

WOULDHAM PARISH COUNCIL - HEALTH & SAFETY WORKING GROUP**TERMS OF REFERENCE**

Approved by Wouldham Parish Council on _____

1. MEMBERSHIP

- 1.1 The Health & Safety Working Group (the Working Group) shall consist of **3** Parish Councillors, who shall be appointed each year at the Annual Meeting of the Parish Council.
- 1.2 Existing Working Group members are eligible for re-appointment
- 1.3 The Working Group may, at its discretion, invite non- Councillors whose expertise and knowledge will be beneficial to Working Group deliberations.

2. MEETINGS

- 2.1 The Working Group will meet quarterly
- 2.2 A quorum for the Working Group meeting will be a minimum of three council members.

3. REMIT OF THE HEALTH & SAFETY WORKING GROUP

- a) Monitor the Councils compliance with relevant legislation and progress towards best practice in health and safety including 1974 Health & Safety at Work Act
- b) To ensure the Council's Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- c) To ensure suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- d) Ensure adequate insurance cover is provided and renewed
- e) Appoint competent persons to provide health and safety assistance and advice, if required
- f) Ensure any accidents, ill health and 'near miss's are recorded, investigated and reported where necessary
- g) Ensure any safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented
- h) Ensure contractors engaged are reputable, can demonstrate a good health and safety records and are made aware of relevant local health and safety rules and procedures
- i) To develop an emergency plan/disaster recovery plan involving other partners/officials where necessary and assigning a designated competent person in charge of the planning and control measures for situations involving imminent danger
- j) Develop flood risk planning in conjunction with (h)
- k) Develop, monitor and review risk assessments linking with the relevant Working Group.
- l) Ensure checks of capital equipment and assets are made and any remedial actions taken

4. THE WORKING GROUP ADVISE AND MAKE RECOMMENDATIONS TO FULL COUNCIL FOR THE FOLLOWING:

- a) Where legal advice is required
- b) Where contractors need to carry out emergency works where there is imminent danger
- c) To establish and keep under review the Health & Safety structure in consultation with Full Council
- d) To draft new and amend current Health & Safety documents and Risk Assessments for approval Full Council

Next Review Date: