

# HSE Meeting Guidance

## Introduction

Effective consultation with employees helps to create and maintain a safe and healthy working environment. Regular meetings help to raise the profile of health and safety and to promote a positive health and safety culture. Legislation requires employers to consult with all employees on matters of health and safety.

Communication and consultation from the HSE Department shall be conducted centrally and communicated to operating units via several media, including Compass Connect, Weekly Unit Updates, Monthly See Care Share Updates and sector specific communications.

## Guidance

Compass Group UK and Ireland require all operating units to hold Health, Safety and Environment Meetings on a minimum of a 6 monthly basis with its employees. In large sites where it is impractical for all employees to attend, representatives may attend on behalf of other colleagues, express their views or concerns and report the contents of the meeting to them.

Employee representatives should be nominated to reflect the unit departmental structure and operations.

In sites where a recognised trade union has appointed a safety representative they must be consulted on matters affecting the group or the groups of employees they represent. Members of the group(s) represented may include employees who are not members of that trade union. In sites where groups of employees are not represented by trade union appointed safety representatives, they may elect their own safety representative.

To ensure effective and efficient meetings a mandatory standard agenda and minute template is provided for use. Additional agenda items may be included if required providing that all the items on the standard agenda are discussed as a minimum.

The agenda must include:

- Safety Moment
- Outstanding matters from previous meeting
- Health & Safety:
  - Accidents and Near Misses since last Meeting
  - Report on findings of any Audits, Inspections and Risk Assessments Changes to Site Equipment, Services or Work Methods
- Food safety issues Environmental issues Quality issues
- Changes to Company Policy or Procedures Training
- HSE Matters that team colleagues wish to discuss
- Recognition / nominations for team members who should be recognised for their contribution to HSE
- Action plan

## Guidance

The purpose of the meeting is to ensure continuous improvement in the performance of health, safety and welfare by identifying, discussing and seeking to resolve issues, learning lessons, taking positive action and responsibility, and ensuring that all colleagues are kept suitably informed of developments and changes

Minutes of site Health, Safety and Environment meetings must be discussed with and signed off by line management. Any significant Health, Safety and Environment issues that cannot be resolved on a local/ regional basis must be brought to the attention of the Sector Business Director, Human Resources or Operations Director as appropriate, seeking the advice of HSE Department if required.

## Procedure

**Above Unit Line Managers** are required to:

Ensure that Health, Safety and Environment Meetings take place at the required frequency.

Review Health, Safety and Environment Meeting Minutes and ensure that identified action points are completed.

**Unit Managers** are required to:

- Ensure that Health, Safety and Environment Meetings are held at least every 6 months to provide a forum for consultation with employees.
- In larger units, where attendance by all is not possible, enable employees to nominate representatives for their area/department These need not be managers/supervisors/team leaders but can be frontline employees, health and safety representatives etc.
- Attend the meeting.
- Utilise and complete the HSE Minutes Meeting Form with agreed actions and set time scales. Consult with safety representatives, where appointed or elected, on health, safety and welfare matters
- Post Health, Safety and Environment Meeting Minutes on the noticeboard for all team members to see.
- Send a copy of the Health, Safety and Environment Meeting Minutes to the Line Manager for information and/or action.
- Consult with the Client and Line Manager on health, safety and environment matters raised that cannot be resolved at a site level. Record completion of the Meetings on the Combined HSEQ Activity Calendar.