



Statement of Practice: Arrangements for the Health and Safety Committee framework:

Whole document

PRSG2.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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Statement of practice: arrangements for the Health and Safety Committee framework

Introduction

The University recognises the importance of consulting its staff on health & safety matters to create and maintain a safe and healthy work, study and research environment. Health and Safety Committees are forums for co-operation, communication and consultation between the University, its staff and the trade unions. They are where the University gives information, whilst listening and taking account of staff views, before making health & safety decisions. They also help to make staff aware of health and safety with the ultimate aim of reducing numbers of workplace accidents and work-related illnesses.

Statement of Practice

In order to achieve legal compliance, the University will:

- Convene a University Health and Safety Committee with equal membership taken from management and trade union safety representatives.
- Recognise the status of the trade unions as representing all staff in health and safety issues through their nominated safety representatives.
- Convene a Biological Safety Executive Committee to cover deliberate work with biological material with the objective of equal membership taken from management and trade union safety representatives.

The University also seeks to achieve best practice around health and safety consultation and so:

- All faculties will convene a Faculty Health and Safety Committee with the objective of equal membership taken from management and trade union safety representatives.
- All schools will convene a School Health and Safety Committee with the objective of equal membership taken from management and trade union safety representatives.
- All services will convene a Service Health and Safety Committee with the objective of equal membership taken from management and trade union safety representatives.
- Biological Safety Sub-Committees will be convened to cover local areas of work, with the objective of equal membership taken from management and trade union representatives.
- A Health and Safety Sub-Committee will be convened with equal membership taken from management and trade union safety representatives.
- One University Radiation Protection Committee for ionising radiation and one for non-ionising radiation will be convened. These will have the objective of equal membership taken from management and trade union representatives.

Legislation

The University recognises its legal duty to consult with staff and trade union representatives. Relevant legislation includes the Health and Safety at Work Act 1974, Trade Union Safety Representatives (Safety Representative & Safety Committees Regulations (SRSCR) 1977 and Health and Safety [Consultations with Staff] Regulations (HSCER) 1996. We also comply with the Genetically Modified Organism (Contained Use) Regulations 2000 and take a proactive approach to the imminent review of GMO/ Biological Agents Regulations in 2010.

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Guidance to support implementation

University Health and Safety Committee

Requirements

- The committee will meet three times a year, once a term.
- On behalf of the University Council, the committee will facilitate consultation with the trade unions on the planning, delivery, monitoring and review of key health and safety issues.

Model Terms of Reference

- To monitor the University's arrangements for the management of health and safety via reports from the Wellbeing, Safety and Health team including
 - Reports on any enforcement action served on the University by the Health and Safety Executive or other regulatory body.
 - Other reports as necessary from the Director of Wellbeing, Safety and Health
 - Reports on issues of significance from Wellbeing, Safety and Health Sub-Committee, Faculty and Service Health and Safety Committees, Biological Safety Executive Committee or Radiation Protection Committees, or direct from Deans, Heads of School and Service.
- To discuss issues of health and safety policy and practice raised by the trade unions.
- To consider and initiate proposals to add to or amend the University's health and safety policies and procedures.
- To review the scope of the University's health and safety arrangements to ensure that they are comprehensive and complete, with clear accountability for different responsibilities.
- To report regularly to the Council on routine business and monitoring information; including apprising Council of accidents and any incidents posing major risks.
- Significant changes to policies require the approval of the Council but the committee itself is authorised to resolve other changes and additions.

Organisation

- The University must publish meeting dates at least one term in advance where staff can see them
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.
- An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.
- Co-opted advisers should attend only that section of the meeting to which they are contributing directly.
- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with the Secretariat.
- Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

Model membership

- Equal membership taken from management and trade union safety representatives.
- The committee is chaired by the Vice-Chancellor.

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University Health and Safety Sub-Committee

Model terms of reference and membership

The Health and Safety Sub-Committee meets as calendared (and if necessary at short notice) between University Health and Safety Committee meetings and reports directly into the University Health and Safety Committee. It has a remit to consider wellbeing, safety and health matters outside the normal University Health and Safety Committee cycle, including urgent matters. It comprises three trade union safety representatives and three members of management.

Organisation

- The Sub-Committee must publish meeting dates at least one term in advance where staff can see them
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.
- An agenda and previous draft minutes should be sent to all invited members 7 days prior to the committee.
- Co-opted advisers should attend only that section of the meeting to which they are contributing directly.
- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with the Sub-Committee.
- Minutes should be circulated to all invited members of the Sub-Committee and made available for all staff to view as soon as possible after the meeting.

Faculty Health and Safety Committee

Requirements

- Each faculty must convene a Faculty Health and Safety Committee three times a year.
- The committee's main purpose is to enable consultation between management and trade union representatives on health and safety issues.
- It also advises the Dean on health and safety issues, enables monitoring of health and safety systems and supports the Dean to deal with problems escalated from school committees.

Model terms of reference

- To review faculty health and safety systems, monitoring practices and accident figures and trends, and ensure a uniform approach to health and safety.
- To consider reports, correspondence or relevant issues from trade union safety representatives, members of staff, outside agencies and enforcing authorities.
- Relevant feedback from previous University Health and Safety Committees should be presented to ensure effective sharing of information.

Organisation

- Each faculty health and safety committee should meet prior to the University Health and Safety Committee, so it can send salient items up to that agenda.
- Committees should review health and safety systems relevant across the faculty and not become reporting centres for operational issues that should be dealt with by local managers.
- The faculty must publish meeting dates at least one term in advance, where staff can see them.
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date

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should be announced as soon as possible.

- An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.
- Co-opted advisers should attend only that section of the meeting to which they are contributing directly.
- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Dean.
- Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

Model membership

- Faculty Health and Safety Committees must invite an equal membership of managers and trade union safety representatives.
- The Dean must chair Faculty Health & Safety Committees.
- The Dean should appoint management representatives with sufficient relevant authority.
- The Health and Safety Manager (or nominated representative) must be invited to attend.
- Each recognised trade union must be invited to nominate safety representatives to attend.
- Co-opted advisers could include Service Managers from the cross-cutting services (e.g. Estates, RCS, HR and ISS), Fire Safety Managers, Health and Safety Co-ordinators, Occupational Health Managers, student representatives and other specialist advisers who attend to report on campus-wide initiatives and issues.

School Health and Safety Committee

Requirements

- Each school must convene a School Health and Safety Committee three times a year.
- The committee's main purpose is to enable consultation between management and trade union representatives on health and safety issues; it also advises the Head of School on health and safety issues and enables monitoring of health and safety systems.

Model terms of reference

- To review school health and safety systems, monitoring practices and accident figures and trends, and ensure a uniform approach to health and safety.
- To consider reports, correspondence or relevant issues from trade union safety representatives, members of staff, outside agencies and enforcing authorities.
- Relevant feedback from previous University and Faculty Health and Safety Committees should be presented to ensure effective sharing of information

Organisation

- Each school committee should meet in advance of the Faculty and University Health and Safety Committees so it can send salient items up to those agendas.
- Committees should review health and safety systems relevant across the school and not become reporting centres for operational issues that should be dealt with by local managers
- The school must publish meeting dates at least one term in advance, where staff can see them.
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.

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- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Head of School.
- Co-opted advisers should attend only that section of the meeting to which they are contributing directly
- Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.
- An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.

Model membership

- School Health and Safety Committees must invite an equal membership of managers and trade union safety representatives.
- The Head of School must chair School Health & Safety Committees.
- The Head of School should appoint management representatives with sufficient authority to give proper consideration to views and recommendations.
- The Health and Safety Manager (or nominated representative) must be invited to attend.
- Each recognised trade union must be invited to nominate safety representatives to attend.
- Co-opted advisers could include Service Managers from the cross-cutting services (e.g. Estates, RCS, HR and ISS), Fire Safety Managers, Health and Safety Co-ordinators, Occupational Health Managers, student representatives and other specialist advisers who attend to report on campus-wide initiatives and issues.

Corporate Service Health and Safety Committee

Requirements

- Each corporate service must convene a Service Health and Safety Committee three times a year.
- The committee’s main purpose is to enable consultation between management and trade union representatives on health and safety issues; it also advises the Head of Service on health and safety issues and enables monitoring of health and safety systems.

Model terms of reference

- To review service health and safety systems, monitoring practices and accident figures and trends, and ensure a uniform approach to health and safety.
- To consider reports, correspondence or relevant issues from trade union safety representatives, members of staff, outside agencies and enforcing authorities.
- Relevant feedback from previous University Health and Safety Committees should be presented to ensure effective sharing of information.

Organisation

- The corporate services are defined as in Appendix 1 – the diagram of the University Health and Safety Reporting Structure
- Committees should review service systems and not become reporting centres for operational issues that should be dealt with locally by managers.
- Each service committee should meet three times a year in advance of the University Health and Safety Committee so it can send salient items up to that agenda.

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- The service must publish meeting dates at least one term in advance, where staff can see them.
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.
- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Head of Service.
- Co-opted advisers should attend only that section of the meeting to which they are contributing directly
- Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.
- An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.

Model membership

- Service Health and Safety Committees must invite an equal membership of managers and trade union safety representatives.
- The Head of Service must chair Service Health & Safety Committees.
- The Head of Service should appoint management representatives with sufficient authority to give proper considerations to views and recommendations.
- The Health and Safety Manager (or nominated representative) must be invited to attend.
- Each recognised trade union must be invited to nominate safety representatives to attend.
- Co-opted advisers could include Service Managers from the cross-cutting services (e.g. Estates, RCS, HR and ISS), Fire Safety Managers, Health and Safety Co-ordinators, Occupational Health Managers, student representatives and other specialist advisers who attend to report on campus-wide initiatives and issues.

University Ionising and Non-ionising Radiation Protection Committees

Requirements

- The University must convene one Ionising Radiation Protection Committee and one Non-ionising Radiation Protection Committee for non-ionising radiation three times a year.
- The committee's main purpose is to enable consultation between management and trade union representatives on ionising and non-ionising radiation protection issues.
- It also receives advice on generic risk assessments, justification of practice, adequacy of local rules and laboratory permits.

Model terms of reference

- To review health & safety measures relating to ionising and non-ionising radiation.
- To monitor compliance with relevant ionising and non-ionising radiation regulations
- To monitor appropriateness of control measures identified in risk assessments.
- To monitor permits for radiation areas and applications to undertake work.
- To receive and consider reports and information provided by inspectors of the enforcing authorities and other advisory groups.
- To monitor the provision of radiation training and its effectiveness.
- To consult upon documentation such as local rules and instructions.
- To monitor and consider reports and statistics relating to incidents, work-related ill health and dangerous occurrences.

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- To review health monitoring schemes including dosimetry.
- To monitor and consider security arrangements and arrangements for best practicable means for protecting the environment and populations.
- To submit reports via the Chair to the University Health and Safety Committee.

Organisation

- Each Radiation Protection committee should meet three times a year in advance of the University Health and Safety Committee so it can send salient items up to that agenda. The committee must publish meeting dates at least one term in advance, where staff can see them.
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.
- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with the Radiation Protection Service.
- Co-opted advisers should attend only that section of the meeting to which they are contributing directly
- Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.
- An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.

Model Membership

- Each University Radiation Protection Committee must have enough members with sufficient depth & range of knowledge and experience to understand the risks to both human health and the environment.
- The committee must invite an equal membership of managers and trade union safety representatives.
- Each recognised trade union must be invited to nominate safety representatives to attend.
- The Radiation Protection Adviser (or their delegated nominee) must be invited to attend.

The Chair of each committee should be an academic member of University of Leeds staff and must:

- Be nominated by each University Radiation Protection Committee.
- Have an understanding of the meaning and application of Regulation 13 and Schedule 5 of the Ionising Radiation Regulations 1999 so far as these relate to receiving guidance from the University Radiation Protection Adviser.

University Biological Safety Executive Committee

Requirements

- The University must convene one Biological Safety Executive Committee three times a year.
- The committee's main purpose is to review the progress of all deliberate work with biological material, share best practice and report into the University Health and Safety Committee.
- The Committee must adopt the terms of reference contained in this document and may also undertake additional duties.

Terms of reference

- Review reports and statistics relating to incidents, work-related ill health and dangerous occurrences involving deliberate use of biological material, and recommend remedial action where appropriate.
- Review and advise on biological materials training and its effectiveness.
- Review the effectiveness of University standards and procedures for work with biological materials and share

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best practice.

- Review reports and information provided by inspectors of enforcing authorities.
- Review arrangements for the security of work with biological materials.
- Review reports from each Biological Safety Sub-Committee.

Organisation

- Each Biological Safety Executive Committee should meet three times a year in advance of the University Health and Safety Committee so it can send salient items up to that agenda.
- The committee must publish meeting dates at least one term in advance, where staff can see them.
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.
- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with the Biological Safety Executive Committee.
- Co-opted advisers should attend only that section of the meeting to which they are contributing directly
- Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.
- An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.

Model Membership

- Must comprise the Chair of each Biological Safety Sub-Committee and the University Biological Safety Manager (or nominated representative).
- Each recognised trade union must be invited to nominate safety representatives to attend.
- The committee must invite an equal membership of managers and trade union safety representatives.
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University Biological Safety Sub-Committees

Requirements

- Biological Safety Sub-Committees must be established in consultation with the University Biological Safety Manager, in each relevant area.
- The statutory purpose of a Biological Safety Sub-Committee is to determine regulatory compliance regarding the adequacy of risk assessments and appropriateness of controls to minimise risk to human health and safety and the environment.
- Each Biological Safety Sub-Committee must submit a report of their activities through their Chair, to the Biological Safety Executive Committee which will in turn report into the University Health and Safety Committee.
- The University of Leeds has delegated executive authority to the Biological Safety Sub-Committees to consider and approve risk assessments.
- The Committee must adopt the model terms of reference contained in this document and may also undertake additional duties that are relevant to local activities and requirements.

Terms of reference

- To ensure submitted risk assessments have correctly identified the risks to human health and safety and to the

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environment in accordance with relevant legislation.

- To ensure control measures identified in risk assessments are appropriate to the hazard.
- To require changes, if necessary, to reduce risk prior to approving an assessment.
- To consider whether containment facilities, as indicated by the risk assessment, are suitable.
- To provide advice on risk assessments for activities involving biological materials and assist in the review process for pre-existing risk assessments involving biological materials.
- To review health & safety measures and health monitoring schemes relating to work with biological materials.

In order to achieve best practice Biological Safety Sub-Committees should also:

- Consider local reports and statistics relating to incidents, work-related ill health and dangerous occurrences involving biological materials, and recommend action where appropriate.
- Consider and advise on biological materials training and its effectiveness.
- Monitor the effectiveness of University standards and local biological materials procedures.
- Advise on and formulate local biological material rules.
- Receive, consider and advise on reports and information provided by inspectors of enforcing authorities.
- Monitor and consider arrangements for the security of local biological material activities.

Organisation

- Members of the Biological Safety Sub-Committee must declare any conflicts of interest e.g. their own risk assessment coming before the committee. If this occurs then that member should withdraw during approval of this item.
- The committee must then decide whether it is appropriate for that person to participate further.
- Each Biological Safety Sub-Committee should meet prior to the Biological Safety Executive Committee and University Health and Safety Committee so they can send salient items up to those agendas.
- The committee must publish meeting dates at least one term in advance, where staff can see them.
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.
- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with the Biological Safety Sub-Committee.
- Co-opted advisers should attend only that section of the meeting to which they are contributing directly
- Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.
- An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.

Membership

- Each Biological Safety Sub-Committee must invite an equal membership of managers and trade union safety representatives;
- Each recognised trade union must be invited to nominate safety representatives to attend.
- The Biological Safety Manager (or nominated representative) must be invited to attend.

Each Biological Safety Sub-Committee Chair must:

- Be a member of University of Leeds staff nominated by the relevant Biological Safety Sub-Committee and

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formally appointed by the Vice Chancellor.

- Be familiar with the GMO (Contained Use) Regulations and Control of Substances Hazardous to Health (COSHH).
- Consider guidance from the Biological Safety Manager.
- Ensure that each application is dealt with in an unbiased manner.
- Provide technical advice regarding proposed work with biological materials.

Each Biological Safety Sub-Committee must have enough members with sufficient depth & range of knowledge and experience to:

- Understand the risks to both human health and the environment arising from the normal range of activities and the extent to which any risk are uncertain and so which may require a precautionary approach;
- Review biological materials risk assessments presented to the Committee and advise accordingly;
- Ensure the risk assessment has been completed in accordance with the GMO (Contained Use) regulations, Scientific Advisory Committee on GM and COSHH.
- Test its emerging conclusions by discussions so that the advice given is genuinely that of the committee and not an individual.

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Model required actions for roles

Trade Union Health and Safety Representatives will:

- Be nominated by their trade unions.
- Be informed of the introduction of any measure at the workplace which may substantially affect the health, safety or welfare of staff.
- Be respected as equal partners and invited to attend all health and safety committees.
- Report on any findings of health and safety inspections of the workplace; accident, incident investigations or cases of disease, ill health and dangerous occurrence.
- Report to the committee any consultation with inspectors from the Enforcing Authorities.
- Represent all staff as agreed between management and the campus trade unions.
- Consult with staff and bring their views on health and safety to the relevant committee's attention.

Deans and Directors of Services will:

- Attend the University Health and Safety Committee.
- Advice or report to the committee on agenda items as appropriate.
- Report any impending enforcement action being taken against the University.
- Make relevant information, senior managers and specialist advisers available to all committees to report on health, safety and welfare issues and initiatives relating to the University and other outside agencies if requested.
- Work closely with the Vice Chancellor and the Director of HR to assist in implementing the findings, initiatives and recommendations raised by the committee.
- Take responsibility for arranging and publicising the Faculty and Service Health and Safety Committees with sufficient notice as well as the facilitation, taking, recording & distributing minutes with the relevant administrative support.
- Chair the relevant Faculty or Service Health and Safety Committee.
- Monitor issues and effectiveness raised through School Committees.
- Note the occurrence of school, faculty and service committees along with any issues to be raised in a summary report to the University Health and Safety Committee

Heads of School will:

- Take responsibility for arranging, chairing and publicising the School Health and Safety Committees with sufficient notice as well as the facilitation, taking, recording & distributing minutes with the relevant administrative support.
- Chair the relevant School Health and Safety Committee.

Health and Safety Managers will:

- Attend Faculty and Service Health and Safety Committees where available also attend School Health and Safety Committees.
- Support staff to translate this guidance to enable practical implementation at local level.
- Give advice or report to the committees on agenda items as appropriate.
- Plan and report on a formal inspection schedule jointly carried out by the Health & Safety Managers and the Trade Union Health and Safety Representatives.

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Health and Safety Officers will:

- Where appropriate, deputise for Health and Safety Managers and attend Health and Safety Committees.
- Give advice or report to the committee on agenda items as appropriate.

Health and Safety Co-ordinators will:

- Where appropriate, attend and take an active role in the School and Service Health and Safety Committees and feedback salient issues to the Health and Safety Manager.

Staff will:

- Report any issues, unsafe acts, faulty equipment or any other occurrence which could result in an accident or an incident in their school, service or faculty.

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