



CHILDREN AND YOUNG PEOPLE'S DEPARTMENT

SAFETY REPRESENTATIVES & SAFETY COMMITTEES' REGULATIONS

HS/ECS/003

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**Children and Young
People's Department**



2002-2003
Community Legal Services
2003-2004
Transforming Secondary Education
Child and Adolescent Mental Health Services
2006-2007
Positive Youth Engagement

SAFETY REPRESENTATIVES & SAFETY COMMITTEES' REGULATIONS

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You will be aware from previous correspondence of the implementation in October 1978 of a system of appointment of safety representatives under the Safety Representatives and Safety Regulations issued by the Health and Safety Commission.

The functions of safety representatives are to:

- i) represent employees in consultation with the employer about measures to promote health and safety at the work place;
- ii) investigate potential hazards and dangerous occurrences at the work place and to examine the cause of work place accidents;
- iii) investigate complaints made by any of the employees he/she represents about health, safety or welfare at work;
- iv) make representations to the employer on such matters;
- v) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the work place;
- vi) inspect the work place, normally at three monthly intervals, the employer or his representative may be present in the work place during the inspection;
- vii) carry out inspections at the work place after a notifiable accident, dangerous occurrence or in the event of a notifiable industrial disease in which the interests of the group or class or employees which he/she represents might be involved;
- viii) inspect relevant statutory documents held by the employer (except in dealing with the health record of an identifiable individual);
- ix) represent those employees in consultations at the work place with Health and Safety Executive or other enforcement officers;
- x) receive specified information from Health and Safety Executive inspectors or any other enforcement Authority;
- xi) attending meetings of Safety Committees in connection with any of these functions.

No functions given to safety representatives are to be construed as imposing any legal duties on them for any action taken or failed to be taken in carrying out their functions. They still however, have duties as employees under the appropriate sections of the Health and Safety at Work Act.

Safety representatives must be given time off with pay under the conditions laid down in the Regulations.

Consultations have taken place with all unions and associations (both teaching and non-teaching) associated with Children and Young People's Department as to the basis on which safety representatives might be appointed and, following deliberations by a Multi-Union Committee comprising members of all recognised unions and associations, a formula has been agreed.

This formula relates to:

1. safety representative (to cover all areas) to be appointed for small establishments (up to 30 employees);
2. representatives (one from teaching and one from non-teaching staff) in medium establishments (up to 50 employees)

not less than 4 representatives (to include both teaching and non-teaching staff representatives) in large establishments (over 50 employees).

An amount of money has been allocated by the Education Committee in its 1979/90 budget under the heading of Health and Safety (Staffing) and, insofar as teacher cover is concerned, it has been agreed that this will be provided for the following purposes:

1. in the event of attendance by teacher safety representatives at half day/one day local briefing sessions and at longer training sessions organised locally or nationally by unions or TUC;
2. the three monthly inspections of premises by safety representatives as required in the Safety Regulations.