



CHILDREN AND YOUNG PEOPLE'S DEPARTMENT

FUNCTIONS OF SAFETY REPRESENTATIVES

HS/ECS/004

DATED: OCTOBER 2004

**THIS DOCUMENT REPLACES
H11/90**

**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

PROCEDURE RELATING TO SAFETY REPRESENTATIVES HS/ECS/004

General

1. Only Heads/Principals, as first line managers, or their delegated deputies are to act as the Employer Representative in all Education establishments.
2. All matters relating to health and safety and matters arising out of reports, investigations and inspections in accordance with the roles and functions of Safety Representatives should be reported to the Employer Representative (i.e. Head/Principal or delegate deputy).

Formal Inspections

1. In accordance with the regulations Safety Representatives should give reasonable notice in writing to their Employer Representative of their intentions to carry out formal inspections of the workplace so that a mutually agreeable time can be arranged.
2. It is advisable that in the interests of management/union co-operation, the Head/Principal or delegated deputy accompany the Safety Representative(s) on their inspections.
3. Where there is more than one Safety Representative in an establishment, joint inspection should be arranged where practicable. This will encourage a day to day liaison with management for matters relating to health and safety.

Although individual Safety Representatives may wish to produce their own reports, it is suggested that a combined report covering the whole establishment be submitted to the Department.

4. All inspection reports should be processed via the Head/Principal to the office for onward transmission to the departmental sections concerned. The reports should be clearly marked for the attention of AEO (Health and Safety) and are to be submitted on Form SRA and/or Form SRB as appropriate. (Completion of these forms is the subject of an attached separate set of notes).

One-off Inspection and Reports

1. Safety Representatives are asked to inform Employer Representatives of their intentions.
2. It is advisable that Employer Representatives accompany the Safety Representative(s) on these inspections.
3. Reporting procedure is as for formal inspections.