

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 16 JANUARY 2006

REPORT BY SECRETARY TO EMPLOYER'S SIDE

7(iv) HEALTH, SAFETY AND WELFARE TEAM

'D' RECOMMENDATION - that the report be noted.

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1.0 Purpose/Summary of Report

1.1 As a management group the Health, Safety and Welfare Team act as the focal point for the management of health and safety and serves to provide direction to the Council in the undertaking of its health and safety responsibilities.

2.0 Contribution to the Council's Corporate Objectives

2.1 Improve the health and sustainability of the organisation.

3.0 Background

3.1 The Health, Safety and Welfare Team were established to receive reports and issues from the joint Safety Committee where decisions for action were required or for referral. Originally chaired by the Assistant Director Human Resources, this changed when Human Resources transferred under the Director Organisational Development.

3.2 Meetings are held after the Safety Committee has met.

4.0 Report

4.1 The Team is responsible to the Executive Director, Head of Paid Service and shall:

- Provide a comprehensive safety service to all divisions of the Council, covering advice, information, training, monitoring in accordance with relevant legislation and best practice.

- Establish, operate and monitor procedures for notifying reportable accidents to the Health and Safety Executive; the maintenance of comprehensive records and statistics, and the production of reports for management information and decisions as required;
- Provide feedback to the joint Safety Committee.

## 5. Membership

5.1 The current membership is composed as follows:

Chair: Director of Organisational Development  
Health and Safety Officer  
Insurance Officer  
Head of Property Services (facilities management)

## 6. Ongoing Review and Period

6.1 The Director Organisational Development has undertaken the responsibility for restructuring the team and its direction, the team held its first meeting in November and work continues to define how it will continue to function.

## Background Papers

None

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