool to help staff and management set clear lines of communication to ensure Health and Safety remains a key priority and that internal procedures are clearly defined and understood by all.

## 2 THE PRINCIPLES OF CONSULTATION

The objective of Health and Safety consultation with staff is to ensure the following:

- That any introduction of a new or amended measure at the workplace which may substantially affect the Health and Safety of those employees is clearly reviewed, understood and followed by staff;
- That arrangements for appointing or, as the case may be, nominating persons in accordance with regulations 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1992(1) are clear and that these people know and are aware of their role within the Badger Group risk management strategy;
- That any Health and Safety information the Badger Group is required to provide to their employees by or under the relevant statutory provisions is done so in a professional timely manner that is recorded and traceable;
- That the planning and organisation of any Health and Safety training that the Badger Group is required to provide to their employees under the relevant statutory provisions is done so; and
- That the Health and Safety consequences for their employees of the introduction (including the planning thereof) of new technologies into the workplace is clear, understood and followed.

## 3 DEFINITIONS

For the purpose of this document Badger defines:

- Health and Safety Facilitator – An appointed or nominated person under Regulation 7(1) (b) of the Management of Health and Safety at Work Regulations 1992.
- Health and Safety Committee – The collective group of Health and Safety Facilitators and the Health and Safety Officer.
- The Executive – The staff employed at executive level that have ultimate responsibility for signing of Health and Safety procedures and policies.

## 4 MONITORING AND REVIEW

Overall responsibility for maintaining a sound system of internal control lies with the Chief Executive on behalf of the Board via the H&S Committee and line management structures outlined in the Risk Management Strategy, the Chief Executive ensures that these procedures are reviewed biennially and in the light of:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation
- c) An incident occurring that requires improvement in practice.

## 5 HEALTH AND SAFETY FACILITATOR

The Health and Safety Facilitator(s) will provide day to day support for their Urgent Treatment Centre(s) UTC(s) or department in relation to all aspects of Health and Safety. They will support the Team Leader and the company to maintain legal compliance and be pivotal in developing a proactive Health and Safety culture.

Facilitators will be appointed or nominated from each UTC, department and discipline to ensure that every possible situation or undertaking is taken into consideration when consulting and Health and Safety matters.

The full list of facilitators will be communicated at each UTC on the staff notice board and be available on Aداstra.

## 6 KEY ACCOUNTABILITIES

The key accountabilities for the Health and Safety facilitators will be:

To carry out and document monthly Health and Safety audits at the relevant Primary Care Centre

To carry out risk assessments for the UTCs which will be signed off by the relevant team leader, Health and Safety Officer bi-annually and ultimately the Health and Safety Committee.

To attend quarterly Health and Safety committee meetings at Glover Street.

To carry out and document bi-weekly Safety checks that will take approximately 10 minutes, which will include but not be limited to;

- Checking minimum stock levels of first aid boxes.
- Checking fire exits are not blocked
- Ensure that any accidents have been reported via the company incident system
- Housekeeping
- Fire Extinguishers are in place.
- Safety signs are in place and not blocked or removed.

Attend Health and Safety training prior to commencement of the post delivered by the Health and Safety Officer and any subsequent training deemed necessary to fulfil the role.

Any other duties appropriate to this post.

## 7 FACILITATOR TRAINING

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 the Badger Group will ensure that all Health and Safety Facilitators are provided with such training in respect of their functions and shall meet any reasonable costs associated with such training including travel and subsistence costs.

All Health and Safety Facilitators will be required to undertake six hours of training (delivered across two three hour sessions) delivered by the Health and Safety Officer in order to fully understand and deliver their role.

If a trained Health and Safety Facilitator leaves the group, a new one must be appointed or nominated by the line manager within one month. They will be trained within one month of nomination.

## 8 HEALTH AND SAFETY COMMITTEE

The purpose of the Health and Safety Committee is to ensure that all Health and Safety matters are reviewed by appointed or nominated delegates (Facilitators) from all UTC's, departments and disciplines to ensure that they are suitable, sufficient and reflect the Badger Group work practises.

The objective of the Health and Safety Committee is to review Health and Safety policies and procedures whilst taking into consideration the day to day impact of them and revise and review them in accordance with the Risk Management Strategy.

The Health and Safety Committee will be made up of Health and Safety Facilitators and meet on a pre-planned six monthly basis.

## 9 HEALTH AND SAFETY OFFICER

The Badger Group Health and Safety Officer will take overall control of the Health and Safety Committee and will be the permanent designated Chairman. They will be responsible for distributing the pre-planned (one year in advance) Health and Safety Committee meeting schedule, the meeting agenda, taking minutes and distributing them.

## 10 HEALTH AND SAFETY COMMITTEE MEETINGS

The Health and Safety Committee meetings will take place on a six monthly basis and be held at Glover Street. Where possible they will be scheduled to take place at least 2 weeks prior to an Executive meeting so that approved policies can be communicated to them in advance for sign off.

The agenda and associated documentation will be distributed at least 2 weeks in advance via email from the Health and Safety Officer and apologies and comments will be documented for distribution at the beginning of the meeting. On receipt of the agenda and documentation the Health and Safety Facilitators will be required to discuss any new proposals, amendments or unresolved issues with staff with a view to providing objective feedback at the meeting.

The meeting will take no longer than one hour and action minutes will be taken by the Chairman – only strong objections will be noted in the minutes for feedback at the board.

Minutes will be typed up and distributed via email by the Health and Safety Officer no later than one week after the meeting. Any amendments must be received back within 3 working days. Ultimate sign off for the minute lies with the Health and Safety Officer.

All minutes and draft policies or procedures will then be distributed to the Executive for approval at their subsequent meeting.

## 11 REFERENCES

A list of Statutory Instruments (Regulations) underpinning Safety and risk management can be found at:

<http://www.hse.gov.uk>

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<sup>i</sup> <http://www.legislation.gov.uk/uksi/1996/1513/contents/made>