

Friday 8th May 1998

This Special Issue contains a Report made under Rule 5.2.6

NATIONAL AGREEMENT BETWEEN POCL & CWU
ON HEALTH & SAFETY REPRESENTATION &
HEALTH & SAFETY COMMITTEES

INTRODUCTION

Following negotiations with POCL, the Postal Executive is pleased to be able to report that an Agreement has been concluded to introduce a revised National Agreement on Health and Safety Representation and Health and Safety Committees.

The revised Agreement replaces the 1994 Safety Representatives and Safety Committees Agreement.

The Agreement has been reached against the background of intensive negotiations that have been ongoing since October last year.

BACKGROUND

The 1994 National Agreement included the following review clause:

“This Agreement between POCL and UCW will be subject to ongoing joint review and will be formally reviewed by both parties in September 1995”.

From the Union’s point of view a formal review was unnecessary as the agreement was to all intents and purposes working to everyone’s satisfaction – clearly POCL held the same view.

This situation continued until the summer of 1997 when POCL advised the Union that the business intended to review the 1994 National Agreement.

The Union considered that the agreement had, with the exception of a few occasions when difficulties were experienced with local management, generally worked well and stood the test of time particularly as there had been no amendment submitted, let alone discussed and carried at any Annual Conference since the introduction of the agreement in 1994.

Consequently, the Unions initial reaction to POCL was one of caution as there was apparently no desire for change from our Area Safety Representatives.

Having determined that a root and branch examination of the 1994 National Agreement was unnecessary, the Union adopted a strategy of seeking to strengthen the existing agreement and build in improvements.

NEGOTIATIONS

The first formal meeting was held with management on the 27th October 1997. During the course of this meeting management accepted our arguments that there was a need for a major re-write of the existing agreement.

Subsequently a revised Draft Agreement was received from POCL. This document was born out of the 27th October negotiations. Thereafter a series of meetings were held with management on each occasion a revised Draft Agreement was produced taking into account the representations made by the Union at these formal negotiations.

Throughout these negotiations, the RCR's have been fully briefed at every opportunity. Earlier drafts have been provided to the RCR's who have been encouraged to involve the Area Safety Representatives when commenting and suggesting amendments to the draft proposals.

As a consequence considerable correspondence has been received from various representatives, both RCR's and ASR's. Where appropriate these views/opinions have been pursued during the negotiations. The Union has therefore sought and has been successful in securing improvements to the National Agreement directly as a result of representations from key activists.

The consultation process culminated in a briefing that was held at the Unions Training Centre. (The Elstead Hotel) on the 18th February 1998. The briefing was attended by 3 RCR's and 4 ASR's (co-ordinators) on the basis of one representative from each of the POCL regions.

The briefing meeting carefully examined the specific detail and component parts of the draft Agreement. This exercise was a positive contribution to the negotiation process and was of considerable help to the negotiators who met with management on site at the Elstead Hotel later in the day on the 18th February 1998.

Thereafter two further meetings were held with management's on the 25th February 1998 and 6th March 1998. At the last of these meetings a revised National Agreement was concluded.

MAIN FEATURES OF THE AGREEMENT

- 1. Area Safety Representatives (ASR's) to be re-titled Area Health & Safety Representatives (AHSR's).**
- 2. AHSR's will be accorded Senior Representatives status.**
- 3. The election for a two year term of office of 27 AHSR's nationally – with between 2 and 5 for each POCL region.**
- 4. Once the AHSR's have been elected a co-ordinator will be selected from amongst themselves.**
- 5. The AHSR's will have pre-scheduled facility time in order to carry out their prescribed functions.**
- 6. The AHSR's will have access to physical facilities including when available the use of pool cars.**
- 7. Facility time to be negotiated by the RCR.**
- 8. Disagreements in respect of facility time will be subject to the Procedural Agreement and will be referred to CWU/HQ for resolution with the Regional General Manager or equivalent in the case of POCL/HQ.**
- 9. All newly elected AHSR's will receive a new one week induction training course.**
- 10. An updating refresher course will be offered to all existing AHSR's who continue in the role.**
- 11. The induction and refresher training course will be developed and agreed with the CWU.**
- 12. The business will be seeking to achieve Institute of Occupational Safety and Health (IOSH) Accreditation for both the induction and refresher course.**
- 13. Skills and professionalism will be raised for AHSR's with additional training for significant changes in working practices, new legislation etc.**
- 14. AHSR's will be favourably considered for sponsorship by POCL for the study of recognising qualifications such as National Examination Board in Occupational Safety and Health (NEBOSH) or British Safety Council.**

15. **Workplace safety inspections to be carried out quarterly or following substantial change in the workplace environment i.e. new procedures/practices.**
16. **AHSR's to represent the interests of all staff in the workplace as defined by regulation 2 (1) of SRSC Regulation.**

“Workplace in relation to a safety representative means any place or places where the group or groups of employees he/she is appointed to represent are likely to work or which they are likely to frequent in the course of their employment or incidentally to it”.
17. **Health and Safety Committees will be established in each region, London and Chesterfield. These meetings will be held quarterly.**
18. **Pre-planning time will be allowed for AHSR's prior to the Health and Safety Committees.**
19. **AHSR's and RCR's will be eligible to attend the Health and Safety Committees.**
20. **A woman representative from the Union may also attend the Health and Safety Committees in the absence of a woman AHSR or RCR.**
21. **A commitment to consult in good time with AHSR's on the introduction of measures substantially affecting Health and Safety of Employees (including new technologies) in accordance with regulation 4a of SRSC Regulations.**
22. **Access for AHSR's to a Health and Safety Database described by POCL as a comprehensive information centre on the POCL Intranet that will include accident statistics etc.**
23. **The LOGISTICS BUSINESS UNIT being an integral part of this agreement with AHSR's working in regions having the right to inspect LBU workplaces with associated representation rights.**
24. **This equally applies vice a versa with AHSR's employed within the LBU having the same right of inspection etc. of Crown Offices, Regional offices etc.**
25. **The establishment of a National Health and Safety Consultation Forum.**
26. **The agreement will be subject to ongoing review and will be formally reviewed by both parties as necessary.**

CONCLUSION

The Postal Executive's position throughout the negotiations was to establish a revised agreement that would be acknowledged as being a considerable improvement for our membership.

The union negotiators focused upon enhancing the role of the Area Health and Safety Representative whilst seeking to retain the main features of the former agreement.

Our aim has been to ensure a better working environment for all of our members. Consequently significant emphasis has been placed upon effectively improving the participation and involvement from the union and its representatives.

The Postal Executive believes that this agreement demonstrates that we have been successful in achieving this aim.

The agreement will undoubtedly promote dedicated expertise with our representatives receiving proper and necessary training in this specialist field.

Our members need the significant protection offered by this agreement and the union requires the recognition of its role that is encapsulated within the agreement.

This comprehensive agreement substantially improves upon the former agreement. Accordingly the Postal Executive considers that the agreement fulfils the Union's aspirations and that the best possible agreement has been achieved following lengthy negotiations.

Therefore the Postal Executive has no hesitation in recommending the Agreement and seeks the endorsement of the membership by way of a branch ballot under the appropriate National Rule 5.2.6.

Recommendation: That the revised National Agreement on Health and Safety Representation and Health and Safety Committees which is recommended to the membership by the Postal Executive be agreed.

THE FOLLOWING LETTER WAS ASSOCIATED WITH THE FINAL DRAFT PROPOSALS AND AMPLIFIES THE SPIRIT AND INTENTIONS OF THE NEGOTIATIONS. THIS LETTER ALSO CONTAINS IMPORTANT PRINCIPLES THAT COMPLIMENT THE OVERALL AGREEMENT.

Mr A Furey
CWU
150 The Broadway
Wimbledon
LONDON
SW19 1RX

Dear Mr Furey,

National Agreement on Health and Safety Representation and Health and Safety Committees.

Further to our meeting on the 06 March, I attach a copy of the new draft Agreement.

I believe we have made real progress in establishing a renewed and sustainable partnership approach to Health and Safety.

It goes without saying that the involvement of unions in health and safety management is fundamental ingredient for success.

In this respect the Health and Safety Representative has an important front line role to fulfil in representing the interests of staff by alerting and consulting with management on workplace issues.

I hope we can jointly develop this role to make it a more interesting, fulfilling and rewarding by ensuring a greater involvement in mainstream activities with the POCL Health and Safety network. Our aim will be to encourage personal development through the improved training, coaching and involvement.

Equally I want to create greater transparency in the way we manage health and safety throughout POCL and in that respect I will be establishing a comprehensive information centre on the Post Office/POCL Intranet which your Area Health and Safety representatives should be able to access. Apart from details of our management systems (inc. policies, standards and processes) it will have the latest accident and sick absence statistics as well as up to the minute H&S information.

Working jointly with the CWU we will develop a new 1 week induction course for Health and Safety Representatives as well as an updating refresher course for those who continue on in the role after their initial 2 years. We will seek to get these courses IOSH accredited.

Further training of safety representatives will be provided where this is considered necessary to fulfil their role or for personal development. Where ability and commitment are clearly demonstrated sponsorship for the study of recognised qualifications (NEBOSH or British Safety Council) will be favourably considered.

At the regular meetings of the POCL Health and Safety network I have stressed the need for greater involvement and constructive use of their first hand knowledge of health and safety issues gained by undertaking inspections and talking to staff. There are currently a number of good examples in the Regions where such a partnership works exceedingly well. Such a partnership approach makes for a “win – win” situation.

At national level we are establishing a National POCL Health and Safety Consultative Committee to consult and work jointly with the CWU to drive up Health and Safety standards. Whilst the previous Agreement did make for similar provision it didn't materialise. In the interim we have done a lot of groundwork, particularly in developing systems that will provide greater availability and easier retrieval of information. I believe we are now in a much better position to move this initiative forward.

Health and Safety is high on POCL' s agenda and I therefore welcome the involvement of the CWU in shaping the route to a safer and healthier business. I hope therefore the new Agreement meets with the approval of your members.

Yours sincerely,

Terry Goddin

Head of Health and Safety

AGREEMENT BETWEEN POST OFFICE COUNTERS LTD AND THE COMMUNICATION WORKERS UNION ON HEALTH AND SAFETY REPRESENTATION AND COMMITTEES.

1. OBJECTIVES

Post Office Counters Ltd and CWU are working together to promote a positive representative and consultative partnership, consistent with the principles and spirit of the Safety Representatives and Safety Committee Regulations 1977 (SRSC Regulations) and the Health and Safety (Consultation with Employees) Regulations 1996, which are directed towards joint promotion and adoption of high standards of employee health and safety.

This Agreement represents POCL and CWU's joint commitment to working towards a healthy and safe working environment and sets out the arrangements for CWU Health and Safety representation within POCL.

POCL will consult with CWU Area Health and Safety representatives to establish and maintain arrangements that enable effective co-operation in promoting and developing measures to ensure the health and safety at work of their employees, and check the effectiveness of such measures. Area Health and Safety representatives will represent the employees in these consultations.

In the first instance employees are expected to take reasonable steps to resolve health and safety issues directly with their Line Managers. Where this does not result in successful resolution, representation will then occur through CWU elected Area Health and Safety representatives.

2. HEALTH AND SAFETY REPRESENTATIVES

This joint Agreement between POCL and CWU on health and safety representation allows for the election by CWU of Area Health and Safety representatives. The number of representatives and the area each one will cover is detailed in Annex 1. Once representatives have been elected they will select a co-ordinator for each Region.

Further discussions will take place should it become necessary to alter the area boundaries set out in at Annex 1. e.g. in the event there are insufficient numbers of volunteers to take up health and safety representational work, it may become necessary to amalgamate areas and redraw the boundaries.

In compliance with the SRSC Regulations, CWU Area Health and Safety representatives, where elected, will represent the health and safety interests of all staff in the workplace as defined by Regulation 2(1).

3. LEGAL BACKGROUND

The SRSC Regulations as amended by the Management of Health and Safety at Work Regulations 1992 allows recognised Trade Unions to appoint Area Health and Safety representatives. They also require employers to accredit such representatives and provide them reasonable time off, with pay, to carry out prescribed functions and undergo suitable and appropriate training.

Employers are also required to allow representatives reasonable access to appropriate support facilities to enable them to carry out their prescribed functions.

The SRSC Regulations are supported by an Approved Code of Practice and Guidance Notes. Reference can be made to these documents for a more detailed description of the legislation covering health and safety representation.

4. AREA HEALTH AND SAFETY REPRESENTATIVES' RESPONSIBILITIES/PREScribed FUNCTIONS

The SRSC Regulations described Area Health and Safety representatives as having a number of prescribed functions. These should be read in conjunction with the schedule attached to the Management of Health and Safety at Work Regulations. Although a number of limitations are placed on these they can broadly be described as being:

- (i) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by represented employees).**
- (ii) to examine the causes of accidents at the workplace.**
- (iii) to investigate health, safety and welfare complaints raised by represented employees.**
- (iv) within prescribed limits, to receive health and safety information made available by the employer, and inspect and take copies of health and safety related documents that the employer is required to keep by law.**
- (v) to make representations on behalf of employees to employer.**
- (vi) to represent employees in consultation at the workplace with Enforcing Inspectors and receive information from them.**
- (vii) to carry out quarterly workplace safety inspections or following substantial change in the workplace environment and/or practices/procedures. An aide memoire of inspection entitlements is attached to Annex 2.**

to attend Health and Safety Committees set up by employer under the SRSC Regulations.

The SRSC Regulations clearly state that none of the above functions can be construed as imposing any duty on the representative, other than that ordinarily falling on any employee to take reasonable care for themselves or others.

For further clarification please see Health & Safety Commission “Safety Representatives & Safety Committees”.

Area Health and Safety representatives, whilst working on union business, shall be accorded senior representative status in accordance with paragraph 4.8 ‘Conduct Procedures’ as set out in the IR Framework Agreement.

5. TRAINING

Area Health and Safety representatives are permitted paid time off including assigned allowances and bonuses to undergo reasonable training for the prescribed functions.

To ensure the requisite levels of competence all newly appointed Area Health and Safety representatives would receive induction and refresher training, (the aim will be for the training courses to be IOSH accredited). Induction and refresher training will be provided on a biennial basis as soon after completing mainstream elections.

The induction and refresher training packages will be tailored specifically for POCL and be developed and agreed with the CWU.

To raise skills/professionalism and ensure Area Health and Safety representatives are kept up to date further additional training will be provided eg. New legislation and case law/Codes of Practice/significant changes in working procedures.

6. ACCREDITATION

The election of Area Health and Safety representatives is a matter for CWU.

It has been agreed with the CWU that Area Health and Safety representatives shall hold office for two years. This promotes professionalism and the continuity required to fulfil the role effectively. It is not considered satisfactory for the Area Health and Safety representative role to be combined with that of the Regional Counter Representative, (with the exception of Northern Ireland).

On election/re-election, Area Health and Safety representatives must inform their immediate Line Manager. The Regional Counters Representative should complete the form at Annex 3 for each Area Health and Safety representative within his/her Region and send it to the senior manager nominated as responsible for Health and Safety.

The appointment will be acknowledged by the appropriate manager using the form at Annex 4.

The appointment will cease to be recognised when;

- (a) **CWU notifies in writing that the appointment has terminated; or**
- (b) **the representative resigns; or**
- (c) **the representative ceases to work in the geographical Area to which he/she was elected.**

7. FACILITIES TO CARRY OUT PRESCRIBED FUNCTIONS OF AREA HEALTH AND SAFETY REPRESENTATIVES

POCL is legally obliged to allow paid time off to enable them to carry out their prescribed functions and to undergo training.

Area Health and Safety representatives whose paid leave of absence for health and safety purposes has been authorised should receive the basic pay, allowances and bonus payments that they would have received had they been carrying out their normal duties.

Facilities time will be negotiated locally between the CWU Regional Counters Representative and the nominated POCL senior manager responsible for health and safety and will reflect local circumstances.

Whilst it is recognised that the Area Health and Safety representative will on occasions need to respond to unscheduled events eg. incidents/accidents, the amount of release, and the purpose for which it is provided, should as far as practicable be determined in advance. Ad hoc arrangements are not appropriate for regular pre-planned inspections.

The senior manager responsible for health and safety will also authorise payment of travel expenses for the prescribed functions as set out in Annex 2. Every effort will be made to minimise unproductive travelling time and costs, including consideration of the use of pool cars, and this aspect will be taken into account during the planning of inspections.

The overriding principle will be that paid time off release for health and safety representation will be provided where it clearly supports the prescribed functions of the Area Health and Safety representative or is in the joint interests of the business and the representative in terms of his/her personal development.

Should it prove not possible to reach agreement on appropriate facilities time then the normal process of the procedural agreement will come into operation and the matter will be referred to CWU Headquarters and the respective Counters Regional General Manager or equivalent in the case of HQ.

The Human Resources Group will give advice and guidance on matters of principle

8. INSPECTIONS AND INVESTIGATIONS

The legal rights of Area Health and Safety representatives to carry out inspections and investigations are summarised in Annex 2.

A national Branch Office inspection check list has been introduced to support core inspection documentation. See Annex 5.

Regular quarterly inspections will be pre-planned by the Area Health and Safety representatives – ad hoc arrangements are not appropriate. Senior managers responsible for health and safety, Health and Safety Managers and Area Health and Safety representatives will work together to plan schedules and any other necessary health and safety work.

Local discussions and agreements will determine whether or not joint inspections are undertaken with the Health and Safety Manager.

Regular quarterly inspections which are carried out by the CWU Area Health and Safety representative but without the Health and Safety Manager, should be undertaken jointly with the local manager who should always receive reasonable notice of an impending inspection. The non-availability of the Branch Manager/Office Manager should not, however, prevent/delay the inspection taking place.

9. HEALTH AND SAFETY COMMITTEES

Health and Safety Committees will be established in each Region and HQs (London and Chesterfield) and all elected Area Health and Safety representatives and Regional Counter Representatives will be eligible to attend. Because of the high ratio of women working in POCL, a woman representative from the union may also attend where this interest is not represented by the above attendees. These Health and Safety Committees should be held quarterly. Preplanning time should be allowed to representatives prior to these meetings. Annex 6 provides notes for guidance on establishing and running a Health and Safety Committee.

10. OTHER FACILITIES

In addition to paid release Area Health and Safety representatives will need to be provided with reasonable levels of physical facilities to enable them to carry out their functions.

These could include notice boards, accommodation and furniture, also reasonable access to telephones and, where appropriate and practicable, assistance with typing and photocopying. Health and Safety correspondence may be sent through the internal post. The public mail service may not be used without payment of a proper

charge. All these facilities, of which the above is not an exhaustive list, will be agreed locally.

11. THE NATIONAL HEALTH AND SAFETY CONSULTATION FORUM

The POCL Head of Health and Safety will meet quarterly with National CWU representatives to consider issues of national relevance.

12. REVIEW

This agreement between POCL and CWU will be subject to ongoing joint review and will be formally reviewed by both parties as necessary.

Signed on behalf of CWU

**Signed on behalf of Post Office
Counters Ltd.**

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.....

Name: R. DEVINE
Title: Assistant Secretary

Name: TERRY GODDIN
Title: Head of Health & Safety

.....

.....

Name: A. FUREY
Title: NEC Member

Name: A. HILLS
Title: National Fire & Safety Manager

Date.....

Date.....

ANNEX 1

HEADQUARTERS BUILDINGS

CHESTERFIELD

Chetwynd House,
Counterprint, Cobnor Wood,
Hipper Street,
Marsden Street,
West Bars House.

LONDON

King Edward Building, EC1
20-23 Greville Street, EC1,
Calthorpe House, WC1
Data Central, EC1
Esavian House, WC1
6 Eccleston Street, SW1
Old Hospital Block, SE1
Terminal House.

MIDLANDS REGION

Area South

Acocks Green BO
Big Top BO
Birmingham BO
Bloxwich BO
Bromsgrove BO
Cannock BO
Chelmsley Wood BO
Droitwich BO
Dudley BO
Eridington BO
Evesham BO
Halesowen BO
Harborne BO
Hertford BO
Hinckley BO
Kidderminster BO
Kings Heath BO
Kingstanding BO
Leamington Spa BO
Lichfield BO

Lionel House
Merlin House CRU
Northfield BO
Nuneaton BO
Redditch BO
Rugby BO
Sheldon BO
Solihull BO
Stores Cradley Heath
Stourbridge BO
Stratford BO
Sutton Coldfield BO
The Parade BO

Area North

Ashby CRU
Beeston BO
Crewe BO
Derby BO
Grantham BO

MIDLANDS REGION

.....CONTINUED

Hanley BO
Hucknall BO
Leicester BO
Longton BO
Loughborough BO
Mansfield BO
Nottingham BO
Matlock BO
Stafford BO
Stoke CRU

NORTH EAST REGION

Northern Area

Morpeth BO
South Shields BO
Barras Bridge BO
Newcastle City BO
Sunderland BO
Blyth BO
Cameron House BO
Leven House BO
Wasington Stores
Consett BO
Durham BO
Chester-le-Street BO
Darlington BO
Darlington RNM
Northallerton BO
Redcar BO
Stockton BO
Thornaby BO
Middlesbrough BO
Hartlepool BO
Billingham BO
Keighley BO
Central Area
New Street BO
Crossgates BO
St Johns BO
Markets BO
Leeds Chief BO
Morley BO House
Pudsey BO

Headingley BO
NE Regional Office
Northern House
Stockdale House
Adwalton House
York BO
Selby BO
Bridlington BO
Scarborough BO
Wetherby BO
Ossett BO
Wakefield BO
Pontefract BO
Harrogate BO

Southern Area

Doncaster BO
Lincoln BO
Grimsby BO
Scunthorpe RNM
Sheffield BO
Sheffield RNM
Barnsley BO
Chesterfield BO
Rotherham BO
Brigante House
Exchange BO
Darley Street BO
Bradford RNM
Keighley BO

NORTH EAST REGION

.....CONTINUED

Southern Area contd.

Huddersfield BO
New Street BO
Halifax BO
Beverley BO
Jameson Street BO
Bransholme BO
Galatea House

**NORTH WALES & NORTH WEST
REGION**

Mersyside Area

Whitechapel BO
Lyceum BO
Corn Exchange BO
Old Swan BO
Huyton BO
Prescot BO
Bootle BO
Breck Road BO
Walton BO
Speke BO
Woolton BO
Park Road BO
Kirby BO
Ormskirk BO
Ellesmere Port BO
Charing Cross BO
Southport BO
St Helens BO
Runcorn BO
Liverpool CRU

Greater Manchester Area

Hyde BO
Salford City BO
Swinton BO
Worsley BO
Ashton Under Lyne BO
Withington BO
Didsbury BO
Chorlton BO

Gorton BO
Altrincham BO
Brazenose Street BO
Stretford BO
Newton Street BO
Ormston BO
Eccles BO
Barnes Green BO
Wigan BO
Preswick BO
Capstan House BO
Stockport BO
Stockport Stores BO
Oldham BO
Middleton BO
Heywood BO
Macclesfield BO
Bolton BO
Cygnet House BO
Warrington BO
Leigh BO

North Lancs and Cumbria Area

Lancaster BO
Burnley BO
Morecambe BO
Accrington BO
Penrith BO
Preston BO
Carlisle BO
Blackpool BO
Blackburn BO
Poulton le Fylde BO
Blackburn CRU
Kendal BO
Barrow in Furness BO
Chorley BO
Ulverston BO
Whitehaven BO
Workington BO

Wales, Shropshire & Cheshire Area

Denbeigh BO

NORTH WALES & NORTH WEST REGION

.....CONTINUED

Wales, Shropshire & Cheshire

Area contd.

Wrexham BO
Wrexham Stores
Bangor BO
Oswestry BO
Bangor CRU
Llandudno BO
Shrewsbury BO
Rhyl BO
Shrewsbury CRU
Caernavon BO
Telford BO
Holyhead BO
Chester BO
Llangefni BO
Chester CRU
Holywell BO
Mold BO

Fleet Street BO
Grays BO
Harlow BO
Harold Hill BO
Harringay BO
Heathway, Dagenham BO
Hemel Hempstead BO
Hemel Hempstead NHTO
Hemel Hempstead Secure Stock
Centre
Highbury Corner BO
Hoddesdon BO
Holloway BO
Hornchurch BO
Houndsditch BO
Ilford BO
Ilford Cluster
Islington BO

NORTH THAMES AND EAST ANGLIA REGION

Area One

Barking BO
Barkingside BO
Barnet BO
Basildon BO
Bishops Stortford BO
Brentwood BO
Broadgate BO
Canning Town BO
Chelmsford BO
Cody Road NHTO
Collier Row BO
Crouch End BO
East Finchley BO
East Ham BO
Enfield BO
Enfield Wash BO
Essex Road BO
Finchley, Church End BO
Finsbury Park BO

Kingsland High Street BO
Laindon BO
Leigh on Sea BO
Letchworth BO
Leyton BO
Lombard Street BO
Lower Edmonton BO
Ludgate Circus BO
Luton BO
Mount Pleasant BO
Muswell Hill BO
North Finchley BO
Old Street, 59 BO
Old Street, 205 BO
Palmers Green BO
Ponders Green BO
Poplar BO
Potters Bar BO
Roman Road BO
Seething Lane BO
Southend BO
South Ockendon BO
South Woodford BO

NORTH THAMES AND EAST ANGLIA
REGION

...CONTINUED

Area One contd.

Stamford Hill BO
Stevenage BO
Stoke Newington BO
Tottenham BO
Upper Holloway BO
Waltham Cross BO
Walthamstow BO
Welwyn Garden City BO
Wolverton SSC
Wood Green BO

Area Two

Abingdon BO
Acton BO
Arbermarle Street BO
Aylesbury BO
Baker Street BO
Banbury BO
Bletchley BO
Broadwick Street BO
Brondesbury BO
Camden Town BO
Cowley BO
Cricklewood BO
Dunstable Stores
East Acton BO
Eastcote BO
Edgware BO
Edgware Road BO
Edgware Cluster Office
Golders Green BO
Great Greenford BO
Great Portland Street 202 BO
Great Portland Street, 54 BO
Hammersmith BO
Hampstead BO
Harlesdon BO
Harpenden BO
Harrow BO
Hayes BO
Heddon Street BO

Hendon BO
Hertford BO
Hertford Cluster Office
High Holborn BO
Kensington High Street BO
Kentish Town BO
Kilburn BO
Kingsway BO
Leighton Buzzard BO
Maida Hill BO
Marble Arch BO
Marchmont Street BO
Mill Hill BO
Milton Keynes BO
Mornington Crescent BO
North End Road BO
Northolt BO
Notting Hill BO
Oxford BO
Paddington BO
Ruislip BO
Shepherds Bush BO
South Harrow BO
Southall BO
St Peters Street BO
St Johns Wood BO
Swiss Cottage BO
Trafalgar Square BO
Uxbridge BO
Watling BO
Wealdstone BO
Willesden, Church Road BO
Willesden BO
Witney BOP
RHQ. Verulam Point.

Area Three

Bedford BO
Boston BO
Bury St. Edmunds BO
Cambridge BO
Clacton BO

NORTH THAMES & EAST ANGLIA

...CONTINUED

Area Three contd.

Colchester BO
Colchester Cluster Offices
Corby BO
Daventry BO
Derham BO
Diss BO
Dunmow BO
Flexistow BO
Great Yarmouth BO
Halstead BO
Haverhill BO
Ipswich BO
Ipswich NHTO
Kettering BO
Kings Lynn BO
Kings Lynn Cluster Offices
Lowestoft BO
Maldon BO
Newmarket BO
North Walsham BO
Northampton BO
Northampton Cluster Offices
Norwich Cluster Offices
Norwich, Bank Plain BO
Norwich, Castle Mall BO
Peterborough BO
Peterborough NHTO
Spalding BO
St Neots BO
Stamford BO
Sudbury BO
Thetford BO
Wellingborough BO
Wisbech BO

SOUTH EAST REGION

Area 2

Abbey Wood BO
Bexleyheath BO
Borough High Street BO
Camberwell BO
Dartford BO

East Dulwich BO
Forest Hill BO
Greenwich BO
Lewisham BO
New Cross Gate BO
Peckham BO
South Norwood BO
Waterloo BO
West Wickham BO
Walworth Road BO
Beckenham BO
Blackfriars BO
Bromley BO (+ Admin)
Catford BO
Dartford SOC
Eltham BO
Gravesend BO
Kennington BO

Eccleston Street BO
Fulham BO
Lancelot Place BO
Nine Elms BO
Putney BO
South Kensington Station BO
Streatham BO
Tufton Street BO
Victoria Street BO
Worlds End BO
Eccleston St Admin
Terminal House
Oval Test site
Epsom BO
Kingston CRU
Hounslow BO
New Malden BO
Richmond BO
Staines BO
Twickenham BO (+ cluster office)
Bognor Regis BO
Chichester BO
Cosham BO
Fareham BO
London Bridge BO
Orpington BO
Rye Lane BO

SOUTH EAST REGION

....CONTINUED

Area 2 contd.

Sydenham BO
Westminster BO
Woolwich BO
SEDO
Old Hospital Block

Area 2

Balham BO
Broadway BO
Chelsea BO
Earls Court BO
Ferndale Road BO
House of Commons BO
Lupus Street BO
Raynes Park BO
Sloane Square BO
Stockwell BO
Tooting BO,
Vauxhall Bridge Road BO
Wandsworth BO
Battersea BO
Buckingham Palace BO
Clapham Common BO

Gosport BO
Leigh Park BO
Newport (Isle of Wight) BO
Portsmouth BO
Portsmouth CRU (+ cluster office)

Area 3

Ashford BO
Bexhill BO
Brockbourne House (Admin)
Fiveways BO
Hastings BO
Hastings CRU (+ cluster office)
Sevenoaks BO
St Leonard BO
Tonbridge BO
Brighton BO
Hampton Place BO

Lewes BO
Melville Street BO
Terminus Road BO
Western Road BO
Eastbourne BO
Lancing BO
Littlehampton BO
Redhill BO
Shoreham BO
Uckfield BO
Worthing BO
Dorking BO
Gatwick Airport BO
Horsham BO
Crawley BO
Haywards Heath BO

Area 4

Aylesford Stores
Canterbury BO
Faversham BO
Folkestone BO
Gillingham BO
Maidstone BO (+ cluster office)
Margate BO
Sheerness BO
Sittingbourne BO
Whitstable BO
Concept 2000
Alton BO
Basingstoke CRU/stores
Camberley BO
Guildford CRU
Newbury BO
Reading BO
Reading CRU
Slough Trading Estate
Windsor Castle BO
Wokingham BO
Basingstoke BO
Bracknell BO
Farnham BO
Guildford BO
Maidenhead BO
Petersfield BO

SOUTH EAST REGION

...CONTINUED

Area 4 contd.

Reading cluster office
Slough BO
Windsor BO
Woking BO
10 High St (Croydon) BO
Croydon BO
Sutton BO
Wallington BO

SOUTH WALES AND SOUTH WEST REGION

Area 1

Andover BO
Bath BO/Stores
Bournemouth BO/Dist Centre/RNMs
Bridgwater BO
Bristol Dist Centre
Cannon Street BO
Chippenham BO/RNM
Christchurch BO
Dorchester BO
Eastleigh BO
Fishponds BO
Fleming Way BO
Frome BO
Keynsham BO
Kingswood BO
Melksham BO
Nailsea BO
Poole BO
Prince Street BO
Queens Road BO
Regional HQ
Romsey BO
Salisbury BO
Shirley BO
Southampton BO
Southampton Coin Centre
Taunton BO/RNM
The Galleries BO
Theatre Square BO
Trowbridge BO

Wells BO
Westbourne BO
Weymouth BO
Winchester BO
Winton Stores
Weston Super Mare BO
Yate BO
Yeovil BO

Area 2

Aberdare CWU
Abergavenny BO
Aberystwyth BO
Albany Road BO
Barry BO
Bridge Street BO
Bridgend RNM
Bridgend Stores
Caephilly BO
Carmarthen BO/RNM
Cheltenham BO
Churchill Way BO
Cirencester BO
Cwmbran BO
Dunraven Place BO
Gloucester BO
Haverfordwest BO
Leominster BO
Llanelli BO
Merthyr Tydfil BO
Morrison BO
Neath BO
Newport Dist Centre
Newport RNM
Port Talbot BO
Stroud BO
St Peters Street BO
Swansea Dist Centre
The Hayes BO
The Kingsway BO

Area 3

Barnstaple BO
Bideford BO
Exeter BO
Exmouth BO

SOUTH WALES AND SOUTH WEST

....CONTINUED

Area 3 contd.

Honiton BO
Newton Abbot BO
Newton Abbot Dist Centre
Newton Abbot Stores
Paignton BO
Teignmouth BO
Torquay BO
Tiverton BO

Area 4

Camborne BO
Falmouth BO
Liskeard BO
Mutley BO
Newquay BO
Penzance BO
Plymouth RNMs
Plymouth BO
Redruth BO
St Andrews Cross BO
St Austell BO
Tavistock BO
Truro BO

SCOTLAND AND NORTHERN IRELAND

Aberdeen

Aberdeen CRU
Lerwick BO
St Nicholas BO
Union Street BO
Orkney BO

Edinburgh

Alloa BO
Bathgate BO
Broxburn Cash Centre
Broxburn Distribution Centre
Dalkeith BO
Dundee BO
Dunfermline BO
Falkirk BO

Frederick Street BO
Galashiels BO
Glenrothes BO
Haddington BO
Hope Street BO
Linlithnow BO
Morningside BO
Perth BO
St Andrews BO
St James BO
Stirling BO
Westerhailes BO
Westport House

Glasgow

Airdrie BO
Ayr BO
Brandon BO
Bridgeton BO
Castlemilk BO
City BO
Clydebank BO
Coatbridge BO
Crosshill BO
Cumbernauld BO
Duke Street BO
Dumfries BO
Easterhouse BO
East Kilbride BO
Govan BO
Hamilton BO
Hecla Rd BO
Hope St BO
Irvine BO
Kilmarnock BO
Kirkintilloch BO
Kilwinning BO
Nicolson Street BO
Paisley BO
Possilpark BO
Royston House Cash Centre
Regional HQs The Athenaeum
Rutherglen BO
St Vincents Street BO
Saltcoats BO
Springburn BO

SOUTH WALES AND SOUTH WEST
REGION

....CONTINUED

Glasgow contd.

Wishaw BO

Inverness

Fort William BO

Inverness BO

Kirkwall BO

Stornoway BO

NORTHERN IRELAND

Antrim BO

Ballymena BO

Bangor BO

Belfast CRU

Castle Place BO

Coleraine BO

Coleraine CRU

Cookstown BO

Dungannon BO

Lisburn BO

Londonderry BO

Lurgan BO

Newry BO

Newtownards BO

Omagh BO

Portadown BO

Shaftesbury Square BO

It is recognised that special circumstances apply in Northern Ireland and, to accommodate this, the position of Area Health & Safety representative may be held by whomsoever is elected, regardless of any other union position held.

ANNEX 2

AREA HEALTH AND SAFETY REPS LEGAL RIGHTS TO CARRY OUT INSPECTIONS AND INVESTIGATIONS

Kind of Inspection	Rights of Employer	Rights of representative	Time of inspection
Regular Reg (1) (Cb 4 12)	Written notice Presence in work place during the inspection	Access Assistance Facilities Privacy if requested Facilities time	3 monthly or by agreement
Accident Regs 6 (1) & 4(1)(a) (Cb 13)	Written or oral notice if reasonably practicable	Access Assistance Facilities Privacy if requested Facilities time	ASAP following accident
Dangerous occurrence Regs 6(1) & 4(1)(a) (Cb 14)	Written or oral notice if reasonably practicable Presence in work place	Access Assistance Facilities Privacy if requested Facilities time	ASAP following a dangerous occurrence
Disease Reg 6(1) (Cb 15)	Written or oral notice if reasonably practicable Presence in work place To be consulted	Access Assistance Facilities Privacy if requested Facilities time	On identification
Change in conditions of work Reg 5(2) (Cb 16)	To be consulted	Access Assistance Facilities Privacy if requested Facilities time	Following change
New Hazard Information Reg 5(2) (Cb 17)	To be consulted	Access Assistance Facilities Privacy if requested Facilities time	Following notification by HSC or HSE
Employee complaint Reg 4(1)(b) (Cb 18)	On receipt	Access	On receipt
Investigation on own Initiative Reg 4(1)(a) (Cb 19)	Written or oral notice if reasonably practicable	Access Facilities time	At representative's discretion
Documents Reg 7 Code para 6 (Cb 20)	Reasonable notice Privacy of excepted Materials	Sight of documents Taking of copies Access to information Facilities time	Continuous

ANNEX 3

POST OFFICE COUNTERS LTD AND THE COMMUNICATION WORKERS UNION

**HEALTH AND SAFETY REPRESENTATION AND HEALTH AND SAFETY COMMITTEES
CREDENTIAL FOR HEALTH AND SAFETY REPRESENTATIVES**

This is to confirm that:
(Name) (Region)

has been appointed as a Health and Safety Representative for (brief details of employee groups and location(s) represented):

.....
.....
.....
.....
.....
.....
.....
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.....
.....
.....

This appointment runs from..... to(date)

Date.....

Signed.....

Regional Counters Representative

Note: Copies of this notification should be held by the union, Health and Safety Representative, Senior Manager responsible for health and safety and the personnel unit.

ANNEX 4

**POST OFFICE COUNTERS LTD AND THE COMMUNICATION WORKERS
UNION**

**HEALTH AND SAFETY REPRESENTATION AND SAFETY
COMMITTEES**

**AUTHORITY FOR HEALTH AND SAFETY
REPRESENTATIVES**

This is to confirm that:

(Name).....

(Business Unit).....

is authorised to carry out his/her functions as described in the agreement between
POCL and the CWU.

Date..... Signed.....

Title.....

ANNEX 6

ESTABLISHING AND RUNNING A SAFETY COMMITTEE

1. INTRODUCTION

The purpose of these notes is to provide practical guidance to those managers tasked with operating Health and Safety Committees.

2. LEGAL POSITION

The legal requirement for establishment of Health and Safety Committees is contained in The Safety representatives and Safety Committees Regulations 1977 (SRSC Regs). These were enacted under Section 2 (4) and (7) of the Health and Safety at Work Act 1974.

From the 1 January 1993 they were amended by the Management of Health and Safety at Work Regulations. Effectively these reinforce requirements for timely consultation already contained in the 1977 Regulations.

Health and Safety Committees form one of the major routes for consultation between employer and Area Health and Safety representatives.

The essential components of the SRSC Regs are that employers should:

- Consult with Area Health and Safety representatives appointed by recognised trade unions, including allowing them to carry out their prescribed functions;
- Establish Health and Safety Committees where requested by at least two Area Health and Safety representatives;
- Bring the membership of Health and Safety Committee to the attention of staff.

3. OBJECTIVES OF THE SAFETY COMMITTEE

In line with best practice for effective running of meetings it is strongly advised that one of the first actions of the Health and Safety Committee should be, through joint discussion and consultation, to establish and agree its own Terms of Reference.

Why does the Committee exist?

What will it do?

In Customer First terms – the Committee's Team Purpose and Outputs.

As well as helping to focus on the positive contributions that Health and Safety Committees can make towards improving health and safety at work, adoption of clearly defined Purpose and Outputs engenders a sense of ownership for that contribution.

HSE Guidance Notes supporting the SRSC Regulations, along with best practice experience, suggest:

Purpose – Promotion of co-operation between employers and employees in instigating, developing and carrying out measures to ensure the health and safety at work of employees.

Outputs –

- Accident and notifiable disease statistics and trends studied and recommendations for corrective action made;
- Safety audit reports studied and recommendation for corrective action made;
- Employee input made to development of safe systems of work;
- Employee health and safety awareness and involvement campaigns developed and actively promoted;
- Area Health and Safety representatives consulted on introduction of measures (including new technologies) substantially affecting health and safety of employees (as set out in Reg 4a SRSC Regs)
- Long term general health and safety training needs identified and planned for.

From time to time it may be appropriate to set up sub-committees to study particular health and safety problems. Ideally such sub-committees should be provided with suitable terms of reference by the Health and Safety Committee to which it reports.

(Note: The HSE Guidance notes reference to ‘safety’ includes health and welfare as far as they affect the working environment).

An agreed written record of the meeting should be provided to all members of the committee. The committee should also consider in advance how the work it does is to be positively communicated to employees. Although publishing action points or notes of meetings offers one solution, the opportunity to widen general awareness towards safety through use of more proactive communication media should be taken.

Generally, the issues discussed at Health and Safety Committees should be supportive of joint promotion of safety. Local safety issues should be progressed with line managers at the time rather than waiting three months for the next committee. Only when local resolution is not achievable may it be appropriate to raise the issue at a Health and Safety Committee.

RUNNING THE SAFETY COMMITTEE

As with all meetings, a degree of planning is required if it is to be productive. Indeed, in time committee members will come to see this as a mark of respect for the value of the contribution they made.

Consequently a few simple rules should be applied:

- Prepare an agenda in advance with purpose and desired outcomes of items clearly defined and timed;

Run the meeting to the agenda in an open and constructive way that allows free discussion;

Clarify, agree and record any actions;

Communicate actions promptly and review progress regularly.

5. MEETING FREQUENCY

The frequency of Health and Safety Committees is not legally prescribed. Within Post Office Counters Ltd it is unlikely that more than four a year will be needed on a routine basis.

As far as possible, dates for the meeting should be scheduled six months or a year in advance. Only in exceptional circumstances should they be cancelled or postponed.

6. MEMBERSHIP

For the committee to be of value in joint promotion of safety it should be as compact as reasonably possible whilst allowing an adequate representation of managers and employees. The number of management representatives should not exceed that of employee representatives.

In pursuit of the overall purpose of Health and Safety Committees all members have a responsibility to work constructively and positively towards the joint promotion of health and safety at work. This joint working includes the need to progress and complete any agreed actions within agreed time scales.

Ideally the Committee would have 10 or fewer full-time members since above this size they can become unproductive “talking shops” adding little to the joint promotion of safety. When appropriate, other individuals can be co-opted for particular issues when they can “add value” to the subjects under discussion.

7. MEETING CHAIRPERSON

In view of the positive role that Health and Safety Committees can play, aside from their legal status, it is imperative that they be chaired by individuals with responsibility and accountability for decision making in the health and safety management area. Consequently, it is expected that committees will be chaired by a senior manager, other than in very exceptional circumstances, and that he/she will promptly act on the committees recommendation.

