

**University Health and Safety Unit
Health & Safety Policy
Human Resources Policy Statement HRPS2**

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At Middlesex University, our priority is the health, safety, and well-being of our students, staff, and visitors. Our commitment to creating a safe and healthy environment is integral to our mission of fostering a culture of excellence and innovation.

As an institution, we recognise our legal and ethical responsibilities for the health, safety, and well-being of our staff, students, and visitors. We will take all necessary and reasonably practicable steps to ensure sufficient protection and safeguards are in place by meeting our statutory obligations and by taking a risk-based approach to safety. We encourage our community to take responsibility for their safety and that of others by following the university's policy and guidelines and reporting any concerns.

Our goal is to create a culture of safety and well-being at Middlesex University, and by working together and prioritising health and safety, we can ensure a positive and productive environment for all.

Let us make Middlesex University a model of health and safety excellence.

Professor Shân Wareing
Vice-Chancellor

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1. POLICY STATEMENT OF INTENT

Middlesex University provides a modern and dynamic learning and working environment for students and staff. Like most Universities, we have a diverse risk profile and operate across a range of locations.

Middlesex University is committed to reducing risk and providing a safe, healthy, and inclusive 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, safety, and well-being in all areas of work and study.

Middlesex University fully accepts the responsibility placed on it by law for the health, safety and welfare of its employees, students, and other users. This includes compliance with the Equality Act 2010 and in addition to its legal duties the University actively promotes and supports wellbeing of staff and students.

In its overseas operations, the University will comply with local health and safety regulations and endeavour to maintain best practices whenever practicable, considering local culture and national standards.

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 conduct their work safely and without danger to 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 implementing the Policy and ensuring all employees know what is expected of them. For new employees, this will begin with the Health and Safety induction process.

All students taking part in university-controlled activities must take care of their health and safety and the health and safety of others. They must comply with university policies, safe systems of working and safety procedures and immediately report hazardous conditions to their teaching supervisors or staff. All students will receive appropriate safety instruction as an integrated part of their studies.

Visitors (including contractors and the 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 for health, safety, or welfare purposes.

Middlesex University will measure health and safety performance regularly through 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 Profile (HASMAP) which have been developed by the Universities Safety & Health Association.

This policy will be monitored and reviewed by the University Occupational Health and Safety Committee on an annual basis.

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

Local health and safety policies may be set up by Faculties, Services, or overseas campuses and regional offices to clarify local arrangements concerning regulatory requirements, structures, responsibilities, and arrangements. However, these will always be in line and supportive of this policy.

2. HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

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

2.1 Board of Governors

The Board of Governors carries and accepts ultimate responsibility for the discharge of the University's legal duties. The University Organisational Health and Safety Committee reports to the Audit, Assurance and Risk Committee.

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 their control.

However, the duty to ensure compliance always remains with the line manager. The people to whom the functions are passed must carry these out within the authority delegated to them.

The Head of Health and Safety has delegated authority from the Vice-Chancellor to suspend work, or activities considered an imminent or danger. The suspension of any work or activities likely to cause a significant interruption to the normal business of the University will be discussed as soon as possible with the Vice-Chancellor and/or Chair of the University Health and Safety Committee.

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 on issues relating to the management of health, safety, and welfare.
- Acting as the 'Responsible Person' as required under the Regulatory Reform (Fire Safety) Order 2005.

2.4 The Executive Team and Deans

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.
- Defining the organisational responsibilities for the management of health and safety within the relevant Faculty/Service. Providing and implementing health & safety arrangements for conducting the Health & Safety Policy appropriate to the needs of

the Faculty/Service.

- Bringing to the attention of the Vice-Chancellor any part of the Health and Safety Policy where it is thought that revision is necessary or additional resources are required.
- Ensure your leadership team effectively utilizes the Management Standards approach to embed a culture of proactive stress management throughout the department.

2.6 Directors of Services

Responsible for assisting their Executive Line Manager by:

- Adopting and implementing the University's Health & Safety Policy within their area of responsibility.
- Defining the organisational responsibilities for the management of health and safety within the service.
- Providing and implementing health & safety arrangements for conducting the Health & Safety Policy appropriate to the needs of the service.
- Defining, with the support of the University Health and Safety Unit, the risk profile for the Service.
- Providing a Health and Safety Development Plan for areas determined by the Head of Health and Safety as being 'higher risk.'
- Develop effective channels of communication for their staff.
- Ensuring risk assessments for activities on and off campus (including for travel and placements) are proportionate to the risk, suitable and sufficient and properly implemented.
- Ensuring staff are trained and competent to undertake their work, and responsibilities effectively.
- Ensuring staff are briefed on how to 'Assist with Evacuation.'
- Bringing to the attention of the Executive any part of the Health and Safety Policy where it is thought that revision is necessary or additional resources are required.
- Promote and implement the Management Standards approach to tackle work-related stress within their faculty or service.

2.7 Service and Academic Heads of Department

Responsible for assisting the Dean or Director of Service in:

- Adopting and implementing the University's Health & Safety Policy within their area of responsibility.
- Defining the organisational responsibilities for the management of health and safety within the school/department. Providing and implementing health & safety arrangements for conducting the Health & Safety Policy appropriate to the needs of the school/department.
- Defining, with the support of the University Health and Safety Unit, the risk profile for the faculty.
- Providing a Health and Safety Development Plan for areas determined by the Head of Health and Safety as being 'higher risk.'
- Develop effective channels of communication for their staff.
- Ensuring risk assessments for activities on and off campus (including for travel and placements) are proportionate to the risk, suitable and sufficient and properly implemented.
- Ensuring staff are trained and competent to undertake their work, and responsibilities effectively.
- Ensuring staff are briefed on how to 'Assist with Evacuation.'
- Bringing to the attention of their Dean or Director any part of the Health and Safety Policy where it is thought that revision is necessary or additional resources are required.
- Lead the implementation of the Management Standards approach within your department, ensuring all key metrics related to stress and well-being are consistently monitored and improved.

2.8 Generic Management Responsibilities

Managers are responsible for assisting Deputy Deans, Directors of Service and Head of Department in:

- Adopting and ensuring implementation of the University's Health & Safety Policy within their area of responsibility.
- Ensuring risk assessments are conducted 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 staff, students, contractors, and others 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 managed.
- Ensuring sufficient health and safety inspections are conducted 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.
- Ensuring staff are briefed on how to 'Assist with Evacuation.'
- Bringing to the attention of the Dean, Director of Service or Head of Department any part of the Health and Safety Policy where it is thought that revision is necessary.
- Use the Management Standards approach as a framework for regular team discussions and one-on-ones to address stressors related to demands, control, and support.

2.9 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.
- Staff are required to assist with the evacuation of all buildings in the event of a fire or other emergency, and all students are required to immediately follow the evacuation procedures.

2.10 Additional Key Responsibilities

2.10.1 Overseas Campus Directors

Campus Directors are currently in place for Mauritius, Dubai, and Minzu with responsibility 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.
- Ensuring there is a framework with sufficient resources available to meet statutory compliance for health and safety in the host country.
- Developing, maintaining, and practicing a business continuity and incident management plan.

2.10.2 Director of Estates and Facilities

The Director of Estates and Facilities is also responsible for:

- Ensuring that the physical premises, facilities, and services within the University are safe and fit for purpose.
- Responsible for ensuring the appointment of an asbestos manager; appointed person for legionella and competent persons for fire safety.
- Managing health and safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements).
- Maintaining relevant statutory records relating to the Campus (and workplaces), the Director of Estates and Facilities shall determine this.
- In addition, ensuring dissemination of health and safety information on and around campus.

2.10.3 University Occupational Health and Safety Unit (UHSU)

The University Health and Safety Unit consists of three health and safety professionals:

- Head of Health, Safety and Wellbeing
- Health and Safety Manager
- Health and Safety Co-Ordinator

Head of Health, Safety and Wellbeing

The Head of Health and Safety is responsible for:

- Defining the health and safety risk profile of the University and the development of an effective Occupational Health and Safety Management System that reflects the operating nature of the University.
- Providing advice, guidance, and support to the University to ensure compliance with the health and safety legislative requirements of the University's undertaking.
- Working closely with other health and safety personnel of the University, including specialist advisers, occupational health advisers, health and safety and wellbeing practitioners
- Producing reports for the University Governing Board, University Occupational Health and Safety Committee and the 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 relating to health and safety matters.
- Reporting to the Health and Safety Executive as and when required by regulatory requirements and assisting such enforcement bodies in the course of their duties.
- To assist Human Resources in the management of sickness and Occupational Health Referral, provide advice, guidance and support on stress and mental health, including the management of the employee assistance programme and other mental health support services.
- The Head of Health, Safety and Wellbeing has delegated authority from the Vice-Chancellor to suspend work, or activities considered an imminent or danger. The suspension of any work or activities that are likely to cause a significant interruption to the normal business of the University will be discussed as soon as possible with the Vice-Chancellor and/or Chair of the University Occupational Health and Safety Committee.

Health and Safety Manager

The Health and Safety manager will:

- Promote and support the delivery of all areas of health and safety.
- Work closely with other safety practitioners and stakeholders within the University.
- Provide specialist advice to the higher-risk Faculties and Services
- Maintain and report safety data to demonstrate areas of compliance and non-conformity.
- Undertake a schedule of risk-based safety audits and inspection.

- Design, deliver and report on a programme of safety training, including the introduction of new starters.
- Undertake accident investigations as required.
- Deputise for the Head of Health & Safety in his absence.

Health and Safety Co-Ordinator

The Health and Safety Co-Ordinator will:

- Support the delivery of all areas of health, safety, and wellbeing.
- Undertake workstation assessments, stress risk assessments, pregnancy risk assessments, and personal emergency evacuation plans.
- Support the design and delivery of safety training.
- Maintain a record of policies, procedures, and safe systems of work, ensuring that they are reviewed as required.
- Support the administration of the University Occupational Health and Safety Committee and Operations Group.
- Lead on the inspections of normal risk departments.
- Undertake accident investigations as required.
- Review and update the provision of first aid on campus, including training, and equipment.
- Manage the accident reporting system and data reporting.
- Maintain the health and safety intranet presence and communication of safety updates to all staff.

2.10.4 Professional Health & Safety Managers, Officers, and Advisers (Practitioners)

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

- Provision of specialist advice, guidance, and support to the faculty/service to ensure compliance with the health and safety legislative requirements of the faculty/service's undertaking.
- Ensuring that the Faculty/Service operates in accordance with the Health and Safety Policy.
- Working closely with the Head of Health and Safety University Occupational Health and Wellbeing Manager.

2.10.5 Specialist Adviser(s)

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

In liaison with the Head of Health and Safety and the Occupational Health and Wellbeing Manager (and other Health and Safety practitioners): to advise on all health and safety matters within their field of competence 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 the preparation of reports for various bodies, for example, the University Occupational 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 contribution 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 Occupational Health & Safety Committee provides a meaningful forum for consultation and encourages an atmosphere of positive consultation by promoting and adopting best practice.

Health and safety consultation with trade unions can also take place in meetings held under the Trade Union Recognition Agreement.

Each overseas campus will have a formal process for consultation that complies with national health and safety regulations and local customs and standards.

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 (corporate) and those made at a local level.

The University Health and Safety Unit will provide corporate Codes of Practice, Guidance

Notes and Risk Assessments on a range of institutional risk and hazards via the University Occupational Health and Safety Committee. These include areas such as work-related stress, low-risk offices, the Health and Safety Code of Practice, Social Events Policy, etc.

Local Codes of Practice, Guidance Notes, Risk Assessments and Safe Systems of Work should be in line with the categories below and are subject to inspection and auditing by the University Health and Safety Unit

3.1 Generic Arrangements

The day-to-day arrangements for implementing this Health & Safety Policy are contained within the [General Health & Safety Code of Practice](#). All staff will be made aware of the Health & Safety Policy and day-to-day arrangements, with new staff informed through the induction process.

3.2 Codes of practice

The purpose of the codes of practice is to set out management standards of health and safety, based on best practices and any legal requirements relevant to specific areas of health and safety law. Staff with management or supervisory responsibilities must ensure that the codes are implemented as required.

3.3 Guidance Notes

Guidance notes provide basic generic information and guidance to assist managers in developing local safe systems of work based on sector specific best practice. Guidance Notes often describe and include references for corporate procedures and arrangements.

3.4 Risk Assessment

The UHSU will provide a quality control process for all locally produced occupational health and safety risk assessments. Managers must ensure that risk assessments for high-risk activities are approved by the UHSU before relying on them as a suitable and sufficient risk control.

3.5 Safe Systems of Work

A Safe System of Work provides an operational procedure for risk control and safe working. Staff with management or supervisory responsibilities must ensure that local safe systems of work are based on risk assessment that have been approved by the UHSU.

3.6 Linked University policies and codes

The following policies and codes are formal arrangements under this umbrella policy:

- Fire Safety Policy
- Social Events Policy
- General Health and Safety Code of Practice
- Occupational Health Policy
- Mental Health and Stress Management Policy
- Health and Safety Induction

All documents can be found on the Health and Safety A-Z - [Health safety and wellbeing | Middlesex University Intranet](#)

4. MEASURING HEALTH AND SAFETY PERFORMANCE

Measuring performance is an essential element in all health and safety management systems. Measuring performance provides an indication of the effectiveness of the health and safety policy and senior management commitment to achieving continuous improvement.

4.1 Active monitoring

Active monitoring takes the form of inspections and audits and may include: the examination of documentation, observations of working practices and interviews with workers. These audits and inspections will be conducted by the UHSU and look at both higher and normal risk areas. These will be scheduled throughout the year and will be informed by the Health and Safety Risk Register.

4.2 Management

Academic Deans, Deputy Deans, Directors etc. shall ensure that a programme of formal inspections of workplaces and activities is planned for each academic year. The level of risk in the respective Faculty/school and service/management unit will inform the frequency of inspections. After each inspection, a report identifying any actions will be produced. It is a management responsibility to ensure that actions are monitored and resolved.

4.3 Recognised Trade Union Safety Representatives (see appendix 6)

Middlesex University recognises the vital contribution trade union safety representatives make towards improving health and safety standards at work. The University will work in partnership with them to ensure that standards are met and maintained. Safety representatives are encouraged to perform their duties and issue reports to the appropriate manager for action in the first instance (copied to the University Health and Safety Unit).

4.4 Reactive monitoring

Reactive monitoring refers to the recording and investigation of accidents and incidents that cause harm or have the potential to cause harm. Accidents and incidents may indicate a failure of the risk control arrangements identifying areas for improvement. All accidents, near misses and hazardous incidents are to be reported to the University Health and Safety Unit.

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

5. AUDIT, INSPECTION AND REVIEW

The UHSU will provide a programme of health & safety audits and inspections to assess the effectiveness of the Health and Safety Policy and to promote continual improvement in the management of health and safety in the faculties services and management units.

Academic Deans, Deputy Deans and Directors etc. are responsible for ensuring the production of an annual health and safety development plan for areas assessed as being of 'higher risk.' The annual report shall be sent to the USHU and form part of the University's Annual Occupational Health & Safety Report.

Department are responsible for undertaking routine inspections for the areas within their control. The UHSU will audit and inspect higher-risk areas to assess compliance with statutory regulations and internal risk assessments. A schedule of inspections will be carried out on normal-risk departments and activities. These schedules will be informed by the Health and Safety Risk Register, which will also include the activities of key contractors,

Claremore, Chartwells and ISS.

The Head of Health and Safety will produce a University's 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 Head of Health and Safety shall ensure that the whole health & safety management system, including the elements of policy, organisation, implementation and monitoring, are audited to ensure the 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. The Head of Health and Safety should be informed of the intention to report:

- First Use Notifications under COSHH.
- CDM F10s
- Asbestos Removal Notifications.

RIDDOR Accidents and incidents

All reportable accidents and incidents (as defined under RIDDOR 2013) to the HSE will be reported on behalf of the University by the Head of Health and Safety.

Contractors are responsible for RIDDOR by following their own arrangements, but the University should be notified of all on-site accidents as soon as possible.

HSE Inspections and Enquiries by the HSE

All HSE inspections and enquiries should be referred to the Head of Health and Safety 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 Head of Health and Safety

The Head of Health, Safety and Wellbeing and the Health and Safety Manager will always provide mutual cover for all contacts with the HSE. This includes initiating contact with the University's appointed specialist legal representatives in the event of a severe injury or a fatality.

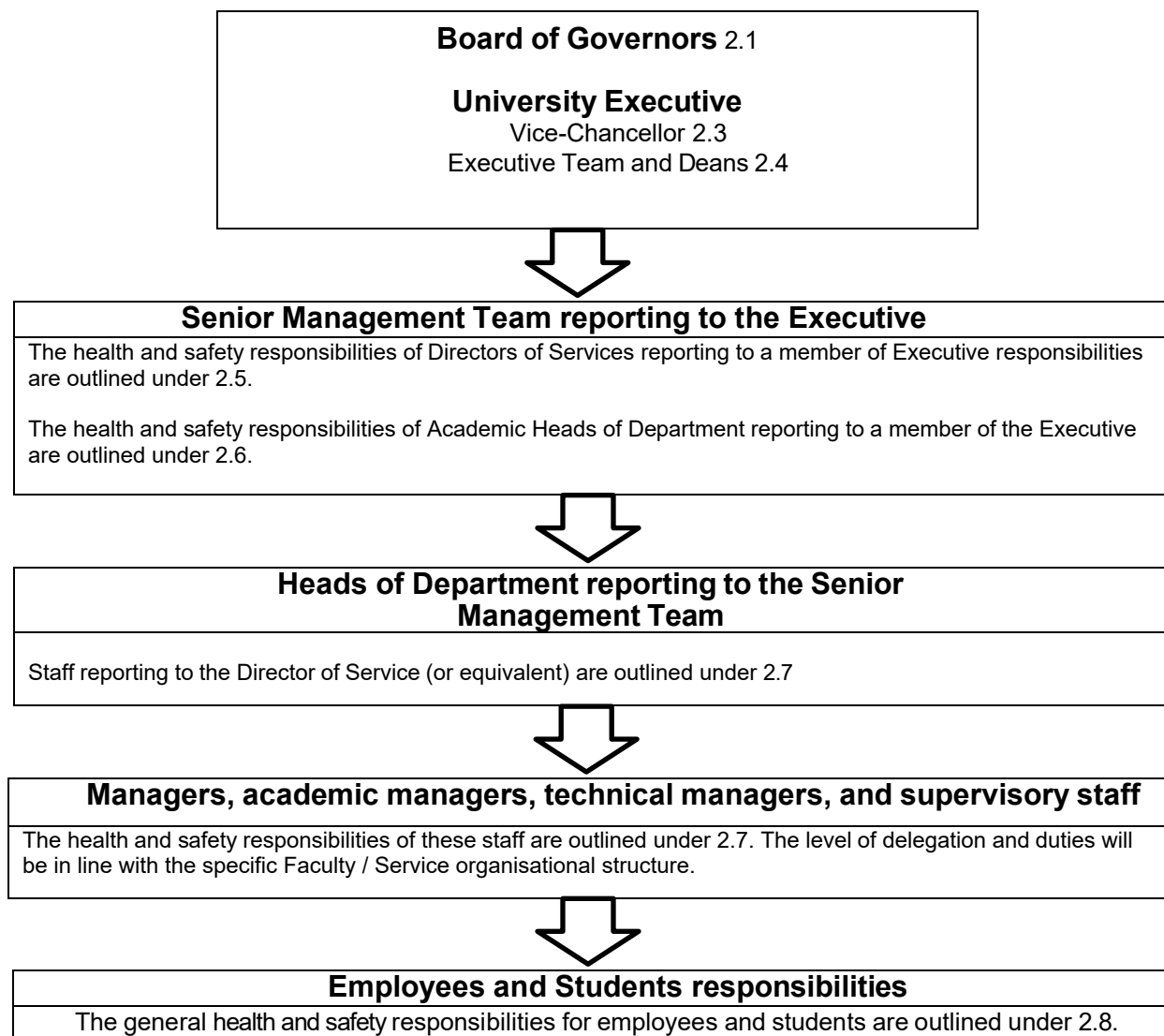
7. POLICY REVIEW DATE

September 2026

8. APPENDICES

Appendix 1 - Middlesex University Health & Safety Organisation and Responsibilities

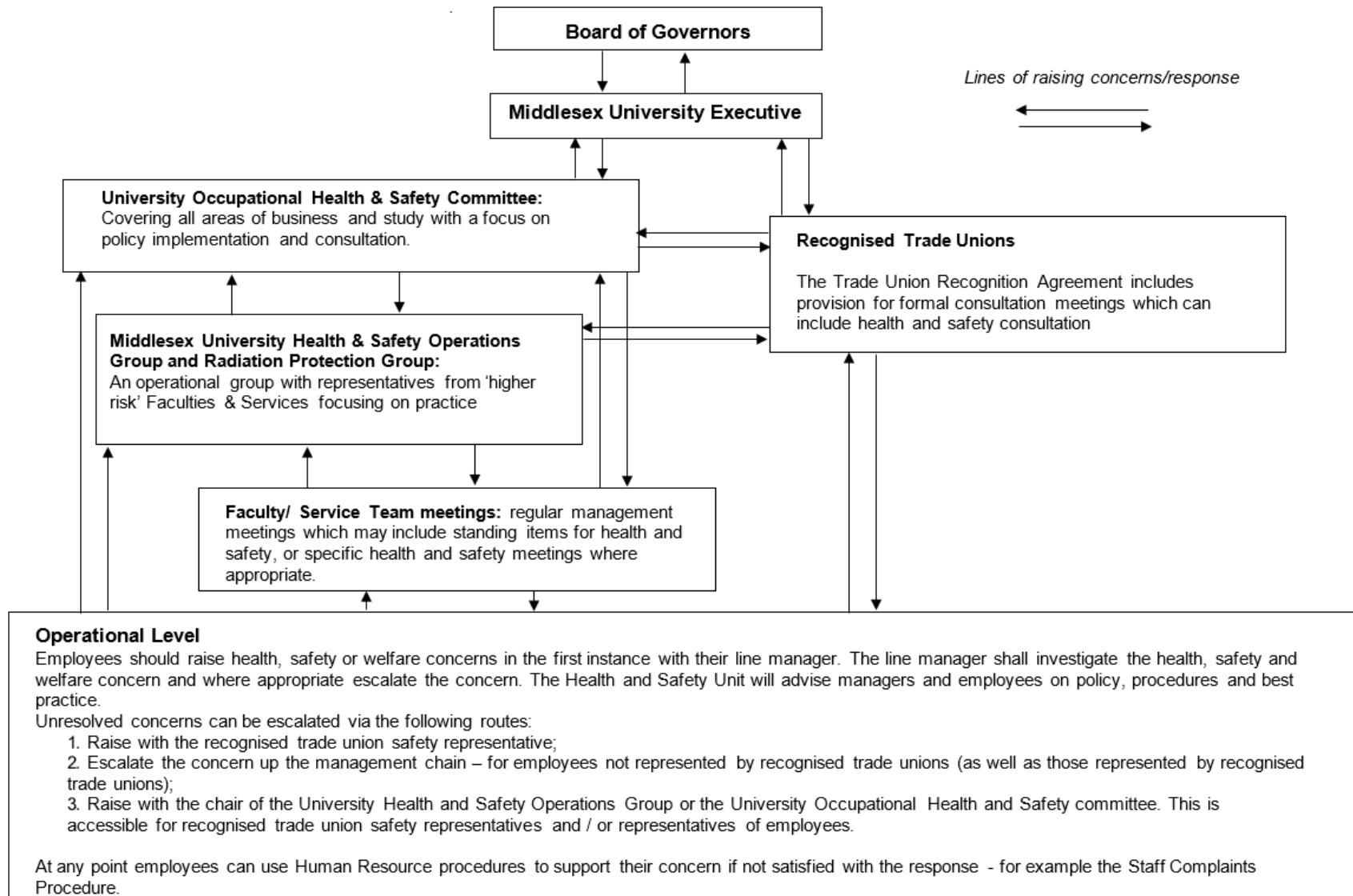
Middlesex University Health & Safety Organisation and Responsibilities



Appendix 2 -

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 3- University Occupational Health & Safety Committee Terms of Reference

University Occupational Health & Safety Committee

Terms of Reference 2025/26

General

Middlesex University believes in meaningful consultation between management and employees in all areas of health and safety management. The key role of the committee is to monitor the implementation of the Health and Safety Policy and to promote and support a process of continuous improvement in the management of Health, Safety and Wellbeing for all employees, students, contractors, and visitors to campus.

Objectives

The University Occupational 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:

- Receiving and consider recommendations from the University H&S Task Group
- To receive and consider proposals relating to occupational health and wellbeing for staff and the wellbeing of students.
- To review the accident / incident, disease statistical trends for the University.
- To review safety inspection reports as appropriate.
- To approve Corporate Codes of Practice and related policy arrangements
- Effectiveness of local health & safety communication.
- Provision of information relating to changes in the workplace which may impact health, safety, and wellbeing.
- Consideration of reports provided by the enforcing authority (HSE, Fire & Environmental)
- Consideration of safety reports which safety representatives may wish to submit.
- Monitoring the effectiveness of employee health and safety training
- To receive health and safety related reports from Team / Management meetings and consider issues referred from other groups as appropriate. The Chair shall decide how best to submit advice and recommendations to the appropriate management team.

The University Occupational Health & Safety Committee may, on occasion, consider it appropriate to conduct independent health & safety inspections/investigations.

Membership

- Chief Operating Officer - Chair
- Head of Health, Safety and Wellbeing - Convener
- Elected Safety Representatives – Unison, UCU

Other Management representatives as agreed by the Chair, but will include:

- Health and Safety Manager
- Health and Safety Co-ordinator
- Director of Learning and Teaching
- Deputy Director of Estates Service
- Head of Campus Operations
- Director of Library Services and Digital Skills
- Senior Technical Managers for Arts and Creative Industry, Science and Technology and Health, Social Care and Education.
- Incident Management and Business Continuity Advisor
- Representative of the MDXSU

Meetings

- Three per year.
- Formal agendas will be prepared for each meeting and proposed agenda items and supporting documentation should be sent to the Head of Health, Safety and Wellbeing for discussion. This shall enable appropriate management representatives to be present.
- 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.

The minimum shall be four (4 management representatives + 1 trade union rep) This excludes the following:

- Chair
- *Secretary / Convener*

Appendix 4 - University Health and Safety Operations Group

University Health and Safety Operations Group

General

The University Health and Safety Operations Group will take an operational approach to the implementation of this policy and will be attended by managers who have operational responsibility for higher risk activities within the University. The Operations Group is open to trade union safety reps, representatives from lower risk areas and fixed-term specialist contractors who will be required to attend as appropriate.

Objectives

The Health and Safety Operations Groups shall consider the health, safety, and welfare of employees and how this impact on students (and others) and shall submit advice and recommendations. To the University Occupational Health and Safety Committee.

The Operations Groups functions include consideration of the following:

- To review all reported accidents and incidents and make recommendations for corrective action as appropriate to those who own the risk.
- Review inspection and audit reports.
- Monitoring; risk profiles, safety codes, risk assessments, and systems of work.
- Monitoring the effectiveness of local health & safety communication.
- Provision of information relating to changes in the workplace.
- Consideration of reports provided by the enforcing authority (HSE)
- Consideration of safety reports which safety representatives may wish to submit.
- Monitoring the effectiveness of employee health and safety training.
- To discuss and develop health and safety in specific areas of concern, such as events, working at heights, slips and trips, manual handling, etc.
- To receive updates on changes to health and safety law and to receive management briefings on appropriate topics
- Reviewing Faculty and Service Plans and changes to risk profiles

Membership

Representation will be mandatory for those Faculties and Services identified as having 'higher risk' activities/workplaces. Management representatives must be of sufficient authority to represent their Dean, Deputy Dean, Director, or Head of Department or Service and to report back to their Dean, Deputy Dean, Director, or Head of Department or Service as required.

- Chaired by the Head of Health, Safety and Wellbeing, or in his absence the Health and Safety Manager.
- Representatives from higher risk Faculties and Services
- Elected Safety Representatives – Unison, UCU
- Management representative from any 'lower risk' Faculty or Service.
- The Operations Group will co-opt members to serve as appropriate according to the business of the meetings.

Meetings

- To be determined by the Operations Group but monthly meetings will be the norm during September to June
- 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 Operations Group.

Appendix 5 - Radiation Protection Group Terms of Reference

Radiation Protection Group

Terms of Reference

General

The Radiation Protection Group will take an operational approach to the implementation of this policy.

Objectives

The Radiation Protection Group shall consider the health, safety, and welfare of employees and how this impact on students (and others) and shall submit advice and recommendations. To the University Occupational Health and Safety Committee.

The RPG functions include consideration of the following:

1. To review all inspections, audits and reported accidents and incidents; and make recommendations for corrective action as appropriate to those who own the risk.
2. Monitoring; risk profiles, safety codes, risk assessments and systems of work and reviewing the effectiveness of local health & safety communication.
3. Provision of information relating to changes in the workplace.
4. Consideration of reports provided by the enforcing authority (HSE) or safety representatives
5. Monitoring the effectiveness of employee health and safety training specific to radiation protection.

Membership

Representation will be mandatory for those Departments where equipment that emits ionizing radiation is in use. Management representatives must be of sufficient authority to represent their Dean, Deputy Dean, Director, or Head of unit and to report back to their Dean, Deputy Dean, Director, or Head of unit as required.

- Chaired by the Head of Health, Safety and Wellbeing, or in his absence the Health and Safety Manager.
- *Dean, Deputy Dean or Senior Technical Manager*
- *Radiation Protection Officer*
- *External Radiation Protection Advisor*
- *Radiation Protection Supervisors*

Meetings

- The Radiation Protection Group will meet three times per year.
- 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 Radiation Protection Group.

Appendix 6 - Recognised Trade Union Safety Representatives

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 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) conduct inspections in accordance with regulations 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.