

	Gasóga na hÉireann / Scouting Ireland			
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	CSD-TOR-07	16th January 2020	n/a	28th September 2022
	Category: Project Team – Terms of Reference			
Corporate Services Department : Safety Advisory Team				
Related Documents:				
Revision	Date	Description		
1	16th Jan 2020	Document Issued		
2	9 th March 2021	Minor update		
3	24 th Sep 2021	Changes to Aims and Assigned Duties sections		

Description

The ‘*Safety Advisory Team*’ will be a project team serving Scouting Ireland within the Corporate Services Department. This team will support the overall planning and development of safety management in line with the Scouting Ireland Strategic Plan. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

Duration of Term

Project Team duration: 12 months

Commencing: 1st October 2021

Termination: 30th September 2022

There will be annual open calls for this team, with the open call for 2022/ 2023 planned for September 2022.

Aims of the Team

The ‘*Safety Advisory Team*’ aims are as follows:

- Act as the ‘Competent Person’ within its meaning in safety legislation in Ireland and Northern Ireland
- Compile and maintain a safety risk register and advise the Corporate Services Department, the CEO and the Governance, compliance, health and safety subcommittee (or other appropriate committee) of both the top and elevated enterprise risks to safety and health in Scouting Ireland.
- Develop proposals and policies on how to promote all aspects of safety for both the professional staff and volunteers in Scouting Ireland.

- Advise the Corporate Services Core Team on all insurance related matters, including insurance cover for its members, properties and activities.
- Assess the activities referred in writing by Campsites, Facilities, Programme and Provincial, National and International Events from a safety risk or insurance related point of view and advise accordingly on how to manage the risks arising.
- Propose, develop and review procedures for reporting accidents/incidents and for follow up investigations and evaluations.
- Review incident reports received by the National Office and propose any changes required to guidelines or procedures, which would avoid recurrence.
- Review Safety in Activity Guidelines in conjunction with the Programme Services Department, and any other relevant department.
- Review Safety in Premises Guidelines in conjunction with the Corporate Services Department, and any other relevant department.
- Identify training needs of Scouters with regard to Safety Risk Management policies in conjunction with the Volunteer Resource Management and Group Support Department.
- Assess any decision-making options available to the Board of Directors from Safety Risk Management aspects where such matters are referred to it for comment/assessment or when it becomes aware of potential safety risks.

Accountability

The members of the Safety Advisory team are accountable for full compliance with the statutory provisions as Competent Person as defined in Health and Safety legislation.

All persons on the 'Safety Advisory Team' will be accountable to the Core Team and department manager or their delegate, through the Project Team Lead.

All members of the team must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

The project team budget will be approved by the Core Team and the Safety Advisory Team Lead will administer the budget and monitor spending associated with this team.

Reviews

Reviews will be conducted every six months of the project by Project Team Lead in conjunction with their team and submitted to the Core Team for consideration.

An annual report and review should be submitted to the Core Team within 6 weeks of the completion of the 12 month project.

Assigned Duties

1. Planning, implementing and monitoring of the Scouting Ireland Safety Risk Management plan which supports the Scouting Ireland strategy
2. Contributing to the Scouting Ireland Risk Register with respect to safety

3. Act as the 'Competent Person' as defined in the Safety, Health and Welfare at Work act 2005 (Irl) as amended or substituted, and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 (SI 388) as amended or substituted.
4. When requested, advise on the safety management requirements for the management of National Scout Centres, events and activities.
5. Safety matters that require immediate action will be reported to the Department Manager to bring to the attention of the CEO. Any safety concerns which have not been dealt with effectively by the Corporate Services Core team or the Governance, compliance, health and safety subcommittee can in the first instance be referred to the CEO directly and secondly the Board directly should the concern persist.
6. Meet at least annually with the insurance brokers for Scouting Ireland in order to review policies, claims and procedures and plan for the future management of risks in Scouting Ireland. Meet with the Insurance Company to review outstanding claims.
7. Other duties that may arise relevant to this project team.

Meetings

Project Teams will meet a minimum six times a year. Members of the department support team and the Core Team may attend in an advisory capacity.

Additional Information

- Meetings may be conducted via teleconferencing platform and in person as appropriate
- Project roles and team structure will be defined by the Core Team
- In consultation and by agreement with the Project Team the Core Team may request additional duties to be assigned to the Project Team
- In consultation and by agreement with the Project Team the terms of reference can be subject to change by the Core Team
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- The work of the project team must support Scouting Ireland's Strategy
- The work of the project team must not compromise Scouting Ireland's risk register
- The work of the project team must be in line with good governance

Measurables

- Contribute to the Scouting Ireland Risk Register with respect to safety risks
- Prepare an annual report. The report shall describe the activities of the Safety Advisory Team for the preceding year, a summary of safety performance for Scouting Ireland, details of any significant incidents, risks or trends, and any other matters that are deemed relevant.
- Provide a summary of recommendation with details of actions completed with respect to these recommendations

Apply

Applications through

<https://forms.office.com/Pages/ResponsePage.aspx?id= bDp4kmVmEWIMGXcrKR75QnpXYUbtEVArVs8pJKGezFUNehTWUhdDNUw1SVpUWkZZN1c0RVI4N1hXSyQIQCN0PWcu>

APPENDIX 1

Competent Person (ROI)

Safety, health and Welfare at Work Act 2005. 18.—(1) ... an employer shall, for the purpose of complying with the relevant statutory provisions, appoint one or more competent persons to perform such functions as are specified by the employer, relating to the protection from and the prevention of risks to safety, health and welfare at work.

(3) Every employer shall—

(a) ensure that—

(i) the number of persons appointed, and

(ii) the time available to them and the means at their disposal to perform their functions under this section, are adequate having regard to the size of the place of work, the risks to which employees are exposed and the distribution of those risks in the place of work, and

(b) make arrangements for ensuring adequate co-operation between those persons and safety representatives (if any) appointed under section 25 whenever necessary.

(4) Where there is a competent person in the employer's employment, that person shall be appointed for the purposes of this section in preference to a competent person who is not in his or her employment except where the knowledge and experience of the person first referred to is not adequate or appropriate to the functions conferred by this section.

(5) An employer shall provide the competent person appointed under this section who is not in his or her employment with the following information:

(a) the factors known by the employer to affect, or suspected by the employer of affecting, the safety, health and welfare of his or her employees;

(b) the risks to safety, health and welfare and the protective and preventive measures and activities in respect of the place of work and the work carried out there;

(c) the measures for the evacuation of employees and other persons to be taken under section 11, including the employees designated to implement the plans and measures referred to in paragraphs (a) and (b) of subsection (1) of that section; and

(d) such reasonable information about any person in the place of work concerned who is a fixed-term employee or a temporary employee as is necessary to enable the competent person to perform his or her functions under this section

Competent Person (NI)

Management of Health and Safety at Work Regulations (Northern Ireland) 2000

Health and safety assistance

7.— (1) Every employer shall, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.

(2) Where an employer appoints persons in accordance with paragraph (1), he shall make arrangements for ensuring adequate co-operation between them.

(3) The employer shall ensure that the number of persons appointed under paragraph (1), the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of his undertaking, the risks to which his employees are exposed and the distribution of those risks throughout the undertaking.

(4) The employer shall ensure that—

(a) any person appointed by him in accordance with paragraph (1) who is not in his employment—

(i) is informed of the factors known by him to affect, or suspected by him of affecting, the health and safety of any other person who may be affected by the conduct of his undertaking, and

(ii) has access to the information referred to in regulation 10; and

(b) any person appointed by him in accordance with paragraph (1) is given such information about any person working in his undertaking who is—

(i) employed by him under a fixed-term contract of employment, or

(ii) employed in an employment business,

as is necessary to enable that person properly to carry out the function specified in that paragraph.

(5) A person shall be regarded as competent for the purposes of paragraphs (1) and (8) where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures referred to in paragraph (1).