



**Produced by the University Health & Safety Unit  
January 2019**

## **Human Resources Policy Statement HRPS2**

### **Health & Safety Policy**

#### **1. POLICY STATEMENT OF INTENT**

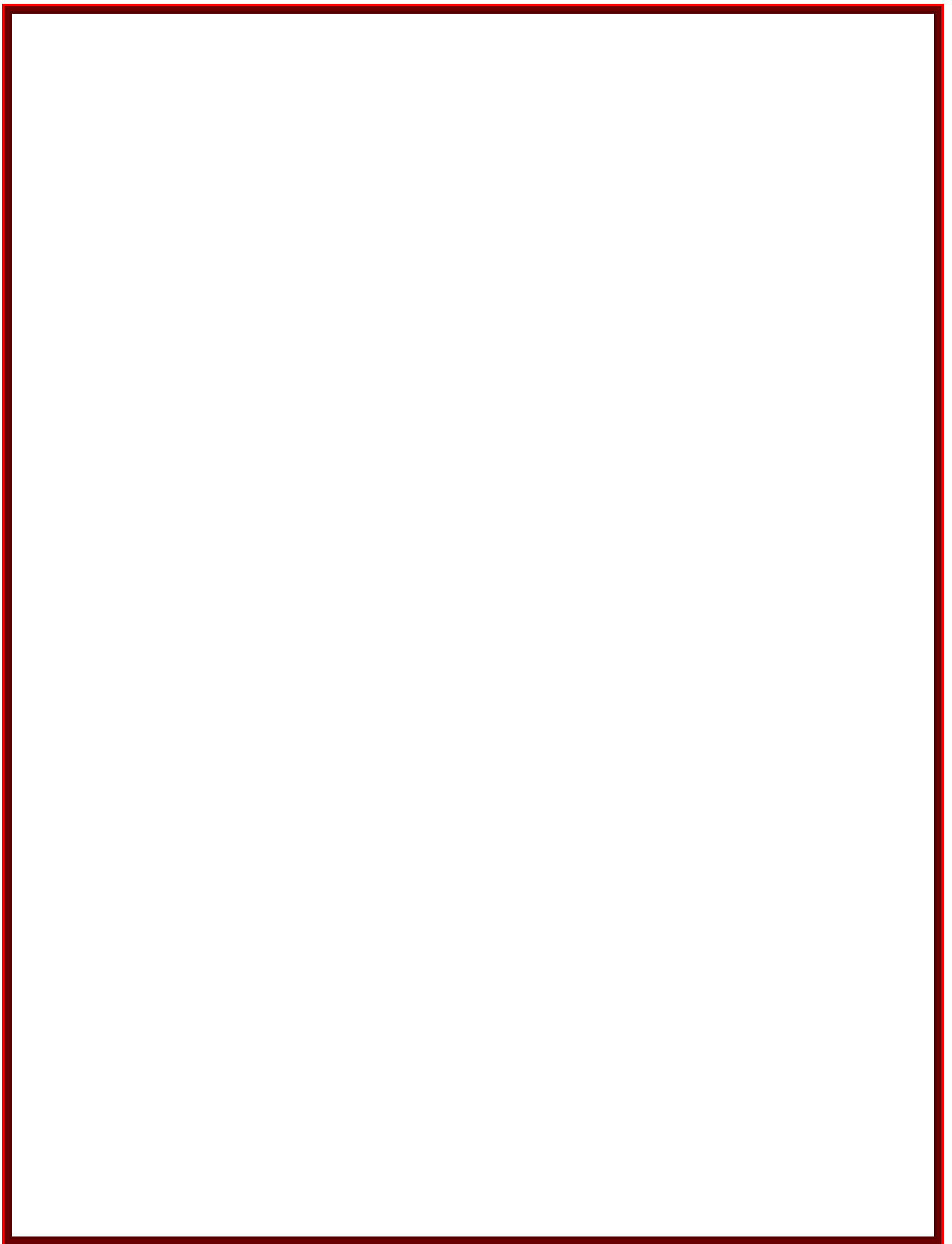
Middlesex University provides a modern and dynamic learning and working environment for students and staff. Like most Universities we have a diverse risk profile and operate across a range of different locations.

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 wellbeing in all areas of work and study

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 thtlu6 (i)2.6 (a 0 Td [ej13 Tc 0.7 Tw 2..3.67 -1.10.6 ( t)-8 -41.163 -.9 (ur)-6 -0.002



Ensuring staff are properly trained and competent to undertake their work, and responsibilities effectively;



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 Developingami taining and ract iing icsitamgmnetp(l)2.

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

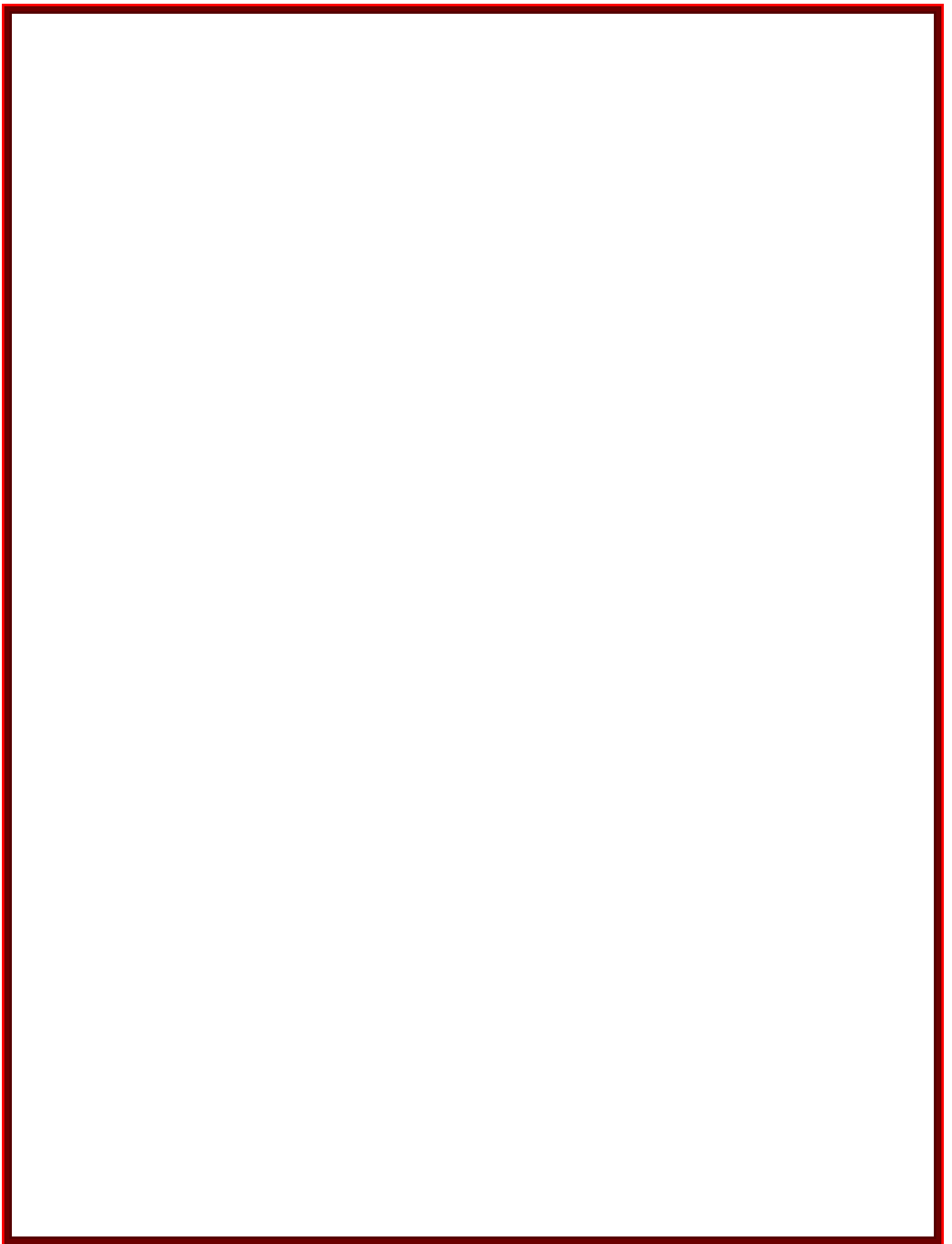
Reporting to the Health and Safety Executive as and when required by regulatory requirements, and assisting such enforcement bodies in the course of their duties.

The Head of Health and Safety has delegated authority from the Vice Chancellor to suspend work or activities considered an imminent or serious 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





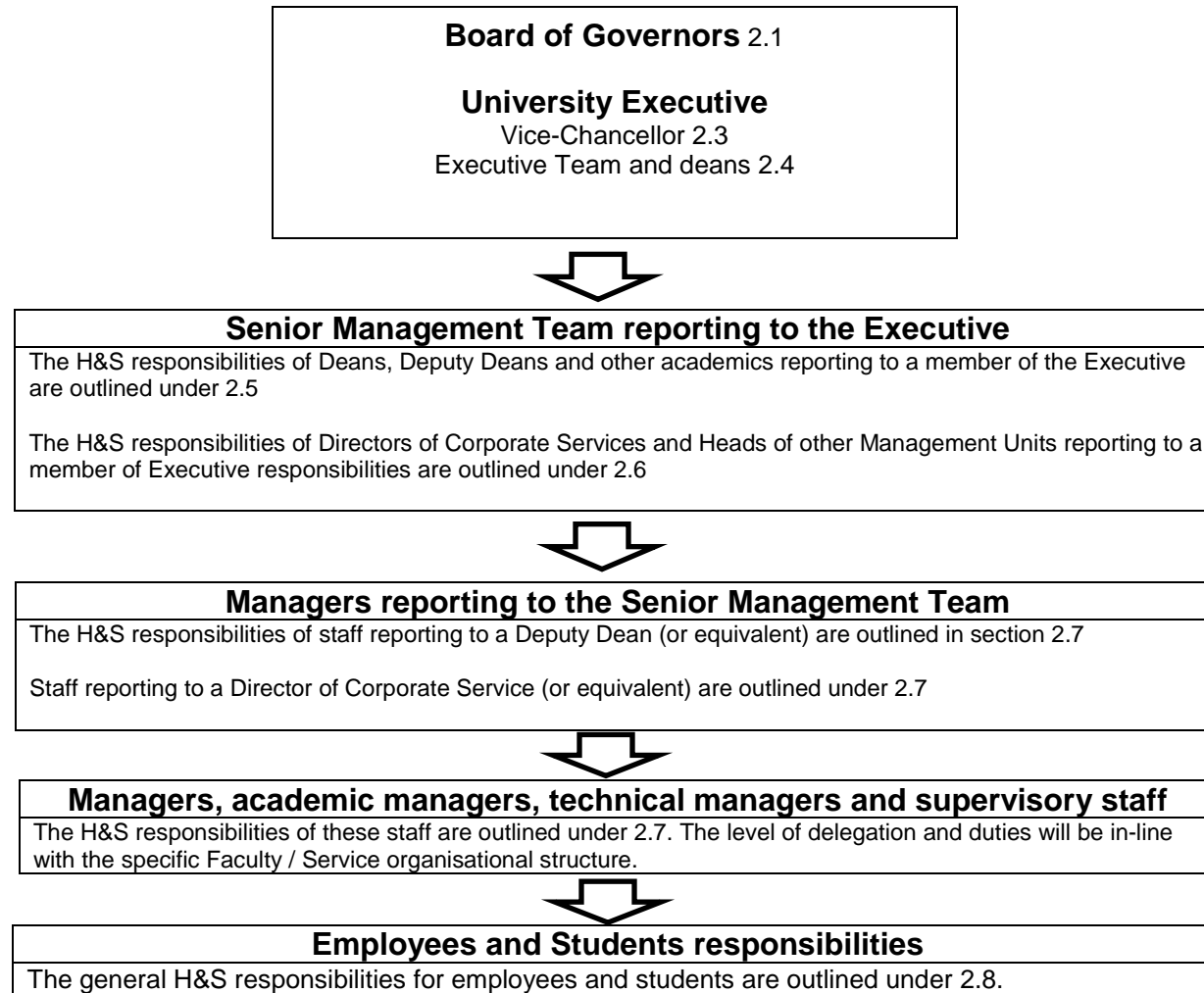




Contractors are responsible for RIDDOR by following their own arrangements but the University should be notified of all on-site

## Appendix 1

### Middlesex University Health & Safety Organisation and Responsibilities





## **Appendix 3**

### **University Occupational Health & Safety Committee**

#### **Terms of Reference**

#### **General**

Middlesex University believes in meaningful consultation between management and employees in all areas of H&S management. The key role of the committee is to monitor the implementation of the H&S Policy and to promote and support a process of continuous improvement in the management of Health, Safety and Welfare all employees, students and others.

#### **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. To receive and consider recommendations from the University H&S Task Group
2. To receive and consider proposals relating to occupational health and wellbeing for staff and the wellbeing of students
3. To review the accident / incident, disease statistical trends for the University;
4. To review safety inspection reports as appropriate;
5. To approve Corporate Codes of Practice and related policy arrangements
6. Effectiveness of local health & safety communication;
7. Provision of information relating to changes in the workplace which may impact on health, safety and wellbeing;
8. Consideration of reports provided by the enforcing authority (HSE, Fire & Environmental)
9. Consideration of safety reports which safety representatives may wish to submit
10. Monitoring the effectiveness of employee health and safety training
11. 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

- Ex officio;
  - Executive Deans, deans and Deputy Deans
  - Directors of Services
  - Heads of units
- Co-opted members may be invited as follows:
  - Specialists Advisers; e.g. Radiation Protection Coordinators;
  - Health & Safety Practitioners

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 Head of Health and Safety. This shall enable appropriate management representatives to be present.
- It is recognised 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 (4 management representatives + 1 trade union rep)*

*This excludes the following:*

- Chair
- Secretary / convenor

## **Appendix 4**

### **University Health and Safety Task Group**

#### **General**

The University H&S Task 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 Task 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 Task Groups shall consider the health, safety and welfare of employees and how this impacts on students (and others) and shall submit advice and recommendations. To the University Occupational H&S Committee.

The Task Groups functions include consideration of the following:

1. To review all reported accident and incidents ;and make recommendations for corrective action as appropriate to those who own the risk
2. Review inspection and audit reports;
3. Monitoring; risk profiles, safety codes, risk assessments and systems of work;
4. Monitoring the 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. To discuss and develop health and safety in specific areas of concern, such as: events, working at heights, slips and trips, manual handling, etc.
10. To receive updates on changes to H&S law and to receive management briefings on H&S topics
11. To review 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 representative 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 and Safety, or in his absence the Occupational Health and wellbeing Manager.
- Representatives from higher risk Faculties and Services
- Elected Safety Representatives – Unison , UCU
- Management representative from any 'lower risk' Faculty or Service.
- The Task Group will co-opt members to serve as appropriate according to the business of the meetings



