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| WDC logo colour**Local Negotiating Committee for Teachers – Agreement No.27** |

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Operation of Health and Safety Committees (School Level)

**Agreed at LNCT- 15 December 2020**

**1.0 INTRODUCTION**

1.1 Health & Safety Committees may operate differently across schools, in terms of frequency, representatives, and agenda items. This agreement outlines the arrangements for the operation of Health & Safety Committee within schools, as agreed through LNCT and provides a clear structure for the operation of Health & Safety Committees at school level.

**2.0 REPRESENTATION**

2.1 The Committee shall consist of management and employee representatives, with the number of management representatives not exceeding the number of employee representatives. The composition of the Committee will vary dependent on the size of the school.

2.2 The management representatives shall comprise the head teacher (or their representative) and other representatives from all sectors within the school (teaching / support staff) with the necessary knowledge, expertise to contribute to the Committee.

2.3 The employee representatives will include the Health and Safety Representative for the school and representatives from teaching and support staff trade unions.

2.4 Where required the Committee is able to source support and advice from Officers outwith the school including Corporate Health & Safety, Senior Education Officers/Education Officers, and Trade Union advisors.

**3.0 CHAIR**

3.1 The Chair shall alternate between a management representative and an employee representative on an annual basis.

**4.0 ITEMS FOR CONSIDERATION**

4.1 The key items for consideration by the Committee are:

* Government or local Health and Safety updates
* Practices and procedures in schools
* Risk assessments
* Resources
* Areas of concern
* Training requirements
* Mental Health & Wellbeing

**5.0 FREQUENCY OF MEETINGS**

5.1 The Committee shall meet at least once per term. The frequency of meetings depends on the volume of business and local conditions. Where either side considers that more frequent meetings are required the frequency will be changed through agreement. The duration of the meeting will be set to ensure sufficient time is allowed for full discussion of all business.

**6.0 DATES OF MEETINGS**

6.1 Dates of meetings shall be arranged in advance, and a programme of meetings for the academic year sent to each Committee member. Meetings should not be cancelled or postponed except in exceptional circumstances.  Where postponement is unavoidable, a new date should be set as soon as possible.

**7.0 AGENDA / PAPERS**

7.1 Management and employee representatives will be able to propose items for discussion in advance of the agenda being sent out. Agendas and supporting papers will be sent to each member at least 7 days in advance of the meeting. Other business of an urgent nature may be admitted at the meeting at the discretion of the Chair.

**8.0 MINUTES**

8.1 Minutes of meetings shall be maintained and will record discussions, decisions, actions and areas of concern. Minutes will be circulated to all members of the Committee within 10 working days and will be circulated to all members of the Committee.

8.2 A copy of the Minutes should be sent to the Schools Estates Officer.

**9.0 AGREEMENT**

9.1 The terms of this agreement shall be subject to review and amendment as necessary in the light of operation and practice.