

Health and Safety Policy

1. STATEMENT BY THE VICE-CHANCELLOR

- 1.1 I am committed to ensuring that the University goes beyond legal compliance and achieve **best practice** in health and safety through progressive improvement in performance.
- 1.2 This will ensure and enhance the health, safety and well-being of everyone at the University and thus contribute to the University goal of “A well-led, healthy working and learning environment” [[Corporate Plan 2011/12 to 2015/16](#)]
- 1.3 The key elements for achieving this are detailed in [appendix 1](#).

2. MANAGING HEALTH AND SAFETY

2.1 Council

- 2.1.1 The University Council has an oversight role in ensuring the health, safety and well-being of everyone at the University. As such Council will ensure that they receive sufficient information on the status of University health and safety management systems to satisfy themselves that all statutory requirements are being met.
- 2.1.2 In addition they will establish and monitor key performance indicators and will receive and review the annual health and safety report. Council will also receive and review external audits of the management of health and safety in the University at least every five years.

2.2 Responsibilities of University Managers

2.2.1 Vice-Chancellor

On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with.

The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

The Vice-Chancellor will ensure that adequate resources are made available for the effective implementation of the University health and safety policy.

2.2.2 Director of Human Resources

The Vice-Chancellor has delegated to the Director of Human Resources responsibility for the overall management of health, safety and welfare in the University.

2.2.3 Director of Physical Resources

The Director of Physical Resources is responsible for ensuring that all central University plant and premises within the control of the Department of Physical Resources meets relevant statutory health and safety requirements

2.2.4 Deans of Faculties and Senior Officers

Deans of Faculties and Senior Officers are responsible for:

Managing health and safety in the activities of their Faculty or Administrative Departments; and

- Ensuring through regular reviews that, any delegated responsibility and authority given to their Heads of Schools, Heads of Faculty Administration, Technical Services Managers and/or Head of Department for the implementation of the health and safety policy are being complied with so that the health and safety arrangements, procedures and codes of practice applicable to areas under their control are effective;
- As line managers are responsible for the health and safety of direct reports; and
- Ensuring that a satisfactory budgeting structure is in existence in their Faculty or Departments to allow for adequate resources to be available for those health and safety issues for which the faculty or department has financial responsibility.

2.2.5 Heads of Schools / Academic Departments

Heads of Schools / Academic Departments are responsible to the Dean of the Faculty for the implementation of the health and safety policy in the activities of their Schools / Department and have overall management responsibility for all staff and for health and safety including within Research Institutes as appropriate.

2.2.6 Research Institute Directors

Research Institute Directors are responsible for the day-to-day management of staff within the Research Institute and for monitoring health and safety performance and reporting on operational health and safety matters to the Head of School or Dean as appropriate. In this capacity Research Institute Directors are required to attend the relevant Faculty Statutory Health and Safety Committee.

2.2.7 Heads of Administrative Departments

Heads of Administrative Departments are responsible to the appropriate Senior Officer for the implementation of the health and safety policy in the activities of their Department.

2.2.8 Specific Duties

More specific details of the duties of particular managers are included in [appendix 2](#).

2.3 General Responsibilities of Employees

It is the duty of all employees to keep themselves reasonably informed through information, instruction and training provided by the University of the health and safety procedures and practices relevant to their work.

Whilst at work on University premises or elsewhere it is the duty of every employee:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- To co-operate with the University in the implementation of the health and safety policy
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare
- Be vigilant with regard to any defects in premises, equipment, and systems of work or procedures, which may create a risk to health and safety and report any such defects to their line manager or other supervisory staff.

2.4 General Responsibilities of Students

All students are expected to keep themselves reasonably informed through the information and instruction provided by the University of the health and safety issues which are relevant to their activities.

Each student whilst involved in University activities, on University premises or elsewhere must:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Co-operate with the University in the implementation of the health and safety policy including following health and safety instructions given by members of staff
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions
- Not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for employees of the University or for other persons using the premises.

2.5 Specialist Health and Safety Assistance

The staff listed below are appointed in accordance with the legal requirement for the University to appoint access to competent help in applying the provision of health and safety law.

2.5.1 Head of Health and Safety Services

The Head of Health and Safety Services (HH&SS) is responsible to the Director of Human Resources for the provision of professional advice and services on occupational health, fire safety and general occupational health and safety matters. More specific details of the duties of the HH&SS are included in [appendix 3](#).

2.5.2 University Health and Safety Advisers

The HH&SS is assisted in providing the advice and services above and detailed in the appendix by the Health and Safety Services manager and professional Occupational Health, Fire Safety, Health and Safety Advisers and support staff.

2.5.3 Health and Safety Co-ordinators

The role of the Health and Safety Co-ordinator is to assist the senior manager in meeting their duties under the University's policy. More specific details of the duties of the Health and Safety Co-ordinators are included in [appendix 4](#). In all cases the relevant senior manager remains responsible for ensuring that the various procedures are complied with.

2.5.4 Fire Marshals

The role of the Fire Marshals is to assist University Security staff to ensure that any emergency evacuation proceeds effectively and safely. More specific details of the duties of the Fire marshals are included in [appendix 5](#)

2.5.5 First Aiders

The role of First Aiders is to provide appropriate care and assistance, in accordance with their training, to any employee, visitor or student who becomes unwell or sustains an injury; and has sought assistance from them. Further details are included in [appendix 6](#)

2.5.6 Radiation Protection Adviser (RPA)

The Radiation Protection Adviser will advise Deans, Heads of Schools and Departments with regard to the purchase, safe use, control and monitoring associated with the storage and use of radioactive sources and equipment. The RPA will keep him/herself informed of the current legislative requirements and good practice associated with the storage, use and disposal of radioactive substances.

2.5.7 Radiation Protection Supervisors (RPS)

Under guidance from the Radiation Protection Advisor the Radiation Protection Supervisors will provide local advice and assistance to Deans and Heads of Schools and Departments and other relevant persons to ensure that relevant safety procedures associated with the use, control and monitoring of radioactive sources (both sealed and unsealed), equipment (including X-ray generators) and processes are followed and that the work is done in accordance with the local rules.

2.5.8 Biological Safety Officer (BSO)

The Biological Safety Officer is responsible for advising the University on all matters relating to genetic modification as required by the relevant statutory provisions.

2.6 The Health and Safety Committee Structure

Health and Safety Management Standing Committee

2.6.1 The Health and Safety Management Standing Committee (HSMSC) is the highest level health and safety committee in the University. The primary role of the Committee is to ensure the effective management of health and safety throughout the University. The composition of the Committee, frequency of meeting and terms of reference are detailed in [appendix 7](#).

Faculty Statutory Health and Safety Committees

2.6.2 The faculty statutory committees will be constituted in accordance with the relevant [approved code of practice](#) allowing for adequate consultation between management and the employee's statutory safety representatives.

2.6.3 The faculty statutory committees act as the primary means by which the management of health and safety at faculty level is monitored and reviewed. The composition of the committees, frequency of meeting and terms of reference are detailed in [appendix 8](#).

Campus Statutory Health and Safety Committees

2.6.4 The campus committees will be constituted in accordance with the relevant [approved code of practice](#) allowing for adequate consultation between management and the employee's statutory safety representatives.

2.6.5 The Campus committees act as the primary means by which the management of health and safety at departmental level is monitored and reviewed. The composition of the committees, frequency of meeting and terms of reference are detailed in [appendix 9](#).

Consultative Forum

2.6.6 The Consultative Forum provides the means by which the University as an employer can consult with Trade Union Safety Representatives at corporate level with a view to the making and maintenance of arrangements which will enable the employer and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees. The Consultative Forum is also a statutory Committee.

The composition of the Forum, frequency of meeting and terms of reference are detailed in [appendix 10](#).

3. ARRANGEMENTS

3.1 Operational systems and procedures are contained in the most recent versions of the following categories of documentation:

3.1.1 University Health and Safety Manual

Where a new or substantially revised University-wide system or procedure is proposed, a draft will be drawn up and consultation with employees will be undertaken, normally through the channel of the Consultative Forum. The document will then be submitted to Health and Safety Management Standing Committee for approval. Minor revisions to clarify, update or aid with the administration of the above documentation, including this policy, may be made by Health and Safety Services.

3.1.2 Local documentation

This includes faculty/departmental manuals, school manuals and individual area or section documentation such as codes of practice, guidance notes, local rules, etc.

In the case of a new or substantially revised 'local system or procedure' draft documentation must be considered by the relevant statutory health and safety committee before being adopted. Minor revisions to clarify, update or aid with the administration of the local documentation may be made by the area concerned.

Professor P Nixon
Vice-Chancellor
3 February 2016

Appendix 1

Key Elements for Ensuring a Healthy and Safe Working and Learning Environment

1. As far as is reasonably practicable,
 - Ensure the provision and maintenance of plant and systems of work that are safe and without risks to health
 - Provide information, instruction, training and supervision as necessary to ensure the health and safety at work of employees
 - Maintain any place of work under the University's control in a condition that is safe and without risks to health and provide and maintain a means of access to, and egress from it that are safe and without such risks
 - Provide and maintain a working environment for the University's employees and students that is safe, without risks to health and with facilities and arrangements that are adequate for their welfare at work
 - In the selection of staff comply with the common law duty to provide reasonably competent fellow employees
2. Comply with all relevant health and safety legislation, associated approved codes of practice and other recognised codes of good practice.
3. Encourage the recognised trade unions to appoint statutory safety representatives and when appointed recognise and assist their roles as identified in the relevant legislation and approved codes of practice.
4. Review this policy as often as necessary but at least every five years and bring any consequent revisions to the attention of all employees and other relevant persons.
5. Keep under review the Health and Safety Manual and make appropriate changes to ensure that, where possible, the information is current.
6. Co-operate with, and take advice from, the appropriate enforcement authorities.

7. Create and administer health and safety committees to encourage and enable consultations between management and employees and their statutory representatives, monitor health and safety performance, assist with the implementation of the policy and agree revisions to it.
8. Provide arrangements for the management and control of contractors while on the University's premises to ensure, so far as is reasonably practicable, the health and safety of employees and students who may be affected by the contractor's work.
9. Provide arrangements for the control of visitors whilst on the University's premises to ensure that appropriate measures are taken, so far as is reasonably practicable, to safeguard the health and safety of such persons, employees and students associated with these visits.
10. Conduct its activities in such a way that any member of the public who may be affected are, so far as is reasonably practicable, not exposed to risks to their health and safety.
11. Ensure where necessary particular measures are taken to protect, so far as is reasonably practicable, the health, safety and welfare of individuals with disabilities.
12. Make available appropriate resources to support and implement this policy.
13. Appoint health and safety professionals to assist in the implementation of this policy.

Appendix 2

Specific Duties of Particular Managers

Director of Human Resources

The Director of Human Resources is responsible for:

- Ensuring that the University has an effective and current health and safety policy
- Ensuring that the policy is effectively communicated to all staff
- Advising the Health and Safety Management Standing Committee on procedures for the implementation of the policy
- Encouraging and promoting good health and safety management within all the University's activities
- Encouraging and arranging for consultation with employees representatives on health, safety and welfare matters
- Making arrangements for the provision of professional advice and assistance to the health and safety committees and all persons who have a responsibility for health and safety within the University
- The oversight of health and safety arrangements on campus and for taking appropriate action to ensure and enhance the health and safety of all persons on the campuses
- Effective communication with regard to health and safety matters
- Chairing the Campus Health and Safety Committees.

Director of Physical Resources

The Director of Physical Resources is responsible for ensuring that:

- Adequate structural and other fire precautions are in place
- Relevant plant and equipment is subject to statutory test as required
- Adequate measures are taken to control contractors to prevent risks being created for other users of the premises
- Adequate measures are taken to control the work carried out by the staff of the Department of Physical Resources to prevent risks being created for other users of the premises

- Arrangements are made to provide a comfortable work environment regarding general conditions such as lighting, ventilation, noise, temperature and cleanliness
- Adequate measures are taken to control traffic to minimise risk to all those using the roads and footpaths on the campuses.
- Adequate personal security, fire evacuation and other central services that may affect health and safety are provided.
- Chairing the Health and Safety Consultative Forum

Pro-Vice-Chancellor

(Academic Planning, Partnerships & International Affairs)

The PVC (Academic Planning, Partnerships and International affairs) through Student Support has particular responsibility for ensuring and promoting the health, safety and well-being of all students at the University.

Chief Finance and Information Officer

The Chief Finance and Information Officer is responsible for ensuring that budgeting structures exist for planned and emergency measures associated with the implementation of the health and safety policy.

Procurement Manager

The Procurement Manager is responsible for ensuring that an effective structure exists for the consideration of health and safety issues in the purchase of articles and substances and that items purchased satisfy the requirements of any applicable regulations or codes of practice.

Heads of School / Department and Heads of Administrative Departments

Heads of School / Department and Administrative Departments are responsible for:

- Implementing, enforcing and reviewing the health and safety systems and procedures and codes of practice within the activities and areas under their control
- Seeking advice from the Head of Health and Safety Services on the preparation of health and safety procedures and codes of practice specific to the activities of their School, Department or Research Institute
- Ensuring that there are arrangements for the effective communication of health and safety information to all staff and students under their control, and others who may be affected by their activities

- Ensuring that there are effective arrangements for the implementation of the applicable health and safety procedures by staff and students in the activities of their School, Department or Research Institute
- Ensuring that all statutory tests and examinations of plant and equipment acquired by, and under the control of their Schools, Departments or Research Institutes are carried out, as and when required, and that appropriate records are kept
- Ensuring that accidents and dangerous occurrences are investigated and that accident reports are completed and submitted promptly to Health and Safety Services
- Ensuring that a health and safety review of their School, Department or Research Institute is carried out at least once a year in liaison with the Head of Health and Safety Services and appropriate statutory safety representatives, and that any corrective actions required as a result of the review are implemented
- Making arrangements for the identification and provision of the necessary health and safety information, instruction, training and supervision of staff and students in liaison with the Head of Health and Safety Services.

Research Institute Directors

Research Institute Directors are responsible for day-to-day management of staff within the Research Institute, for monitoring health and safety performance within their Research Institute and reporting to the Head of School or Dean (depending on Category – see below) on operational health and safety matters affecting these staff.

For core funded staff (Category 1 - as defined at <http://research.ulster.ac.uk/uuonly/roleofhead.html>) overall responsibility for the health and safety of these staff lies with the Head of School.

For staff funded through the RI (Category 2) overall responsibility for the health and safety of these staff lies with the RI Director.

For staff not in a RI (Category 3), but who are carrying out research that is physically within an area under RI Director control, overall responsibility for the health and safety of these staff lies with the Head of School.

Head of Facilities Services

The Head of Facilities Services is responsible for monitoring that University contracted catering activities are carried out in accordance with relevant legislation and associated good food hygiene practice in order to avoid risks to the health of staff and students.

Course Directors / Placement Officers

Course Directors / Placement Officers are responsible for ensuring students are adequately informed of both general health and safety matters and those specific to their course of study, including field trips/site visits and placements and for communicating relevant information to them.

Facilities Services Managers and Assistant Facilities Services Managers

The Facilities Services Managers and Assistant Facilities Services Managers are responsible for ensuring the adequate provision of portable fire-fighting appliances throughout the University's premises and for ensuring adequate maintenance of this equipment. Additionally they are responsible for organising biannual fire drills on each campus and for controlling and directing emergency evacuations.

Health and Safety Manager (Physical Resources)

The Health and Safety Manager (Physical Resources) is responsible for the development and maintenance of asbestos management policies in order to ensure that the University fulfils its duty to manage Asbestos Containing Materials in accordance with statutory obligations.

Appendix 3

Head of Health and Safety Services

The Head of Health and Safety Services is responsible for:

- Monitoring the implementation of the policy and advising on changes on policy or procedures for the improvement of health and safety performance
- Arranging for the collection and analysis of data relevant to health and safety performance through both internal and external health and safety audits, inspections, occupational hygiene monitoring, safety sampling, accident investigations and reporting to the relevant health and safety committees
- The provision of professional advice to the health and safety committees
- The provision of professional advice and assistance to all persons with responsibilities for health and safety
- Assisting Deans, Heads of Schools and Departments, and Research Institute Directors with the implementation and monitoring of the health and safety policy
- Assisting Deans, Heads of Schools and Departments, and Research Institute Directors with the investigation, when necessary, of accidents, incidents, dangerous occurrences and other relevant events
- Ensuring that adequate, current and necessary information, advice and training is available to all persons who have a responsibility for health and safety in the University
- Providing information in an appropriate form for communication to staff, students and other relevant persons
- Liaison and consultation with employees representatives
- Administration of a suggestions scheme on health and safety matters
- Liaison with the relevant enforcing authorities
- The provision of occupational health services and health promotion.

Appendix 4

Health and Safety Co-Ordinators Duties

Purpose:

The role of Health and Safety Co-ordinators is to help the Head of School / RI Director / Head of Department to manage health and safety within their area.

Duties:

Under the direction of the Head of School / RI Director / Head of Department the Health and Safety Co-ordinators will:

1. Work with the Head of School / RI Director / Head of Department to
 - Agree a health and safety plan for your area at the start of each academic year and assist with the implementation of the plan during the year
 - Draw up a training matrix for the staff in your area and review it annually
 - Complete the annual health and safety checklist and report for the relevant faculty or campus committee
 - Prepare for the area to have a health and safety audit once every 3 years
 - Develop local health and safety procedures;
 - Deal effectively with health and safety problems as they arise or refer on to Health and Safety Services for advice if a problem is complex or urgent
2. Provide advice to staff, students and others regarding health and safety
3. Communicate health and safety information and reports to appropriate members of staff and students;
4. Monitor that in your area
 - A high standard of housekeeping is maintained;
 - Records are maintained to show that portable electrical equipment, extraction equipment, etc. are maintained and tested as required
 - Health and safety procedures are being followed
5. Co-ordinate on behalf of the Head of School / RI Director / Head of Department the
 - Completion of fire safety checklists at least twice a year
 - Health and safety inspection of offices and other low risk areas once a year and higher risk areas like labs at least twice a year
 - Reporting and investigation of any accidents or near misses involving anyone associated with your School/Department
 - Provision of local health and safety information to new staff and students

- Completion and communication of health and safety risk assessments for the significant hazards associated with the work of the School/Department
- 6. Liaise with other H&S Co-ordinators, Trade Union Safety reps and Health and Safety Services on health and safety matters;
- 7. Attend health and safety meetings if required at either School, Faculty, Department or Campus level.

Appendix 5

Fire Marshal Duties

Persons nominated as Fire Marshals will respond to an activation of the Fire Alarm in their designated area and carry out their duties as outlined below.

The Procedures indicate 3 main duties:

- 1. Direct staff, students and visitors to nearest exit and assembly point(s)**
 - Provide assistance to any disabled persons as appropriate
 - Once out of the building, instruct persons leaving to move to the assembly points well away from the building and do not allow anybody to return until directed
- 2. Conduct a sweep of the area of responsibility while directing all persons to leave the area of immediate risk immediately**
- 3. Report status of area of responsibility**
 - Fire Marshals are to report the following information to the Incident Control Point
 - Area clear or details of persons remaining including disabled persons who may be waiting for assistance in refuge areas
 - Number, location and type of casualties
 - Requirement for first aid or emergency services

Appendix 6

First-Aider Duties

Definition

A first-aider is an employee of the Ulster University who has a valid certificate of competence in first-aid at work (FAW). FAW training equips the first-aider to apply first-aid to a range of specific injuries and illnesses.

Those employees who maintain a current first aid at work certificate are listed with staff development.

Role

First-aiders are responsible for the provision of appropriate care and assistance, in accordance with their training, to any employee, visitor or student who becomes unwell or sustains an injury; and has sought assistance from them. All first-aiders should record any treatment provided and encourage the completion of accident/incident forms. In addition first-aiders are responsible for ensuring that all first-aid boxes are adequately stocked, suitably marked, accessible and replenished.

It is a requirement of the Ulster University that all Security staff and Sports' Centre operational staff are qualified first-aiders.

Further details regarding first aid provision can be found in the University's First-aid Provision procedure.

Appendix 7

Health and Safety Management Standing Committee

(a) Composition

The composition of the committee is determined by the University Council having regard to the importance of employee and management involvement in effective health and safety management and to the need for professional advice.

Director of Human Resources

Director of Physical Resources

Pro-Vice-Chancellor (Development) and Provost (Jordanstown and Belfast)

Pro-Vice-Chancellor (Communication) and Provost (Coleraine and Magee)

Pro-Vice-Chancellor (Research and Innovation)

Pro-Vice-Chancellor (Academic Planning, Partnerships and International Affairs)

A Dean Representative

A Head of School Representative

A Director of Research Institute Representative

Up to two co-options

A Students Union Representative

(b) Meetings of the Committee

The committee will meet as often as necessary at least three times per year. A minimum of 5 members is required for the meeting to be quorate.

(c) Terms of Reference

- Monitor and review the management of health and safety within the University
- Specifically consider the policy, organisation, monitoring and review of the management of fire safety within the University
- Recommend to the Senior Management Group / Resources Committee amendments to the health and safety policy for the improvement of health and safety in the University
- Approve and keep under review an annual health and safety plan for the institution

- Provide reports including an annual report to Organisational Development Committee as required:
- Monitor and review the operation of the statutory committees and the consultative forum
- Monitor and review reports on health and safety performance in the University including a summary of internal health and safety audits
- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.

Appendix 8

Faculty Statutory Health and Safety Committees

(a) Composition

The faculty statutory committees will be constituted in accordance with the relevant [approved code of practice](#) allowing for adequate consultation between management and the employee's statutory safety representatives.

Members

MANAGEMENT

Each committee will be chaired by the Dean of the relevant faculty or his or her nominee and comprise:

- Heads of relevant schools
- Head of Faculty Administration
- Technical Services Manager
- Research Institute Directors

TRADE UNION

Statutory safety representatives from the relevant trade unions from within the Faculty must be offered at least the same number of places on the committee as members in the above categories

In Attendance

Relevant specialists;
A school health and safety co-ordinator if appointed, or if not, other appointed school representatives; and

A representative from Health and Safety Services

A representative(s) from Physical Resources will be in attendance by request.

(b) Meetings of the Faculty statutory committees

The committees meet as often as is necessary and at least three times per year for high risk faculties and at least twice per year for low risk faculties. Currently the Ulster Business School and Social Sciences are considered as low risk faculties.

(c) **Terms of Reference**

- To monitor the day to day implementation of the health and safety policy within their activities and areas
- To deal with unresolved health and safety issues
- To monitor and review the practical implementation of new legislative requirements or changes in the health and safety policy within areas under their control as recommended by the Head of Health and Safety Services or University Health and Safety Management Standing Committee
- To consider reports from enforcing authorities, reports and other data from internal inspections, audits, surveillance, monitoring, accidents, incidents and dangerous occurrences relating to their areas and to make recommendations to the Dean, Head of School / Department, Research Institute Director and/or Head of Health and Safety Services for consequent improvements to health and safety procedures
- To monitor and review the effectiveness of safety training within their areas, and to make appropriate recommendations to Health and Safety Services and Staff Development
- To report to the University Health and Safety Management Standing Committee for the purposes of monitoring aspects of health and safety policy implementation within their areas and to make recommendations regarding changes in safety policy or procedures, as appropriate, with regard to the implementation of these within their areas
- To receive the school annual reports on health and safety
- To consider recommendations or complaints from staff or students and recommend appropriate action.
- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.

Appendix 9

Campus Health and Safety Committees

(a) Composition

The campus committees will be constituted in accordance with the relevant [approved code of practice](#) allowing for adequate consultation between management and the employee's statutory safety representatives.

Members

MANAGEMENT

Each committee will be chaired by the Director of Human Resources and comprise:

Provost
Heads of relevant Departments, or his or her nominee(s)

A representative from each Faculty health and safety committee with a presence on that campus.

TRADE UNION

Statutory safety representatives from the relevant trade unions must be offered at least the same number of places on the committee as members in the above categories

In Attendance

Relevant specialists;
A departmental health and safety co-ordinator if appointed, or if not, other appointed departmental representatives; and
A representative from Health and Safety Services
A representative from Staff Development

(b) Meetings of the campus committees

The committees meet as often as is necessary and at least twice per year.

(c) Terms of Reference

- To monitor the day to day implementation of the health and safety policy within their activities and areas
- To deal with unresolved health and safety issues

- To monitor and review the practical implementation of new legislative requirements or changes in the health and safety policy within areas under their control as recommended by the Head of Health and Safety Services or University Health and Safety Management Standing Committee
- To consider reports from enforcing authorities, reports and other data from internal inspections, surveillance, monitoring, accidents, incidents and dangerous occurrences relating to their areas and to make recommendations to the Dean, Head of School / Department, Research Institute Director and/or Head of Health and Safety Services for consequent improvements to health and safety procedures
- To monitor and review the effectiveness of safety training within their areas, and to make appropriate recommendations to Health and Safety Services and Staff Development
- To report to the University Health and Safety Management Standing Committee for the purposes of monitoring aspects of health and safety policy implementation within their areas and to make recommendations regarding changes in safety policy or procedures, as appropriate, with regard to the implementation of these within their areas.
- To receive the departmental annual reports on health and safety
- To consider recommendations or complaints from staff, including fire marshals, or students and recommend appropriate action.
- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.

Appendix 10

Health and Safety Consultative Forum

The Consultative Group will provide a forum in which the University as an employer can consult with Trade Union Safety Representatives at corporate level with a view to the making and maintenance of arrangements which will enable the employer and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees.

(a) Composition

Members

MANAGEMENT

Director of Human Resources
Director of Physical Resources
Dean Representative
Head of School Representative

TRADE UNION

Two UCU Safety Representatives
Three Unite Safety Representatives
One Unison Safety Representative

In Attendance

Students Union Representative
Head of Health and Safety Services
Health and Safety Services manager
Occupational Health and Safety Adviser
Health and Safety Adviser
Staff Development Officer
Head of Student Support

(b) Meetings of the Forum

The forum will meet twice per year

(c) Terms of Reference

- To contribute to setting health and safety priorities for inclusion in the Annual Health and Safety Plan for the University
- To be involved in the establishment and monitoring of corporate health and safety performance standards

- To be involved in the review of new and existing procedures for the control of risk; the “arrangements” of the Health and Safety Policy
- To contribute to the monitoring of health and safety performance
- To contribute to the identification and prioritisation of health and safety training programmes
- To contribute to the University health promotion agenda
- In reaching decisions, have due regard to their impact on, and implications for, the University’s commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Forum are proactive in this respect.