

Communication, Consultation & Co-Operation

School Advice Note

Communication

1. The Management of Health & Safety at Work Regulations 1999 requires employers to “ensure the communication of necessary information throughout the organisation”. The flow of information to all employees and others, who may be affected by the work activities of the organisation, would include:
 - 1.1. The contents of Health & Safety Policies, along with its structure and identification of roles and responsibilities.
 - 1.2. The results of risk assessments identifying the hazards they may encounter and the control measures to be followed.
 - 1.3. Safe Systems of Work and changes to working practices and procedures.
 - 1.4. Information about accidents & incidents and steps taken to prevent recurrence.
 - 1.5. Minutes of Corporate and School Health & Safety meetings.
 - 1.6. Other relevant health & safety information.
2. Methods of Communication may include:
 - 2.1. Planned meetings and briefings.
 - 2.2. Written communication.
 - 2.3. Notice Boards.
 - 2.4. Training, including induction, toolbox talks and on-the-job training;
 - 2.5. Health & Safety Annual Reports.
 - 2.6. Trade Union communications with workers.

Consultation

3. The Safety Representatives and Safety Committees Regulations 1977 set out the responsibility for organisations in relation to consultation with Trade Union Safety Representatives. These include a legal right to:
 - 3.1. Consultation and provision of facilities and assistance.
 - 3.2. Paid time off for Safety Representative duties.

- 3.3. Co-operate where Safety Representatives wish to undertake a workplace inspection or an inspection/investigation following an accident or incident.
- 3.4. In prescribed conditions and where at least two safety representatives request it, the employer must set up a Health & Safety Committee.
- 3.5. The Health and Safety (Consultation with Employees) Regulations 1996 confer duties upon employers to consult with all employees who are not represented by a recognised trade union on health and safety issues. If a recognised union has failed to appoint representatives and is not going to do so soon, then employers have a duty to consult with their employee representatives and should take positive steps to ensure that this consultation happens. Staff Safety Representatives have similar rights to Union Safety Representatives.

Co-operation

- 4. Under the Management of Health & Safety Regulations 1999, where two or more employers share a workplace, each employer has a duty:
 - 4.1. Co-operate with the other employers in relation to health & safety.
 - 4.2. Co-ordinate with other employers on the steps to comply with statutory requirements.
 - 4.3. Inform the other employers concerned of the risks to their employee' health & safety arising from or in connection with their activities.
- 5. Further advice can be found in the following publications:
 - 5.1. [HSE guidance – Consulting Employees on Health & Safety \(INDG232\).](#)