

Produced by Human Resources

September 2010



Human Resources Policy Statement HRPS2

HEALTH & SAFETY POLICY

1. POLICY STATEMENT OF INTENT

Middlesex University provides a modern and dynamic learning environment for 25,000 students and employs 1,800 staff. Like most Universities, Middlesex University has a diverse risk profile and operates across a range of different locations.

Middlesex University is committed to reducing risk and providing a safe, healthy and supportive environment for employees, students and other users of the University. Middlesex University is committed to a process of continuous improvement in risk control and the management of health and safety in all areas of work and study

Middlesex University accepts the responsibility placed on it by law for the health, safety and welfare of its employees, students and other users by the Health and Safety at Work, etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other health, safety and fire legislation.

Middlesex University will ensure adequate financial provision is made for managing the risks associated with its undertaking and implementing this Health & Safety Policy.

Middlesex University aims to ensure that all staff are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate.

Middlesex University will ensure that there are effective channels of communication and consultation for health, safety and welfare for its employees and their representatives at all levels.

Middlesex University will bring to the attention of its employees the Health & Safety Policy, the arrangements for carrying out the Policy and to ensure that they know what is expected of them. This will occur through the Induction process of the University.

All students taking part in University controlled activities must take care of their own and others' health and safety. They must comply with University policies, codes and procedures and report hazards and dangerous situations to their teaching supervisors or staff. All students will receive appropriate safety instruction as an integrated part of their studies.

Visitors (including contractors and visiting public) are required to comply with University policy, codes and procedures, and report any problems to University staff whilst on University premises.

No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Middlesex University will measure health and safety performance regularly by means of an auditing programme to ensure that policy and practices are effective in ensuring continual improvement. It will do this using the Health and Safety Management Performance Standards (HASMAPP) which have been developed by the Universities Safety & Health Association. This policy will be monitored and reviewed for a period not exceeding five years.

The Vice-Chancellor is responsible for ensuring implementation of this Health & Safety Policy.

2. HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

Appendix 1 provides a generic outline of the management responsibilities for health & safety.

For a full breakdown of the organisational structure charts refer to:

<http://www.intra.mdx.ac.uk/core/service/hr/docs/mtsvcmd.pdf>

2.1 Board of Governors

The Board of Governors carries and accepts ultimate responsibility for the discharge of the University's legal duties.

2.2 Delegation

Implementation of the University's Health & Safety Policy is a line management responsibility. A manager may issue instructions/guidance and delegate this to staff under his/her control. However, the duty to ensure compliance remains with the line manager at all times. The persons to whom the functions are passed, may also be in breach of duty if they do not carry out their functions within the authority delegated to them.

2.3 Vice-Chancellor

The Vice-Chancellor is responsible for:

The management of health and safety and the implementation of the University's Health & Safety Policy;

Reporting to the Governing Board issues relating to the management of the health, safety and welfare of the University;

The Vice-Chancellor delegates responsibility for the discharge of his duties to the Members of the Executive.

2.4 Members of the Executive

Responsible for assisting the Vice-Chancellor in:

The implementation of the University's Health & Safety Policy;

The management of health and safety within areas under their control, and the health and safety of staff, students and visitors;

Bringing to the attention of the Vice-Chancellor any part of the Health and Safety Policy where it is thought that revision is necessary.

2.5 Deans of School

Responsible for assisting the Deputy Vice-Chancellor (Director of Middlesex UK) in:

Adopting and implementing the University's Health & Safety Policy within their area of responsibility;

The management of health and safety within the school's activities;

Appointing a School Health and Safety Adviser(s);

Defining and implementing health & safety arrangements for carrying out the Health & Safety Policy appropriate to the needs of the school;

Developing effective channels of communication to their staff.

Highlighting, in particular the requirement of undertaking risk assessments for activities on and off campus;

Ensuring that their staff are properly trained to do their work and discharge their responsibilities effectively;

Bringing to the attention of the Deputy Vice-Chancellor (Director of Middlesex UK) any part of the Health and Safety Policy where it is thought that revision is necessary.

2.6 Directors of Services

Responsible for assisting their Executive Line Manager:

Adopting and implementing the University's Health & Safety Policy within their area of responsibility;

The management of health and safety within their service;

Appointing a Service Health and Safety Adviser(s);

Defining and implementing health & safety arrangements for carrying out the Health & Safety Policy appropriate to the needs of the service;

Developing effective channels of communication to their staff.

Highlighting, in particular the requirement of undertaking risk assessments;

Ensuring that their staff are properly trained to do their work and discharge their responsibilities effectively;

Bringing to the attention of their Executive line manager any part of the Health and Safety Policy where it is thought that revision is necessary.

2.7 Generic Management Responsibilities for Associate Deans, Directors, Heads of Departments, Academics, Managers, Technical and Supervisory staff

Responsible for assisting the Dean of School, Head of Corporate Service and Heads of other management units reporting to a member of Executive in:

Adopting and ensuring implementation of the University's Health & Safety Policy in their area of responsibility;

Ensuring risk assessments are carried out and that safe systems of work are in operation and used by staff and students;

Communicating and consulting with staff regarding any changes in safe systems of work under their control;

Ensuring sufficient information, supervision, instruction and training is provided to staff to ensure that they operate in a safe and healthy manner;

Ensuring sufficient resources are available to implement this Health and Safety Policy;
Co-operating with other managers, where responsibilities interface or overlap, to ensure all health and safety issues are addressed in line with best practice;

Ensuring all physical/technical resources, i.e. equipment and substances etc, used by their staff, students and all visitors are in safe working order and are safely handled;

Ensuring sufficient health and safety inspections are carried out within areas under their control to maintain a safe working environment;

Ensuring that all accidents, near misses and hazardous incidents are reported, investigated and appropriate action taken;

Bringing to the attention of the Dean of School, Head of Service or other management units reporting to a member of the Executive any part of the Health and Safety Policy where it is thought that revision is necessary.

2.8 Employees and Students

Responsible for:

Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions;

Complying with safe systems of work or any other safety instruction that will safeguard them and other fellow employees, students and other users of the University;

Reporting to their immediate supervisor/line manager any defects in plant, machinery, equipment, slip/trip hazards or systems of work;

Making use and taking proper and reasonable care of protective/safety equipment, tools, plant and equipment.

2.9 Additional Key Responsibilities

2.9.1 Campus Director

Campus Directors are currently in place for Trent Park, Cat Hill (due to close in 2011) and Archway Campus and are responsible for:

Developing and promoting a pro-active health and safety culture on campus; acting as the senior coordinating officer for the campus they represent; liaising and progressing health and safety issues raised on campus with the responsible area such as the appropriate School, Service or the Campus Estates & Facilities Management Service; these issues may be raised by either staff or the University Occupational Health & Safety Manager (2.10); and Chairing the Campus Health and Safety Sub Committee.

2.9.2 Director of Estates & Facilities Management Services

The Director of Estates & Facilities Management Service in addition to his/her responsibilities as a Director of a Corporate Service outlined under 2.6 is also responsible for:

Ensuring that the physical premises and facilities services within the University are fit for purpose;

Managing health and safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements).

2.9.3 Portfolio Facilities Managers

In addition to assisting the Director of Estates and Facilities Management Service to ensure his/her responsibilities are embedded in the service and the generic duties outlined under 2.7, they are also responsible, under the direction of the (Head of Facilities Management) for:

Coordinating/managing health and safety aspects in all general and non-aligned accommodation and space;

Maintaining relevant statutory records relating to their Campus, this shall be determined by the (Head of Facilities Management).

In addition, disseminating health and safety information on, and around campus.

2.10 University Occupational Health and Safety Advisory services

2.10.1 University Occupational Health and Safety Manager

The University Occupational Health and Safety Manager is responsible for:

Development of an effective Occupational Health and Safety Management System that reflects the operating nature of the University;

Provision of advice, guidance and support to the University to ensure compliance with the health and safety legislative requirements of the Universities undertaking;

Working closely with the Health and Safety personnel of the University (specialist advisers, health and safety managers / officers and advisers;

Producing an annual report for the University Governing Board, Health and Safety Committee and Management Executive on the annual performance of the University in terms of occupational health and safety;

Acting as the University's main representative with all statutory and other external agencies dealing with health and safety matters;

Reporting to the Health and Safety Executive as and when required by legal requirements, and assisting such enforcement bodies in the course of their duties.

2.10.2 Health & Safety Managers / Officers

Deans and Directors of Service may appoint Health and Safety professionals for specialist roles under their control. These Health and Safety professionals (Managers / Officers) are responsible for:

Provision of advice, guidance and support to the school/service to ensure compliance with the health and safety legislative requirements of the school/service's undertaking;

Ensuring that the school/service operates in accordance with the Occupational Health and Safety Management System;

Working closely with the Occupational Health and Safety Manager and Health and Safety Adviser(s).

2.10.3 School / Service Health & Safety Advisers (see appendix 2)

The Health and Safety Advisers are responsible to the Dean of School, Director of Corporate Service or Head of other management unit, reporting to a member of the Executive for whom they have been appointed. This role may be voluntary or part of a member of staff's job description. The purpose of the role is to support the management in carrying out a range of practical health and safety tasks such as risk assessments, staff inductions and workplace inspections. The Dean/Director or Head of Service or management unit is responsible for allocating sufficient time to ensure this role can be fulfilled. The Dean or Director may choose not to nominate safety advisers, but must instead ensure these duties are effectively carried out by line managers or other appointed staff.

Safety Advisers work closely with the Occupational Health and Safety Manager and other Health and Safety professionals to ensure that the school/service/management unit operates within the Occupational Health and Safety Management System.

2.10.4 Specialist Adviser(s)

(E.g. Radiation Protection Adviser, Occupational Health Physician(s) / Nurse(s))

In liaison with the University Occupational Health and Safety Manager and other Health and Safety professionals, to advise on all aspects of their specialism in health and safety matters, and ensure compliance with relevant legislation and assist in the production of codes of practice and safe systems of work where appropriate. They shall also assist in preparation of reports for various bodies, for example Health and Safety Committee and/or Enforcement Agencies.

2.11 Consultation (see appendices 3, 4, 5, 6)

Consultation with employees on health and safety can make a significant contribution to creating and maintaining an effective health and safety culture. The University recognises this

and will consult with, and address concerns raised by employees covered by recognised trade unions and those not covered by recognised trade unions.

The University Corporate Health & Safety Committee is designed to provide a meaningful consultation forum that encourages an atmosphere of positive consultation in promoting and adopting best practice. Each major campus will have a Campus Health & Safety Sub Committee, which shall be limited to the activities of the campus that it is representing, but shall also report to the University Corporate Health & Safety Committee. Minor campuses are aligned to an appropriate major campus.

3. HEALTH AND SAFETY ARRANGEMENTS

Due to the size of the University and the diversity of its operations, it is necessary to distinguish between arrangements that are made centrally and those locally. Codes of practice contain arrangements for dealing with generic health and safety matters that are consistent across the University. These are developed from the Central Occupational Health and Safety Unit (i.e. the Occupational health and Safety Manager attached to Human resources and the Estates and Facilities Health and Safety Manager attached to Estates and Facilities) after consultation with employees covered by recognised trade unions and those not covered by recognised trade unions.

3.1 Generic Arrangements

The day to day arrangements for carrying out this Health & Safety Policy are contained within the General Information Health & Safety Code of Practice. All staff will be made aware of the Health & Safety Policy and day to day arrangements and all new staff will be made aware through the Induction process.

3.2 Codes of practice

The purpose of the codes of practice is to provide a basic standard of health and safety, based on best practice relevant to specific topics. Staff with management or supervisory responsibilities must ensure that the codes are enforced. They are intended to provide advice and guidance on best practice, and assist in developing the local health and safety systems within which the University will carry out its work.

3.3 Guidance Notes

Guidance notes are produced to underpin and expand on the basic information contained within codes of practice. Guidance notes are designed to continually keep the University updated on health and safety issues relevant to its undertaking. They also assist managers in developing local safe systems of work based on current and best practice. The Central Occupational Health and Safety Unit in conjunction with Health and Safety Officer(s) and specialist adviser(s) produce guidance notes.

3.4 Local Safe Systems of Work

The codes of practice cannot cover in detail all the health and safety arrangements that are pertinent to the schools/services of the University. A process of risk assessment incorporating the codes of practice and guidance notes develops local safe systems of work. Staff with management or supervisory responsibilities must ensure that the local safe systems of work are developed and enforced.

4. MEASURING HEALTH AND SAFETY PERFORMANCE

Measuring is an essential element in ensuring the effectiveness of safety management arrangements.

4.1 Active monitoring

Active monitoring takes the form of inspections of physical premises and safe systems of work in operation in a particular area.

4.2.1 Management

Members of the Executive Briefing Group with the assistance of the school/service/management unit Health and Safety Adviser(s) shall ensure that regular formal inspection of workplaces under their control takes place. The level of risk in the respective school/service/management unit will determine the frequency of inspections. Following the inspection, reports are produced for appropriate action to be taken. It is a management responsibility to ensure that actions are monitored and followed through.

4.2.2 Recognised Trade Union Safety Representatives (see appendix 7)

Middlesex University recognises the vital contribution that recognised trade union safety representatives make towards improving health and safety standards at work and it will work in partnership with them to ensure that standards are met. Safety representatives are encouraged to carry out their defined functions for the colleagues they represent, and issue reports to the appropriate manager for action in the first instance.

4.3 Reactive monitoring

Reactive monitoring refers to all incidents that are unplanned or uncontrolled events with the potential to cause significant harm or damage, and which indicate a failure of the risk assessment and control arrangements. All accidents, near misses and hazardous incidents are to be reported.

The University Occupational Health & Safety Manager shall categorise and analyse all incidents of injury or ill health, and report the findings to the University Corporate Health & Safety Committee. The University Occupational Health & Safety Manger will also ensure the statutory requirement to report incidents to the HSE is fulfilled.

5. AUDIT AND REVIEW

A health & safety audit shall be undertaken in order to assess the effectiveness of the policy and also to make continual improvement in the management of health and safety in the schools, services and management units.

Members of the Executive Briefing Group are responsible for ensuring the production of an annual health and safety audit, based on self-assessment and development plans, using the HASMAP system. The annual audit shall be sent to the Central Occupational Health and Safety Unit, which shall form part of the University Annual Occupational Health & Safety Report.

The Central Occupational Health and Safety Unit will produce a University Annual Occupational Health & Safety Report for submission to the Board of Governors based on reports received and its own monitoring activities. It will outline progress and actions taken during the preceding 12 months and the objectives set for the future period.

The Occupational Health & Safety Manager shall ensure that the whole health & safety management system including the elements of policy, organisation, implementing and monitoring are audited to ensure the whole system remains effective.

6. LIASON AND CONTACT WITH THE HEALTH AND SAFETY EXECUTIVE

Statutory Notifications to Regulatory Bodies including the HSE

All statutory notifications to the HSE require corporate approval to ensure compliance with regulations, the adequate review of risk implications and to coordinate management response across the University. The Occupational Health and Safety Manager (OHSM) should be informed of First Use Notifications under COSHH. The Estates and Facilities Health, Safety and Fire Manager (EFMS HS&F Manager) should receive copies of CDM and asbestos notifications. Where significant risks are identified the notifications should be brought to the attention of the Chair of the Corporate Health and Safety Committee who acts on behalf of the Vice Chancellor on health and safety matters.

RIDDOR Accidents

All accidents reportable to the HSE under RIDDOR, for which the University is responsible under its legal duties, will be reported on behalf of the University by the OHSM. The University's contractors are required to comply with the contractual protocols for RIDDOR accident reporting established by the EFMS.

HSE Inspections and Enquiries by the HSE

All HSE inspections and enquiries should be referred to the OHSM in the first instance.

Fire Inspections and Enforcement

All issues relating to fire safety inspections or enforcement by the Fire Service should be referred to the EFMS HS&F Manager in the first instance.

The OHSM and EFMS HS&F Managers will provide mutual cover at all times for all contacts with the HSE.

7. POLICY REVIEW DATE

This policy was approved by the Board of Governors at its meeting on 27 November 1995. It was reviewed during Academic Year 1998/99 and the revised policy was approved by the Board of Governors at its meeting on 5 July 1999. It was reviewed in the summer of 2004 following consultation with staff, Executive Briefing Group and the recognised Trade Unions (NATFHE and UNISON). The revised version was approved by Executive on 16 September 2004 and by the Finance and General Purpose Committee in 16 November 2004.

A further review of the Policy was undertaken in January 2010 following consultation with staff, Executive Briefing Group and the recognised Trade Unions (UCU and UNISON). The next policy review is due in May 2015.

Appendix 1

Middlesex University Generic Framework on Health & Safety Organisation and Responsibilities

The following framework is based around the areas of Schools, Support Teams, Corporate Services and other Management Units reporting to a member of the Executive and falls in line with the Middlesex University Executive Structure and Responsibilities April 2004.

For full School / Service structure charts refer to <http://www.intra.mdx.ac.uk/core/service/hr/index.htm#musc>

Level of delegation

Board of Governors

Board of Governors 2.1

Middlesex University Executive

Vice – Chancellor 2.3
Members of the Executive 2.4

Level of responsibility

Executive Briefing Group

Deans of School responsibilities are outlined under 2.5
Current Schools are as follows:
1. Arts & Education
2. Business School
3. Computing Science
4. Health & Social Sciences

Campus Director 2.6

Heads of Corporate Services and Heads of other Management Units reporting to a member of Executive responsibilities are outlined under 2.6

Staff that are line managed by a member of the Executive Briefing Group

Responsibilities of staff that are line managed by a Dean of School are outlined under 2.7

Responsibilities of staff that are line managed by a Head of Corporate Service or other Management unit reporting to a member of Executive are outlined under 2.7

Generic responsibilities of Associate Deans Directors , Heads of Departments, Academics, Teaching, Managing, Technical and Supervisory staff

Responsibilities of these staff are outlined under 2.7. The level of delegation and responsibility falls in line with the specific School / Service Organisational structure.

Employees and Students responsibilities

Responsibilities are outlined under 2.8.

Appendix 2

Health and Safety Adviser

Summary of Main Responsibilities

Responsible to the Dean of School, Head of Corporate Service or Head of other management unit, reporting to an Executive Team member for the following matters within the school/ service/management unit:

Advising on significant occupational health and safety issues relevant to the implementation and monitoring of the University's Health & Safety Policy and codes of practice;

Disseminating occupational health and safety information throughout the school/service/management unit;

Carrying out regular health and safety inspections and reporting the findings to the Dean of School, Head of Corporate Service, Head of other management units or whom they deem appropriate;

Assisting the manager in ensuring that accidents and hazardous incidents involving staff, students, visitors or facilities are investigated and reported to the University Occupational Health and Safety Manager and that remedial action is taken where appropriate to prevent reoccurrence;

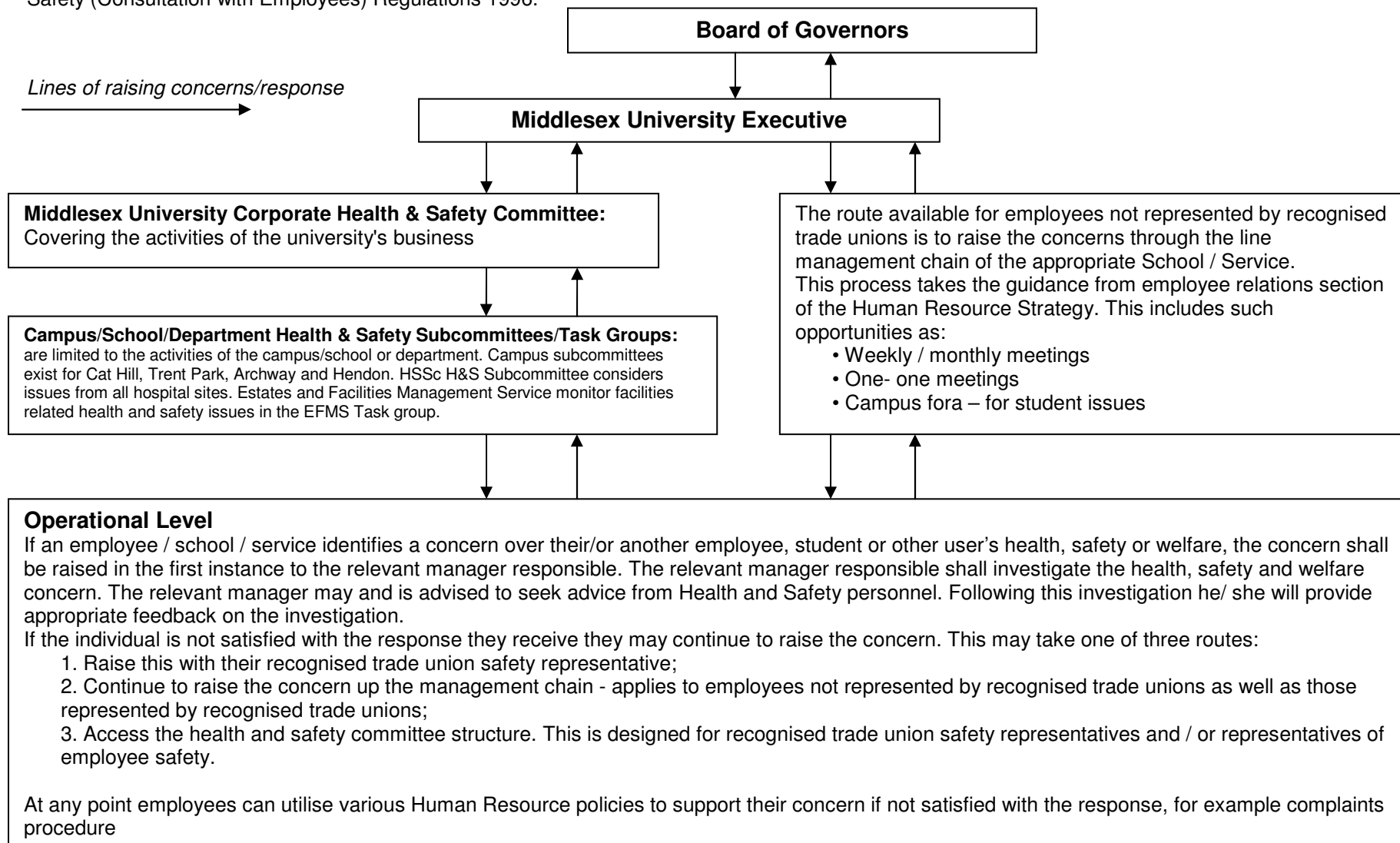
Assisting the Dean of School, Head of Corporate Service or Head of other management unit reporting to an Executive Team member, in the preparation of the annual Audit of the school / service / management unit Health and Safety Performance.

Bringing to the attention of the Dean of School, Head of Corporate Service or Head of other management unit reporting to an Executive Team member, any part of the Health and Safety Policy where it is thought that revision is necessary.

Appendix 3

Middlesex University Generic Framework on Health and Safety Consultation

The following framework is based around implementing the Safety Representatives and Safety Committees Regulations 1977 and The Health & Safety (Consultation with Employees) Regulations 1996.



Appendix 4

Health & Safety Sub Committee Terms of Reference

General

Middlesex University believes in the promotion of consultation between management and its employees in instigating, developing and carrying out measures to measure the Health, Safety and Welfare at work of all its employees.

The Health & Safety Sub Committee is designed to provide a meaningful consultation forum that encourages an atmosphere of positive consultation in promoting and adopting best practice. Trent Park and Cat Hill Campuses will be served by one joint sub-committee, the Hendon Campus will also be served by a sub committee, while all hospital sites will report to the Health and Social Sciences Health and Safety Subcommittee.

As all schools occupy the Hendon Campus (including Arts and Education by 2010) chairing of this sub committee should rotate to each of the Deans and they should offer support to minute the meeting they chair. The Occupational health and Safety Manager shall act as the convenor for this sub-committee.

Objectives

The Health & Safety Sub Committee shall consider the health, safety and welfare of all employees, students and visitors affected by the Campuses activities and shall submit advice and recommendations regarding the above to appropriate fora.

The Sub Committee functions include consideration of the following:

1. Accident / disease statistical trends for the University;
2. Examination of safety inspection reports;
3. Monitoring of safety codes and systems of work;
4. Effectiveness of local health & safety communication;
5. Provision of information relating to changes in the workplace;
6. Consideration of reports provided by the enforcing authority (HSE)
7. Consideration of safety reports which safety representatives may wish to submit
8. Monitoring the effectiveness of employee health and safety training.

The Chair shall decide how best to submit advice and recommendations to the appropriate forum. This shall in the main be to the Corporate Health & Safety Committee or the appropriate school/service/ management unit.

The Health & Safety Sub Committee may, on occasions, consider it appropriate to carry out independent health & safety inspections.

Membership

- Campus Dean of School / Member of Executive Briefing Group - Chair
- Port Folio Facilities Manager – Secretary / convenor
- Elected Safety Representatives – Unison , UCU
- University Occupational Health & Safety Manager – ex officio

- Other Management representatives as agreed by the Chair – (At least one member of the Management Executive Briefing team. The representative selected shall be best positioned to provide adequate information on the agenda).
- Vacant position to acknowledge the Health & Safety (Consultation with Employees) Regulations 1996.
- Co-opted members may be invited as follows:
Health & Safety Officers/Advisers

The following person(s) shall also be invited to embrace the spirit of a positive co-operation in promoting and adopting best practice:

- Representative of the MUSU

Meetings

- Normally two or three meetings per year.
- Formal agendas will be prepared for each meeting and proposed agenda items and supporting documentation should be forwarded to and discussed with the Chair. This shall enable appropriate Management Representatives to be present.
- It is recognised by all that proper preparation for such meetings will enable a more meaningful agenda to be produced and a more constructive meeting to take place.
- Minutes of each meeting will be circulated to all parties of the group, within 21 days of the last meeting.
- The agenda and supporting documentation will be circulated within 14 days of the next meeting, and will be subject to ratification at that meeting of the group.

Quorum

To be determined by the Committee

Suggestion

The minimum shall be 2 (1 management / 1 trade union reps).

This excludes the following:

- *Chair*
- *Secretary / convenor – Port Folio Facilities Manager (in Hendon the OHSM)*
- *Ex officio member – Occupational Health & Safety Manager*

Appendix 5

Corporate Health & Safety Committee Terms of Reference

General

Middlesex University believes in the promotion of consultation between management and its employees in instigating, developing and carrying out measures to measure the Health, Safety and Welfare at work of all its employees.

The Corporate Health & Safety Committee is designed to provide a meaningful consultation forum that encourages an atmosphere of positive consultation in promoting and adopting best practice.

Objectives

The Corporate Health & Safety Committee shall consider the health, safety and welfare of all employees and shall submit advice and recommendations regarding the above to appropriate fora.

The Committee's functions include consideration of the following:

1. Accident / disease statistical trends for the University;
2. Examination of safety inspection reports;
3. Monitoring of safety codes and systems of work;
4. Effectiveness of local health & safety communication;
5. Provision of information relating to changes in the workplace;
6. Consideration of reports provided by the enforcing authority (HSE)
7. Consideration of safety reports which safety representatives may wish to submit
8. Monitoring the effectiveness of employee health and safety training
9. Receive minutes of sub committee meetings and consider issues referred from subcommittees

The Chair shall decide how best to submit advice and recommendations to the appropriate forum.

The Health & Safety Committee may, on occasions, consider it appropriate to carry out independent health & safety inspections.

Membership

- Vice - Chancellor / Deputy Vice - Chancellor - Chair
- University Occupational Health & Safety Manager Secretary / convenor
- Elected Safety Representatives – Unison , UCU
- Other Management representatives as agreed by the Chair – (At least one Dean of School and appropriate Heads of Service (Human Resources Services and Facilities Management). The Management representative selected shall be best positioned to provide adequate information on the agenda items.
- Vacant position to acknowledge the Health & Safety (Consultation with Employees) Regulations 1996.
- Ex officio;

Security Manager.

- Co-opted members may be invited as follows:
Specialists Advisers; e.g. Radiation Protection Advisors;
Health & Safety Officers/Advisers

The following person(s) shall also be invited to embrace the spirit of a positive co-operation in promoting and adopting best practice:

- Representative of the MUSU.

Meetings

- Three per year.
- Formal agendas will be prepared for each meeting and proposed agenda items and supporting documentation should be forwarded to and discussed with the University Occupational Health & Safety Manager. This shall enable appropriate Management Representatives to be present.
- It is recognised by all that proper preparation for such meetings will enable a more meaningful agenda to be produced and a more constructive meeting to take place.
- Minutes of each meeting will be circulated to all parties of the group, within 21 days of the last meeting.
- The agenda and supporting documentation will be circulated within 14 days of the next meeting, and will be subject to ratification at that meeting of the group.

Quorum

To be determined by the Committee.

Suggestion:

The minimum shall be four (3 management / 1 trade union rep)

This excludes the following:

- *Chair*
- *Secretary / convenor*
- *Ex officio members*
- *Co-opted members*

Appendix 6

Health and Safety Task Groups

General

Each school or department may decide to establish a health and safety task group as a means of consulting their staff, to monitor and review the health and safety within their specific service and business activity. This body may be useful for those schools or departments that are not adequately represented by the sub committees. It can also be used as a temporary group set up to carry out a specific health and safety project.

Objectives

The Health and Safety Task Groups shall consider the health, safety and welfare of employees and shall submit advice and recommendations regarding the above to appropriate fora. The Task Groups functions include consideration of the following:

1. Accident statistical trends for school/department;
2. Examination of safety inspection reports;
3. Monitoring of safety codes and systems of work;
4. Effectiveness of local health & safety communication;
5. Provision of information relating to changes in the workplace;
6. Consideration of reports provided by the enforcing authority (HSE)
7. Consideration of safety reports which safety representatives may wish to submit
8. Monitoring the effectiveness of employee health and safety training.
9. Monitoring general risk assessment programmes such as Display Screen Equipment Assessment
10. To discuss and develop health and safety in specific project areas such working at heights, slips and trips, manual handling.

Membership

The membership should be decided by the school or service but representatives of the following groups should be included:

- Chaired by a senior management representative positioned to provide adequate information on the agenda items and able to ensure actions are followed through at all levels.
- Elected Safety Representatives – Unison , UCU
- Health and Safety Advisors
- A relevant Health and Safety Manager or Officer
- Representation from a cross section of staff and managers within the school or service

Meetings

- To be determined by the Task Group
- Formal agendas will be prepared for each meeting
- Minutes of each meeting will be circulated to all parties of the group.

Quorum

To be determined by the Task Group.

Appendix 7

Recognised Trade Union Safety Representatives

Recognised Trade Union Safety Representatives have functions under regulation 4 of the Safety Representatives and Safety Committees Regulations 1977, to do the following:

- (a) investigate potential hazards, and dangerous occurrences at the workplace [whether or not they are drawn to his attention by the employees he/she represents] and to examine the causes of accidents at the workplace;
- (b) investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- (c) make representations to the employer on matters arising out of (a) and (b);
- (d) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- (e) carry out inspections in accordance with regulation 5, 6 and 7 of the Safety Representatives and Safety Committees Regulations 1977;
- (f) represent the employees he/she was appointed to represent in consultations at the workplace with inspectors of the Health & Safety Executive and of any other enforcing authority;
- (g) receive information from inspectors in accordance with section 28(8) of the 1974 Act ;
- (h) attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.