

Health and Safety Committee

The Health and Safety Committee is a forum for discussion on health and safety matters for NSPCC staff, volunteers, contractors and visitors.

Members represent the following roles/areas:

- Chair
- Children's Services
- Communications
- Community (Union)
- Corporate Services
- Fundraising
- National Services
- People
- Strategy, Policy and Evidence

Other attendees:

- Area facilities managers
- Health and safety manager

Terms of reference

1. Composition

Chair; members with representatives from the following divisions: Children's Services, National Services, Communications, Fundraising, Corporate Services, Strategy, Policy and Evidence, People and Trade Union. Additionally, a delegate from the Staff Representatives Group will also be invited to attend.

Other attendees: Health and safety manager, and area facilities managers.

Members shall be appointed by the Executive Board.

Membership is reviewed annually by the Health and Safety Committee.

Skills to include:

- Occupational Health and Safety expertise.
- Knowledge of the hazards faced by employees in their respective divisions.

The minimum amount of members is seven. The members must include: the Chair, the Trade Union health and safety representative and the health and safety manager. The Health and Safety Committee shall meet four times per annum and/or as directed by the Executive Board. Additional meetings may be convened by the Chair and/or by a written request to the Chair from three committee members indicating the precise nature of the business to be discussed and the reason for its urgency. A special meeting will be called as soon as it can be arranged after the

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receipt of such a requisition. Meetings can be held by phone or teleconference if agreed with the Chair.

The Committee is authorised to require attendance of non-committee members and/or members of executive management.

Any Trustee may attend any sub-committee or working group meeting if they wish. Record of Attendance - the names of members of the Committee attending meetings shall be recorded in the minutes.

2. Purpose

The purpose of the Committee shall be to provide a forum for regular contact between the NSPCC and its employees to consider matters relating to the health, safety and welfare of all the NSPCC employees, volunteers, contractors and visitors.

The Health & Safety Committee shall report to the Executive Board and where appropriate to the Audit and Risk Sub-Committee and the Board of Trustees.

It shall, amongst other matters:

- 2.1 Review and make recommendations about the content and implementation of the NSPCC's [Health and Safety Policy](#), procedures, guidance and standards across the NSPCC.
- 2.2 Review and make recommendations to ensure compliance with health and safety legislation and best practice.
- 2.3 Set standards for health and safety performance in accordance with the legislative requirements and best practice.
- 2.4 Review health and safety performance of the NSPCC.
- 2.5 Review the provision of health and safety training and ensure adequate training is in place.
- 2.6 Ensure adequate and appropriate governance of health and safety matters and ensure effective and appropriate reporting to the Executive Board and Audit and Risk Committee.
- 2.7 Encourage and welcome consultation with employees on health and safety matters.

3. Role

Submission of items - all potential items for consideration by the Committee shall be submitted to the NSPCC's health and safety manager no later than five days before the dispatch of the agenda and passed to the Chair before the agenda is finalised.

Circulation - the agenda shall be circulated to all members of the Committee at least one week before the meeting.

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Agreeing the minutes - the minutes of the Committee shall be circulated to and agreed by the Chair before they are reported to the Executive Board.

Circulation of the minutes - all members of the Committee shall be provided with copies of the minutes after they have been approved by the Chair. It is the responsibility of divisional members to circulate minutes to each and every department / area under their control. Minutes must be displayed upon staff notice boards.

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