

Health and Safety Board Remit

Remit of Group

- 1.1 The Health & Safety Board will provide an open forum for the discussion of all Health & Safety related issues raised by members of the Board of Management and by any other relevant sources. Key group personnel, the Chief Executive and the Health & Safety Administrator, will attend the Health & Safety Board, along with other suitably identified staff members with a key responsibility for Health & Safety. These will include the Property & Development Director, Development Manager, Asset Manager, Housing Maintenance Manager and representative First Aiders and Fire Wardens. A Board Member and member of Customer Panel will also attend.
- 1.2 Health & Safety Board will meet quarterly; Chief Executive will chair meetings, in their absence Property & Development Director. Minutes will be taken at each meeting, complete within one week.
- 1.3 The Health & Safety Board members will undergo suitable training, which will include as a minimum 'Health & Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the Committee and within the organisation as a whole.
- 1.4 The Health & Safety Board will suggest solutions and initiatives for issues arising, which will be minuted and presented to the Chief Executive, Executive and Leadership Team, following each meeting, without undue delay.
- 1.5 Where appropriate, the Health & Safety Board will draft and revise policy, procedures and arrangements, for ultimate approval by CVHA Board, Chief Executive and Executive Team.
- 1.6 The Health & Safety Board will delegate, with the Chief Executive's approval, to members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements and any other initiatives authorised by the Chief Executive and the CVHA Board.
- 1.7 The Health & Safety Board will review the Health & Safety performance of the organisation, analysing accident statistics, near misses, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to CVHA Board. All Health & Safety Board Minutes are presented to the Board and a Health & Safety report will be presented to the CVHA Board on an annual basis.