

Consultation Policy and Procedure

1. Purpose

- 1.1. To provide suitable arrangements for consultation with employees in relation to health and safety.
- 1.2. To ensure that all staff are aware of these arrangements.

2. Policy

- 2.1. Cambian Group will ensure that:
 - Adequate resources are available for the implementation of this policy.
 - This policy and procedure are effectively communicated
 - Suitable arrangements are made for consulting with employees on health and safety.
 - Employees are consulted when significant changes to working practices are planned.
 - Employees' health and safety concerns are acted upon.
 - Arrangements are made for the periodic monitoring of performance against this standard.
- 2.2. This policy and associated procedure will be reviewed and revised as necessary at least annually.

3. Procedure

Who does this apply to?

- 3.1. The Caretech Group Compliance & Regulation Director has overall responsibility for management of health and safety.
- 3.2. Registered Managers/School Heads will be responsible for the implementation of this procedure on a day to day basis.

Objectives

- 3.3. We are committed to the development, implementation and support of effective arrangements for consulting with our employees. Our objectives are to listen to the views of employees and take them into account before key decisions are made in relation to health and safety, and:
 - To promote co-operation between management and employees in reviewing and implementing measures to ensure the health and safety of employees and others who may be affected.
 - To ensure the suitability of our policies by monitoring their performance.
 - To reduce accidents and incidents of work-related ill health.
- 3.4. We will ensure that employees are consulted on the following issues:
 - Measures that may substantially affect their health and safety.
 - Risks associated with their work and the control measures implemented to minimise these risks.
 - Emergency procedures.
 - Health and safety training for employees.
 - New technology and working practices before they are implemented.

Current Arrangements

- 3.5. There is a Caretech Group Health and Safety Steering Group. This group will meet quarterly to discuss key health and safety matters including accident, progress with risk assessment programme, training and the impact of new legislation and procedures. The minutes from this meeting will be circulated.

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- 3.6. Health and Safety will also be discussed at monthly regional management meetings.
- 3.7. Employees are kept up to date with changes in health and safety arrangements, risk assessments, procedures and working practices at regular meetings.
- 3.8. Employees are encouraged to bring health and safety matters to the attention of the relevant Registered Manager/Head Teacher.
- 3.9. If they are unhappy with the outcome of issues which they have raised they can escalate the matter to The Managing Director

4. Standard Forms, Letters and Relevant Documents

- 4.1. Nil