**NOVUS Local Health & Safety Meetings - TERMS OF REFERENCE**

**Purpose**

The purpose of this meeting is to ensure that all Novus staff are working in a safe environment, and when health and safety issues are raised, that they are addressed as quickly as possible. It will also provide a forum for the free exchange of information between management and union representatives at local prison establishment level Discussions in this meeting should therefore deal with local issues including proposed changes in any areas. Both parties shall accept the responsibility of helping to make this meeting work effectively and resolve both union and management issues while actively promoting harmony and a safe working environment.

**Function of the meeting**

To plan, undertake and review joint workplace inspections

To discuss and review Risk Assessments

To research issues that might arise in the prison

To discuss matters that need to be referred to the prison or the Regional Union Management meetings and how this referral will happen

To discuss and review incidents that have occurred

To review and discuss sickness absence and turnover

To discuss progress on concerns raised

To discuss and ameliorate the impact of change on Safe Systems of Work

Sharing good practice

Agree items for escalation

**Attendance at the committee**

NOVUS Education Manager or Deputy Manager

Local Establishment representative (1 per establishment) and Health & Safety representative (1 per establishment)

Other people may attend if all parties believe it would be helpful to the resolution of an issue.

**Schedule of Meetings**

Meetings will happen every month. Any action points will be recorded and agreed.

**Review**

These Terms of Reference will be reviewed annually.

Approved by:

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Original signed by:

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Date

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Date