

School / Department	 National Autistic Society NAS Academies Trust
Policy Name	<u>NASAT: Health and Safety Communication and Consultation Policy</u>
Policy Reference Number	NASAT 012j
Date of Issue	April 2016
Date reviewed	October 2018
Next review	October 2021
Version Number	V2
Policy Lead	Managing Director, NAS Education and Children's Services and NAS Academies Trust
Date version approved by directors	Pending Ratification
Responsible governor (signed)	Effectiveness of Leadership & Management

Scope

This policy applies to all NASAT employees.

Policy Summary

It can be seen from the Health and Safety NASAT 012 policy that proper communication and consultation is a responsibility shared by all workers. NASAT has many mechanisms to enable directors, managers, employees and volunteers to communicate and consult on matters relating to health and safety at work. Some of the mandatory methods are contained in this policy.

Verbal Communication

Health and safety should be a standing agenda item at all staff and management meetings. This is particularly important where staff meet at a location which is remote from where the quarterly Safety Action Group (SAG) meetings take place. An opportunity must be given at meetings for workers to be able to express concerns about the health safety and welfare of themselves and those who are affected by what they do.

Managers should, in the course of their day to day management of workers, discuss issues that could affect the wellbeing of their staff. For example, reinforcement of control measures implemented through risk assessment helps to make risk assessment a relevant process rather than simply a bureaucratic exercise.

Support and Supervision, appraisals, training briefings and debriefings are all opportunities for two way communication about health and safety – and should not be missed. It is essential that managers ensure that all of those, for whom they are responsible, are made aware of the requirements of the policies in the corporate health and safety manual and any locally developed safe systems of work, including those derived through risk assessment. The mandatory behavioural competency “I work safely....” must be discussed at regular intervals and always during appraisal.

Written Communication

All sites should display the following on a “Health & Safety Notice Board” (or a in a section of a general notice board reserved specifically for health and safety notices):

- Current Employers Liability Insurance Certificate;
- Names of First Aiders and Contact Procedure;
- Health & Safety Law Poster including the name of the Employee Representative;
- Fire & Emergency Evacuation Procedure;
- Latest copy of the NASAT “Statement of Intent”;
- Copies of any relevant Safety Notices;
- National Grid Emergency Number for Gas Escapes 0800 111 999, where appropriate;
- A “signposting” document to state where the following are kept on site:
 - Health and Safety Manual;
 - Risk Assessment file;
 - Accident / Incident book (including [RIDDOR](#)) and forms;
 - Site plans appropriately marked with Fire Escape Routes, location of Fire Extinguishers;
 - Fire Safety Log;
 - Essential Service Isolation Points (Gas, Electric, Water);
 - Control of Substances Hazardous to Health (COSHH) file;
 - Hazard Analysis Critical Control Points (HACCP) Documentation File (for food safety), where appropriate;
 - Disaster recovery plan.

Consultation - Safety Committees and Action Groups

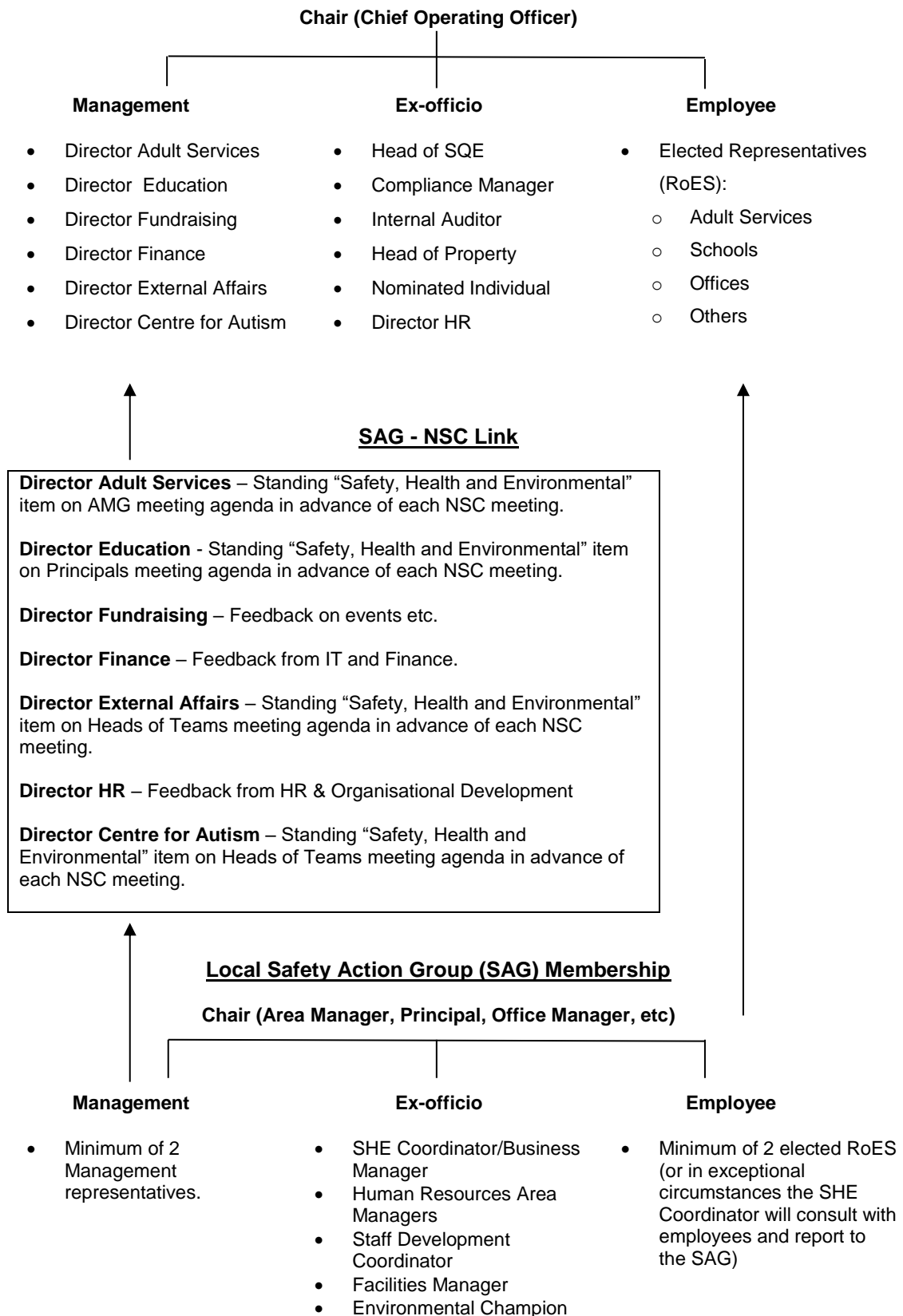
All parts of NASAT must have access to a SAG. However, it is recognised that some locations may have insufficient staff to form a quorate SAG. In these circumstances the SQE Team must be contacted and advice given to ensure that a proper mechanism for employee consultation operates. These locations will be registered with the SQE Team and referred to as Small Sites.

NASAT consults with employees through the safety committee structure as shown by the chart on page 4. The appendices show the constitutions for the different committees and set out responsibilities for the related roles.

Key Management Actions


- Appoint Safety, Health and Environmental (SHE) Co-ordinator – where this function is not fulfilled by the Business Manager.
- Provide adequate and appropriate resource and support for SHE Co-ordinator, Representatives of Employee Safety (RoES) and Environmental Champions
- Understand that responsibility for the management of health and safety remains with the manager
- Ensure proper management attendance at meetings, and arrange the workload of RoES so that they also have an opportunity to attend.

National Safety Committee (NSC) Membership



Membership of the Safety Committees should reflect the issues, interests and employee groups involved with or affected by the particular safety matters to be considered.

Appendix 1 National Safety Committee (NSC) Constitution

	<h1>National Safety Committee (NSC) Constitution</h1>
<p>1. Title</p> <p>1.1 The Committee shall be known as the National Autistic Society Safety Consultative Committee and referred to hereinafter as 'The National Safety Committee' or "NSC".</p> <p>2. Membership</p> <p>2.1 The NSC shall consist of management representation, employee representation and ex officio members.</p> <p>2.2 Management representation will be by the Director of Adult Services, Director of Education, Director of Finance, Director of Fundraising, Director of External Affairs and the Director of the Centre for Autism.</p> <p>2.3 Employee representation will be Representatives of Employee Safety (RoES). Where possible these will come from each Specialist area in the NASAT. The Specialist Areas being: Schools, Adult Services, Offices (Head, Regional, Local), and Others (employment agencies, diagnostic centres, play groups, etc).</p> <p>2.4 Ex officio members are the Chief Operating Officer, Head of SQE, Compliance Manager, Internal Auditor, Head of Property, Director of HR and the Nominated Individual. Ex officio members will take a full and active part in the NSC but will not be permitted to directly determine the outcome of decisions.</p> <p>2.5 The Chief Operating Officer will chair the NSC. The Head of SQE will act as Committee Secretary and impartial adviser, appointed by the Chair to administer the NSC and ensure meetings are properly conducted and documented. The Compliance Manager will assist the Head of SQE.</p> <p>2.6 Management and employee members <u>must</u> send a deputy to any meetings they are unable to attend to ensure continuity of Committee business.</p> <p>2.7 The NSC shall have the power to co-opt other members as appropriate.</p> <p>2.8 Employee or management observers may be invited to attend meetings. Observers are not members of the NSC and as such may not contribute directly to any discussions or decisions that are taken.</p> <p>2.9 The quorum of the NSC shall be 6 representatives, with not less than 3 Management Representatives, and not less than 3 Employee Representatives.</p>	
<p>3. Sub-Committees</p>	

3.1 The SAGs are Sub-Committees of the NSC and as such are accountable to the Chair for ensuring that objectives and actions set or required are fulfilled.

3.2 In addition, the NSC has the power to establish sub-committees to monitor and make recommendations on specific safety issues. Any such sub-committee may only be established subject to the agreement of a quorum of members. Further sub-committees must only be formed to consider and make recommendations on matters which are of a specialised nature, require detailed investigation/discussion or the input of technical knowledge and which cannot therefore be accommodated within the time allowed for normal business.

3.3 Prior to a sub-committee being formed, The NSC must agree its objectives, membership and chairmanship, to ensure strict accountability is maintained and precise terms of reference are established.

3.4 All sub-committees will be required to promptly submit to the NSC Secretary minutes of all meetings along with relevant documents, reports and recommendations.

3.5 The NSC will monitor the work of sub-committees and will terminate any sub-committee which has fulfilled its objectives or which is no longer necessary to enable the NSC to carry out its functions.

4. Objectives

4.1 The NSC will monitor the measures taken to ensure safety in relation to all activities undertaken within the National Autistic Society.

4.2 The NSC will review the effectiveness of relevant safety policies, procedures and standards and will make recommendations, where appropriate or necessary.

4.3 The NSC will promote co-operation between management and staff in instigating, developing and carrying out measures to ensure good safety practices.

4.4 The NSC will promote environmental improvements.

5. Functions

5.1 The NSC shall act as a focal point for consultation on safety and environmental matters.

5.2 The NSC will:-

- Promote action to reduce risks.
- Consider reports from its sub-committees and from departmental safety action teams.
- Study relevant incident statistics to identify trends and make appropriate recommendations.
- Consider reports and factual information submitted by managers and employees.
- Assist in the development of safety policies and procedures.
- Monitor the effectiveness of safety training and information provided to employees.
- Monitor the adequacy of safety communications and publicity material.
- Monitor environmental performance.
- Recommend annual SMG targets and objectives.

6. Meetings

6.1 Meetings will take place quarterly, as determined by the Chair.

6.2 The Chair, as necessary, may call extra-ordinary meetings.

6.3 Agenda items with relevant papers attached should be submitted to the NSC Secretary at least three weeks before meetings. Any items received after this date will only be included on the agenda at the discretion of the Chair, otherwise they will be held over to the following meeting.

6.4 The Agenda and associated papers will be circulated at least one week in advance of the meeting. Standing Agenda items will include:-

- Accident Reports
- Feedback from Directors (listed at 2.2)
- Top X Risk Management
- Proposed Draft Policies / Major Revisions
- Training
- Environmental

6.5 Minutes and relevant papers will be made available on the NASAT intranet within two weeks of a meeting taking place. Included, as part of the minutes, shall be an action note indicating who has been commissioned to action any decisions of the NSC.

6.6 At each meeting of the NSC, under the heading "Matters Arising", those commissioned to take action shall report back to the entire Committee.

7. Alterations to the Committee

7.1 Alterations and additions to this constitution may only be made with the agreement of a quorum of the Safety Committee.

Appendix 2 Safety Action Group (SAG) Constitution



Safety Action Group (SAG) Constitution

1. Title

1.1 The Group shall be known as the *-INSERT NAME-* Safety Action Group and referred to hereinafter as 'The Safety Action Group' or "SAG".

2. Membership

2.1 The SAG shall consist of management representatives and employee representatives, plus ex officio members.

2.2 Management members will be representatives from each area of the operation.

2.3 The Safety, Health and Environmental Coordinator or Business Manager must ensure that representatives of employee safety (RoES) are nominated, and where necessary elected, by their peers to represent all areas of the operation.

2.4 Ex officio members will include the Safety, Health and Environmental Coordinator (or Business Manager), the Human Resources Area Manager, the Staff Development Coordinator, the Environmental Champion and the Area Facilities Manager. Ex officio members are entitled to attend all meetings but are not obliged to do so. Ex officio members will be expected to attend when committee business concerns their specialist area of knowledge.

2.5 The Principal/Area Manager/Equivalent Senior Person will chair the SAG. The Safety, Health and Environmental Coordinator or Business Manager will act as Secretary, to administer the SAG and ensure meetings are properly conducted and documented.

2.6 The SAG shall have the power to co-opt other members as appropriate.

2.7 Staff or management observers may be invited to attend meetings. Observers are not members of the SAG and as such may not contribute directly to any discussions or decisions that are taken.

2.8 The quorum of the SAG shall be 4 representatives, with not less than 2 Management Representatives, and not less than 2 Employee Representatives. Exceptionally where there are no RoES the Safety, Health and Environmental Coordinator or Business Manager will consult directly with employees and report to the SAG.

3. Objectives

3.1 The SAG will implement the measures required by the National Autistic Society Health & Safety Policy to ensure safety in relation to all activities undertaken locally.

3.2 The SAG will be accountable for the effectiveness of relevant safety policies, procedures and standards and will support and provide guidance to the local, responsible, Manager.

3.3 The SAG will promote co-operation between management and staff in instigating, developing and carrying out measures to ensure good safety practices.

3.4 The SAG take part in the consultation process for the development of safety policies and procedures, as directed by the National Safety Committee.

4. Meetings

4.1 Meetings will take place quarterly, as determined by the Chair, but will normally be scheduled to take place in advance of the National Safety Committee (NSC) meeting, allowing sufficient time for matters to be channelled through the various intermediary (SAG/NSC link) meetings.

4.2 The Chair, as necessary, may call extra-ordinary meetings.

4.3 Agenda items with relevant papers attached should be submitted to the SAG Secretary at least three weeks before meetings. Any items received after this date will only be included on the agenda at the discretion of the Chair, otherwise they will be held over to the following meeting.

4.4 The Agenda and associated papers will be circulated at least one week in advance of the meeting.

4.5 Standing Agenda items will include:-

- Feedback from National Safety Committee
- Accident Reports
- Top X Risk Management
- Proposed Draft Policies / Major Revisions
- Training
- Environmental

4.6 Minutes shall be circulated to each Group member, relevant managers, employee representatives and the secretary of the National Safety Committee (NSC). Included, as part of the minutes, shall be an action note indicating who has been commissioned to action any decisions of the SAG.

4.7 At each meeting of the SAG, under the heading "Matters Arising", those commissioned to take action shall report back to the entire group.

5. Alterations to the Committee

5.1 Alterations and additions to this constitution may only be made with the agreement of the National Safety Committee.

Appendix 3 Safety, Health and Environment (SHE) Coordinator/Business Manager Responsibilities



Safety, Health & Environmental (SHE) Coordinator/Business Manager Responsibilities

The Safety, Health and Environmental Coordinator/Business Manager has a specific responsibility to ensure consultation and facilitation of the safety, health and environmental issues at the school/service/office in which they work, and in some circumstances at other Small Sites.

The role of the Safety, Health and Environmental Coordinator/Business Manager includes the following:

1. To coordinate the local Safety Action Group (SAG), and ensure that it operates as set out in the constitution.
2. To act as Secretary for the local SAG, in order to administer the SAG and ensure meetings are properly conducted and documented.
3. To conduct and manage the election of employee representatives who can act as “Representatives of Employee Safety (RoES)”, and assist them to fulfill their function.
4. To consult directly with employees, including employees at local small sites, if there are no RoES.
5. To ensure that there is adequate management and employee representation from the local SAG, and local small sites, reporting to the National Safety Committee meetings.
6. To ensure relevant actions set by the National Safety Committee are fulfilled.
7. Carry out duties, and provide information, relating to health and safety as requested by the Head of SQE.
8. To act as the link between the SQE Team and their local groups to facilitate improvements in Environmental performance.
9. To recruit, encourage and support local Environmental Champions.

Person Specification:

1. Good organisational skills;
2. Good communication skills;
3. Good administrative skills;
4. Basic Key board/IT skills.

NB. The Manager must ensure that the person chosen to carry out this role has an NASAT email address to allow dissemination of information from and to the SHE Coordinator/Business Manager, and has access to the NASAT intranet to access NSC minutes and consultation documents and the SQE Environmental page.

Note: SHE Coordinators receive an allowance for the duties described above.

Local Managers are responsible for ensuring that the requirements of the NASAT Health and Safety policy, and the Environmental policy are met for their area of responsibility. Local Managers may delegate these responsibilities to members of their staff. They may choose to call a staff member a "Health and Safety Officer" or "Environmental Officer" particularly if they take on a large proportion of the delegated responsibilities. This role and title should not be confused with that of the Safety, Health and Environmental Coordinator.

Appendix 4 Representative of Employee Safety (RoES) Responsibilities



Representative of Employee Safety (RoES) Responsibilities

RoES are selected, and where necessary elected, to represent their peers at their local SAG and/or the NSC meetings. The role is held for three years when the selection process will be repeated, where the existing RoES will be eligible for re-nomination.

The role of the RoES includes the following:

1. A willingness to communicate with and represent their peers on matters relating to health and safety at local SAG meetings and/or NSC meetings.
2. To inform Management via the local SAG or NSC of potential hazards and dangerous occurrences which affect, or could affect, the group of employees represented.
3. To inform Management via the local SAG or NSC of any relevant matters affecting the health and safety of the group of employees represented.
4. To represent the group of employees represented at any consultation at the workplace with Health and Safety Inspectors.

NB. The Manager must ensure that the person who is selected/elected to carry out this role has the necessary resources to enable them to represent their peers e.g. reasonable access to a telephone, an NASAT email address, access to the NASAT intranet, etc.

Training Requirements:

1. Willingness to attend centrally held RoES awareness sessions run by the SQE Team.
2. Willingness to attend training sessions to obtain relevant skills e.g. communication, basic computing.