

Health and Safety Partnership Agreement between the University of Leeds and the recognised campus Trade Unions – Unison and Unite

1. Rationale

Health and safety is a key priority for the Council and the University Executive Group at the University of Leeds. It is of critical importance and has a vital role to play in supporting and enabling staff and students in their teaching, education, work, research and innovation. The University welcomes the Trade Unions' commitment to health and safety, as evidenced through responsible and constructive engagement, while representing the interests of their members.

Together the recognised campus Trade Unions and the University will use a partnership approach to continue to achieve high standards in health and safety. In the spirit of this, Trade Union safety representatives will represent all staff, and by managing risk together with the University, will embed a strong health and safety culture that creates a safe and supportive environment where students and staff flourish.

2. Purpose

This agreement sets out the parameters for the collaboration between the University of Leeds and the recognised campus Trade Unions, specifying what each can expect from the other. It aims to enhance but not replace the information, principles and regulations set out in the Health and Safety Executive document 'Consulting workers on health and safety'.

3. Health and Safety expectations

3.1. Both the University and the recognised campus Trade Unions will:

- 3.1.1. commit to developing trust and confidence through consultation to provide assurance and promote joint working to achieve high standards.
- 3.1.2. Work to the guiding principle of 'no surprises' through open communication and transparency.
- 3.1.3. Commit to a culture based on learning lessons and solving problems together.

3.2. The University will:

- 3.2.1. Provide appropriate opportunities for regular and informed consultation with the Trade Unions to achieve joint aims through:
 - joint health and safety committee structures as set out in the Health and Safety Committees Protocol;
 - a defined process to support the development of the Health and Safety Policy and Protocols;
 - regular informal meetings between Wellbeing Safety and Health and the Trade Unions;
 - 'open door' access to the Director of Health and Safety Services, Head of Health and Safety and Head of Occupational Health.
- 3.2.2. Support the clear understanding of the roles and responsibilities of Trade Union safety representatives including inspection, incident investigation and discussions with the HSE and other enforcing authorities.
- 3.2.3. Ensure the Trade Unions are included in University inspections as set out in the Protocol on 'Monitoring Health and Safety'.
- 3.2.4. Respect the Trade Unions' right to carry out their own health and safety inspections.
- 3.2.5. Ensure formal notification of serious incidents and RIDDORs to the Trade Unions as soon as possible (usually by the Director of Health and Safety Services or Head of Health and Safety), and share the findings of these incident investigations.
- 3.2.6. Support the role of the Trade Unions to investigate incidents.
- 3.2.7. Notify the Trade Unions as appropriate of any interventions by the enforcing authorities and arrange a meeting between them for reactive inspections.
- 3.2.8. Share data on incidents from the online accident reporting system (Sentinel) with the Trade Unions, in line with the provisions of the Freedom of Information Act 2000.

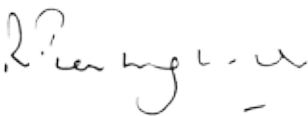
3.3. The recognised campus Trade Unions will:

- 3.3.1. Use the appropriate opportunities for regular and informed consultation with the University, to bring issues and solutions to achieve joint aims through:
 - joint health and safety committee structures as set out in the Health and Safety Committees Protocol;
 - a defined process to support the development of the Health and Safety Policy and Protocols;
 - regular informal meetings between Wellbeing Safety and Health and the Trade Unions;
 - 'open door' access to the Director of Health and Safety Services, Head of Health and Safety and Head of Occupational Health.
- 3.3.2. Identify and suggest solutions and ideas to improve health and safety.
- 3.3.3. Attend University inspections in line with the 'Monitoring Health and Safety' Protocol.
- 3.3.4. For major wellbeing safety and health initiatives, provide representation on working groups, support a consultation process with their members and champion the agreed initiatives.
- 3.3.5. Share the findings from Trade Union-led inspections, with Health and Safety Services and the Head of the area inspected, as soon as possible, and liaise with them prior to making recommendations.
- 3.3.6. Investigate incidents and be involved as appropriate with the enforcing authorities during interventions or RIDDOR investigations.
- 3.3.7. Request key information from the online incident reporting system (Sentinel), in line with the provisions of the Freedom of Information Act 2000.

4. Governance

This Agreement is to be reviewed and updated every three years, or more often if any significant changes occur. It should be read in conjunction with associated documentation on governance and reporting in the Health and Safety Policy and Protocols (including the Protocols on Health and Safety Committees and Monitoring Health and Safety) at wsh.leeds.ac.uk

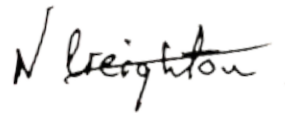
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