



**British International School**  
of Ljubljana  
an Orbital Education School



# **Health and Safety Committee Policy**



## Role of a Health and Safety Committee

This document sets out detailed information on the objectives and benefits of safety committees, in addition to advice and guidance on their composition, inception, and remit. The overarching aim of the document is to equip representatives with the key elements required for successful participation in a health and safety committee.

The Health and Safety Committee on site that report to the Principal:

- Facilities Manager (Chair)
- Head of Primary / SENCo
- Head of Secondary
- Head Boy/Girl to represent the students

In the UK, the Health and Safety Executive (HSE) has stated that health and safety management 'should not be something which is done to staff, but with them. The HSE defines 'worker involvement' as "the ways in which workers are encouraged to take part in making decisions about managing health and safety at work". The HSE's worker involvement pages are at <http://www.hse.gov.uk/involvement/index.htm>.

School based safety committees have a crucial role to play in translating worker involvement into practice

Even where standards of occupational health and safety appear to be adequate, safety committees can do much to promote a climate in which safety issues are seen as inherent to the success of an organisation and not merely as a list of areas which must be checked in order to avoid legal action. Well established safety committees will often go beyond checking passive compliance with health and safety law, by playing an active role in the fostering and development of a positive health and safety 'culture' within their place of work.

A safety committee comprised of different sections in the school can empower employees and students to play a significant role in decisions made about their health and safety at work. To be successful safety committees need to be well-run and effective in their operation. The mere existence of a committee will achieve little, as will one which meets regularly, but decides nothing. Ultimately, a safety committee will be judged primarily on the extent to which it succeeds in securing improvements to an organisation's health and safety culture.

It is important that safety committees review health and safety systems. They should not merely exist as reporting centres for day-to-day matters that should be dealt with by managers. It is important that Senior Leadership is represented on the committee, as experience suggests that where safety committees lack senior personnel, those representing management might feel that they are too junior, inexperienced or just lacking in confidence to press senior colleagues for action to be taken following matters raised at the previous safety committee meeting. The Principal will ensure the Health and Safety Committee (HSC) include representation from key stakeholders: leadership/ management, board, admin, staff and students. The Principal may invite parent input and where appropriate, seek expert/ professional advice. The HSC should meet at least once per term and meeting should be minuted. The Principal is required to provide monthly reports on health and safety to the



RHoS/ Board. Any urgent matters should be brought to the attention of the RHoS as soon as possible.

Below are listed a number of topics which might find their way onto a safety committee agenda. It is important to recognise that the existence of a safety committee can lead to improvements being made to working conditions generally, not just in those areas traditionally associated with health and safety.

The following is a non-exhaustive list of the more common issues which a safety committee might wish to discuss:

- amendment and development of school health, safety and welfare policies;
- scrutiny of accident and ill health data;
- examination of safety inspection reports and discussion of any action required;
- review of health and safety training for staff;
- discussion of relevant documents from the employer, HSE or DfES etc;
- consideration of any health, safety and welfare implications posed by new equipment or circumstances, e.g., the installation of new computer equipment or re-organisation of the school day;
- monitoring of health, safety and welfare information and how it is communicated and made available within the workplace;
- agreement of recommendations to improve the health, safety and welfare of staff, e.g., strategies aimed at tackling workplace stress;
- awareness-raising about more complex or controversial issues by inviting expert speakers to address some meetings;
- production of an annual plan of health, safety and welfare objectives for the coming year;
- publication of a safety report to summarise each year's activities; and
- periodic review of the effectiveness of the committee against agreed objectives.

The H & S committee should meet as often as necessary. At BISL, a termly pattern of meetings is likely to be sufficient. The frequency of meetings will, however, depend on the volume of business which in turn is likely to depend on local conditions.

Dates of meetings should be arranged well in advance. By the beginning of the academic year, dates for that year should have been arranged. Agendas and accompanying papers should be sent to all H & S committee members at least one week in advance. Committee members



should previously have been given adequate time and notice to allow them to submit agenda items and papers for discussion.

Sufficient time should be allowed during each meeting to ensure full discussion of all business. Meetings should not be cancelled or postponed except in exceptional circumstances. Where postponement is unavoidable, a new date should be set as soon as possible.

Agreed minutes of each meeting should be kept and supplied to the Principal and Regional Head of Schools (RHoS)/ Board representative for information. In addition, the Committee should consider other ways in which information can be circulated about its work e.g., in the school newsletter, Parent Association meetings and at staff meetings.

### **Safety Committee Checklist**

---

- 1) Is your Committee constituted and designed to meet the particular needs of the school?
- 2) Is the management representation on the Committee of sufficient seniority to ensure that its decisions have an effect?
- 3) Do management members take a sufficient interest and involve themselves in the Committee and its work? Are management papers presented with enough notice?
- 4) Has the Committee an effective Chairperson, Secretary etc?
- 5) Is the preparation of the agenda equitably shared between members
- 7) Are meeting dates agreed well in advance, with relevant papers issued at least a week prior to each meeting?
- 8) Does the Committee conduct an annual audit?
- 9) Is the Committee well attended?



## Review and Evaluation

Coordinators in liaison with Heads of Primary/ Secondary will review this policy on a bi-annual basis. In addition, the Student Council/ Eco Committee and the Senior Leadership Team and will also review this policy. Recommendations will be presented to the Principal.

**Due for Review:** 01/10/2021

**PREPARED BY:** Principal -  21/02/2022

Reviewed by MW Clack RHoS 03/10/2019

Reviewed by M W Clack RHoS 24/03/2022

This Policy is to be reviewed every two years and updated as and when changes occur.