
Local Code of Practice

Safety Representatives and Safety Committees

Section 01

(Version 2.00 – March 2019)

STATEMENT:

London Borough of Barnet formerly recognises Trade Unions as representatives of employees and in order to comply with legislation and fulfil statutory responsibility, the council must make sure that:

- Employees are consulted on matters that can affect their health and safety.
- Trade Union safety representatives are afforded the rights as laid out by the regulations detailed in this Safe Working Procedures.
- Employees have access to a Trade Union Safety representative where requested.

SCOPE:

This Local Code of Practice applies to:

- All managers including headteachers referred to as managers herein.
- All employees of London Borough of Barnet
- All Trade Union Health and Safety Representatives.

Issue Control

This Local Code of Practice is issued and managed by the Safety, Health and Wellbeing team.

Issue		Revision		
Number	Date	Number	Date	Amendments
Version 1.00	March 2006			
Versions 2.00	March 2019			
Review Schedule				
Review Conducted		Next Review Date		

This LCoP should be read in conjunction with the London Borough of Barnet (LBB) Policies listed below in relation to LBB employees.

- Part C – Section 1 – Management of Health and Safety
- Part C – Section 4 – Accident Reporting
- Part C – Section 18 – Health and Safety in Offices

These can be found by clicking on this link <https://wwc.barnet.gov.uk/wwc/working-children-barnet/information-schools/health-and-safety-schools/health-and-safety>

Note, these policies are for the exclusive user of London Borough of Barnet employees only

Content

- Responsibilities
- Procedure
- Main legislation relevant to this document
- Further information and guidance

Responsibilities

Managers are responsible for ensuring compliance with this LCoP and must:

- 1.1. Allow recognised trade unions to appoint health and safety representatives in line with the Regulations and [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
- 1.1. Provide trade union safety representatives with reasonable time off to pursue their duties; such as incident investigation, inspections and to attend training courses in line with [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
- 1.2. Provide trade union safety representatives with reasonable facilities to carry out their role in line with [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
- 1.3. Cooperate and provide trade union safety representatives with access to information, policies, procedures documentation in their pursuance of an investigation in line with [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
- 1.4. Consult with trade union safety representatives in reasonable time about matters that may have an impact on the health and safety of employees and their members.
- 1.5. Consider flexibility regarding the number of safety representatives to ensure suitable cover for the workplace and workforce. In line with [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) E.g. geographical sites, risk profile of work, types of worker – contract or agency workers.

Trade Union and their Safety Representatives must:

- 1.6. Consult with management and other Trade Union bodies about proposed appointments of Trade Union safety representatives in line with the [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and inform the Council in writing about any appointments, following up in writing to Organisational Development.
- 1.7. Keep local line management informed of when they plan to perform the duties of a safety representative, ensuring the time off spent carrying out their duties is reasonable and in line with the ACOP.
- 1.8. Keep up to date with health and safety legislation.
- 1.9. Seek to resolve issues of health and safety at the local management level, escalating through the line management chain where required. If resolution can not be made, the issue must be taken through the Management Reporting Paths and Consultation Process.
- 1.10. Attend Joint Consultative Groups or other health and safety meetings representing the interests of employees of London Borough of Barnet.
- 1.11. Carry out the duties of a health and safety representative in line with [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) and

Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

- 1.12. Notify the Council in writing when an appointment has ended.

Note: There is an agreement between London Borough of Barnet and Trade Unions for Trade Union to health and safety representatives to represent the interests of all employees of London Borough of Barnet Council including non Trade Union members where they have a health and safety concern.

Procedure

- 2.1. Managers, Trade Unions and their safety representatives are to carry out their responsibilities in line with the Regulations and [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
- 2.2. More information can be found from:
 - 2.3.1. Health and Safety Executive (HSE) Microsite: [Worker Involvement](#).
 - 2.3.2. HSE INDG232 [Consulting Employees on Health and Safety](#).
 - 2.3.3. [L146](#) Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

Main Legislation Relevant to This Document

- 4.1 [Health and Safety at Work etc Act](#)
- 4.2 [The Management of Health and Safety at Work Regulations](#)
- 4.3 [The Safety Representatives and Safety Committee Regulations](#)

Further information and guidance

- 5.1 Health and Safety Executive
www.hse.gov.uk/
- 5.2 Unison
www.unison.org.uk/
- 5.3 Unite
www.unitetheunion.org/
- 5.4 GMB
www.gmb.org.uk/
- 5.5 UCATT
www.ucatt.info/ (no longer needed as it has merged with Unite hyperlink 5.3 already leads there)
- 5.6 National Association of Schoolmasters Union of Women Teachers
www.nasuwat.org.uk/
- 5.7 National Union of Teachers
www.teachers.org.uk/
- 5.8 Trade Union Congress
www.tuc.org.uk/