

This content is no longer current and was archived on 23 June 2016.

For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

LEAFLET 2 TO
PART 2 TO SHEF MANUAL

SHEF COMMITTEE'S

1. The purpose of the Agency SHEF Committee is to bring together Planners and Implementers of the SHEF Management Systems to progress the development of safety, health, environmental and fire policy, organisation, planning implementation, measurement and review and to provide a consultation link with TU's and employees. Annex A to this leaflet lays down the Terms of Reference. The meetings will be chaired by the Deputy Chief Executive Officer in his role as the delegated Director for SHEF. The meetings will be arranged to coincide with the Consortia Chairs meetings. They will be minuted, published on the SCE Web, and should be printed off and displayed on the SHEF Noticeboard in every school.

2. SHEF Committees should also be formed within larger Schools and SCE Establishments with representation from all sectors eg TU reps, teachers, support staff, etc so that SHEF concerns can be brought to the attention of Management and that views, opinions and queries can be aired. Items such as training, accident trends, implementation of arrangements and review of the local SHEF Management Plan should also be included in the Agenda. The Agency SHEF Committee agenda at Annex B can be used as a template. These meetings should be minuted, displayed on the local SHEF Noticeboard and copied to the SCE Lead SHEF Advisor. A meeting of the SHEF Committee should take place at least twice per year and should be chaired by the Head of Establishment at least once peryear.

3. Where a school is too small to warrant a SHEF Committee (less than 10 employees) it is acceptable to simply have a permanent agenda item at Staff meetings. However, topics covered should include those identified for SHEF Committees. A copy of the minutes (of this section only if necessary) of the Staff meeting should be displayed on the local SHEF Noticeboard and copied to the SCE Lead SHEF Advisor.

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**ANNEX A TO LEAFLET 2 TO
PART 2 TO SHEF MANUAL**

**SERVICE CHILDREN'S EDUCATION SAFETY, HEALTH, ENVIRONMENT AND FIRE
COMMITTEE - TERMS OF REFERENCE**

1. To identify, formulate and progress development of safety, health, environment and fire (SHEF) policy, organisation, planning implementation, measurement and review, to ensure that standards are maintained to at least those required by the Health and Safety at Work etc Act 1974 and its subordinate Legislation.
2. To foster and promote cooperation across the Agency in ensuring employee's health and safety at work, the protection of the environment and the prevention of fires.
3. To promote SHEF communication and publicity in the workplace.
4. To assess and monitor the effectiveness of employees (SHEF) training.
5. To encourage employee participation in the prevention of accidents.
6. To provide a forum for consultation with employees on SHEF matters as required by the Secretary of State's policy.

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**ANNEX B TO LEAFLET 2 TO
PART 2 TO SHEF**

MANUAL

AGENDA FOR THE SCE SHEF COMMITTEE

- Item 1. Apologies.
- Item 2. Minutes of Previous Meeting Agreed/Disagreed
- Item 3. Matters Outstanding from Previous Meeting.
- Item 4. Standing Items:
- Changes to SHEF Legislation which are Likely to Impact on the Organisation.
 - Internal/External Reports
 - The Effectiveness of the SHEF content of employee training
 - The Examination of Accident Trends together with Recommendations for Corrective Action
 - The Adequacy of SHEF Communication and Publicity in the Workplace
 - The Implementation of the Health and Safety Management System Procedures
 - The Adequacy of Resources for SHEF
- Item 6. Any Other Business
- Item 7. Date of the Next Meeting

Additional Items may be added at the direction or discretion of the Chairman.