

PROSPECT COMMUNITY HOUSING LTD
HEALTH & SAFETY WORKING GROUP
MEMBERSHIP, REMIT AND STANDING ORDERS

1.0 INTRODUCTION

- 1.1 The Health & Safety Working Group is a Working Group of the Management Committee of Prospect Community Housing Ltd. As such, it is set up, functions and is subject to Prospect's Rules, to the overall authority of the Management Committee and to all the Policies, Procedures and Standing Orders approved by the Management Committee.
- 1.2 This document details the Working Group's membership, remit and standing orders.

2.0 MEMBERSHIP

- 2.1 The Health & Safety Working Group has a staff representative from each department. Others may attend by invitation.

3.0 REMIT

- 3.1 The Health & Safety Working Group is responsible to the Management Committee for:
- a) Providing an open forum for the discussion of all Health & Safety related issues raised by members of the Committee and by other relevant sources.
 - b) Suggesting solutions and initiatives for issues arising, which will be minuted and presented to the Director following each meeting, without undue delay.
 - c) Where appropriate, drafting and revising policy, procedures and arrangements for ultimate approval by the Management Committee.
 - d) Delegating, with the Director's approval, to members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements and any other initiatives authorised by the Director.
 - e) Reviewing the Health and Safety performance of the organisation, analysing accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to the Director without undue delay.
- 3.2 All Health & Safety Working Group members will undergo suitable training, which will include as a minimum 'Health & Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the group and within the organisation as a whole.

4.0 STANDING ORDERS

- 4.1 The Health & Safety Working Group will normally meet quarterly. The meetings will be held within working hours.

- 4.2 If required, additional meetings may be held at the discretion of the Chairperson in consultation with the Property Services Manager.
- 4.3 At their first meeting following each Annual General Meeting, the elected members of the Health & Safety Working Group will appoint a Chairperson, who will normally be the Property Services Manager.
- 4.4 There will be no minimum quorum of elected Members to enable a meeting to proceed.
- 4.5 The agenda and papers for each Health & Safety Working Group meeting will be sent to Committee Members not less than 2 days before the date of the meeting.
- 4.6 The Property Services Manager is responsible for ensuring that the agenda and papers are produced and issued on time.
- 4.7 Brief notes of the meetings will be made by the Health & Safety Administrator (Senior Admin Officer) and distributed to Members within 7 days of each meeting.

5.0 REVIEW

- 5.1 The Management Committee will review the membership, remit and standing orders of the Health & Safety Working Group annually, at their first meeting after the Annual General Meeting.

This version of the Health & Safety Working Group remit approved in: September 2019