



The Health, Safety and Welfare Forum

Terms of Reference

- To provide support to Avon Fire Authority in performing its statutory functions with regard to compliance with health and safety legislation and employee health, safety and welfare.
- To encourage improvements in the Fire Authority's health and safety management policies and practices.
- To provide a forum for the Fire Authority to report on its performance against its targets and objectives.
- To provide a forum to report on the performance of health and safety within the Fire Authority.
- To raise awareness of the responsibilities, requirements and risk management opportunities afforded by health and safety management within the Fire Authority.
- To address and inform on priorities highlighted regarding health, safety and welfare, as appropriate.

Methodology to meet these objectives

The forum will be open to any methodology that will help to achieve the main objectives. It is likely that the following approaches will be used initially.

- Round table discussion amongst members.
- Oral and written presentations from Avon Fire and Rescue Service managers
- Links to other relevant groups such as the Regional Improvement
- Reference to best practice as supplied by HSE, ODPM, IOSH, RoSPA, Audit Commission, etc.

Resources

It is not expected that the Forum will require resources other than the contribution of time from its members. Avon Fire and Rescue Service will provide practical resources such as location and meeting facilities.

Timescales

The Forum will meet approximately twice yearly. Members of the Forum will be provided with copies of any relevant documents, reports, etc two weeks before the Forum meets. This is to allow them time to review and prepare relevant comments relating to the documents.

Membership

The Forum will be comprised of members that represent the interest of all of Avon Fire Authority's primary stakeholders, i.e.:

- Elected Members of the Fire Authority (3 Members)
- Deputy Chief Fire Officer
- Health and Safety Unit representation
- Union representatives (FBU, Unison and Amicus)
- Additional representation as necessary.



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