

HSE COMMITTEE

Policy Title:	HSE committee
Effective Date:	14 December 2022
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Approved By:	Head of Health, Safety and Environment

1. Purpose

- 1.1. The purpose of this policy is to provide guidance on establishing an effective HSE committee and ensuring such committees remain active and support on improving HSE standards across all GEMS schools.

2. Scope

- 2.1. The scope of the policy covers all HSE committees and any subsequent sub committees which are established to support HSE matters.

3. Policy Statement

- 3.1. Ensuring employees are actively involved on HSE matters is an essential element in improving the HSE culture across the schools. Effective and passionate leaders will also help to support GEMS safety excellence. In order to facilitate transparent and effective communication on HSE matters, the following policy provides guidance on establishing an effective HSE committee.

4. Responsibilities

- 4.1. The Principal is responsible for ensuring that HSE committees are established within their respective schools.

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- 4.2. The Principal or Vice Principal, in consultation with their employees, is responsible for identifying members of the committee. This must include a Chair and Vice Chairperson who cannot be the Manager of School Operations (MSO).
- 4.3. The Principal or Vice Principal is responsible for replacing any persons that leave the committee.
- 4.4. The Chair of the Committee is responsible for ensuring that monthly meetings take place.
- 4.5. The Chair of the Committee is responsible for ensuring that the minutes are submitted to the MSO to be submitted onto the HSE Guard management system.
- 4.6. The Principal should attend a minimum of one HSE committee meeting per term to ensure best practice.
- 4.7. The HSE department are responsible for providing advice and support on specific actions which have been raised during committee meetings. It is the responsibility of the Chairperson to highlight any issues which may require HSE support.
- 4.8. The HSE Managers, will attend one HSE committee meeting for each of their respective schools, per academic year.

5. References

- 5.1. <http://www.hse.gov.uk/involvement/hscommittees.htm>
- 5.2. HSG 263 – involving your workforce in HSE
- 5.3. BS ISO 45001:2018 Clause 5.4 Consultation and participation of workers

6. Procedure

Establishing the committee

- 6.1. The Principal or Vice Principal should identify a number of employees who will form the HSE Committee. When doing so the following people should be considered;
 - a. Senior member of the education team to Chair the committee and another to act as Vice Chair.
 - b. Department Heads

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- c. Head of Year Group
 - d. Manager School Operations
 - e. Head Security Guard
 - f. School Doctor
- 6.2. It is recommended that committees range from between 8-12 employees in size. It is important to ensure that the group is diverse, in order to draw on individual skills, knowledge and competences.

Committee meetings

- 6.3 HSE meetings must be held every month except for the months of July and August when schools are closed.
- 6.4 The Chair or Vice Chair should send out a formal meeting request to all committee members prior to the meeting taking place.
- 6.5 Within the meeting request an agenda should also be included, a suggested agenda can be found within the appendix to this policy.
- 6.6 All committee members should formally reply to accept or if they are not able to attend, decline the meeting.
- 6.7 A nominated scribe should be appointed to take the meeting minutes and draft a formal set of meeting minutes, which will be issued to the HSE department.
- 6.8 During the meeting the Chair or Vice Chair should facilitate the session, it is suggested that the previous meeting minutes and subsequent actions are discussed first. Following this, new agenda items should be discussed.
- 6.9 It is important that all committee members can freely raise concerns without fear of discrimination or retribution. The Chair should help to facilitate this by allowing all participants to be equally involved.
- 6.10 Following the meeting the scribe should finalise the meeting minutes and discuss them with the Chair or Vice Chair. The Chair or Vice Chair should hold a short briefing session with the Principal or Vice Principal, to highlight any areas of concern or potential roadblocks ahead. If the Chair or Vice Chair is the Vice Principal, a briefing session must take place with the Principal.
- 6.11 Following this, the minutes should be attached to the monthly HSE scorecard by the MSO.

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Following up on issues/actions

- 6.12 The HSE department can support on specific HSE related issues which are raised during HSE committee meetings.
- 6.13 Where an issue requires technical HSE support/advice, the Chair should highlight this issue to their respective HSE Manager.
- 6.14 Where other department technical advice is required, the chair should contact the relevant head of department.
- 6.15 Outstanding issues or those which require further support will be escalated and discussed during the HSE steering group meetings.
- 6.16 It is a good idea to share certain issues and best practice with other school MSOs, this can be done during the monthly MSO HSE meetings.

Sub committees/working groups

- 6.17 Sub committees or smaller working groups may be established in order to support on specific HSE or operational projects.
- 6.18 Such committees may be formed by the request of the HSE department, the MSO, Vice Principal or Principal
- 6.19 The HSE department can support on such sub committees/working groups as and when required.

7. Appendix A – Suggested Agenda

The following items should be considered within the monthly agenda:

- Summary and feedback from last minutes, this includes identifying open and closed actions.

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- Issues arising from HSE related inspections or drills.
- Audit review, this includes reviewing the findings from any internal or external related audits – HSE specific.
- Incidents and accidents, this includes reviewing any incident investigations, risk assessments, trends etc. as found on HSE Guard
- Training needs and upcoming training courses.
- Policies and procedures, this includes looking at any new policies or identifying potential gaps in policy.
- Current or upcoming activities/events which represent potential risks.
- Risk assessments – this can be a separate working group and should look at areas such as, review of risk assessment, identifying work activities which require a risk assessment, communication of the risk assessments etc.