

University of Essex Campus Services Ltd

Code of Practice: Managing Health and Safety

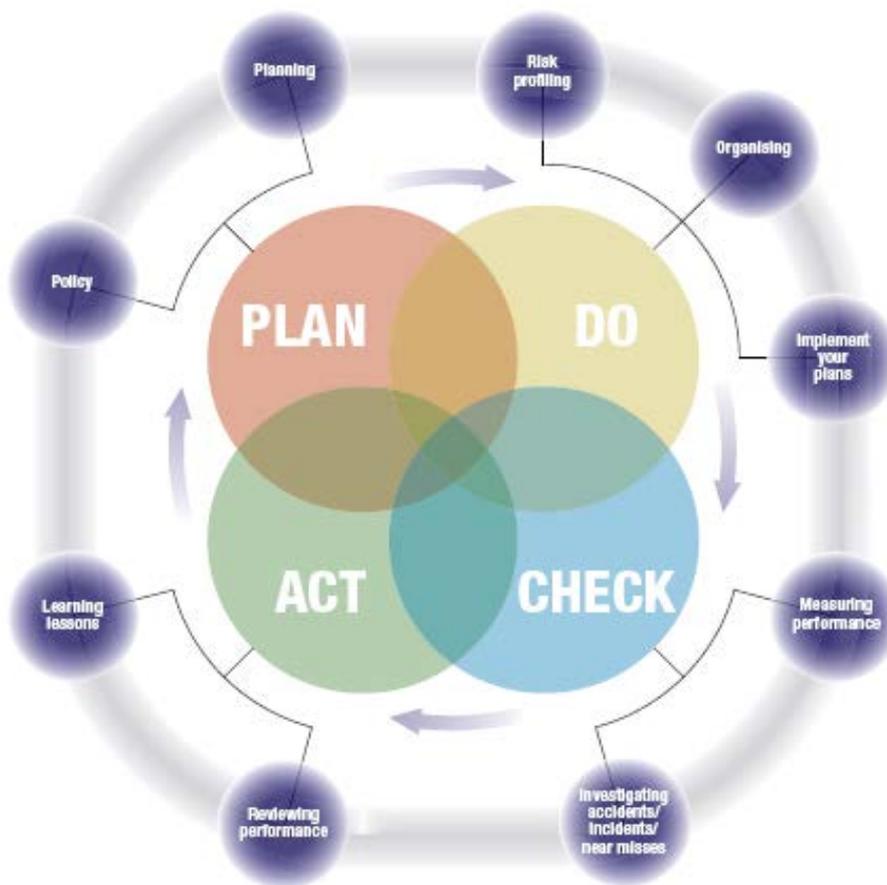
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1. Introduction

This Code of Practice details the University of Essex Campus Services (UECS) arrangements for ensuring compliance with the Health and Safety at Work Act and Management of Health and Safety at Work Regulations. It gives details of what line managers, supervisors, Unit Head/Unit General Managers and others need to do to meet their health and safety responsibilities, as laid down in the UECS *Health, Safety and Wellbeing Policy*.

Managing health and safety is an integral part of good management. This document is set out in accordance with a *Plan – do – Check – Act* management system framework, as recommended by the HSE. See www.hse.gov.uk/managing/plan-do-check-act.htm



¹ Diagram from HSE publication: Leading Health and Safety at Work: <http://www.hse.gov.uk/pubns/indg417.pdf>

2. Plan

2.1 Policy setting

The UECS *Health, Safety and Wellbeing Policy* expresses the UECS commitment to the achievement of high standards of health, safety and wellbeing and its objectives for the coming years. It also sets out the health and safety responsibilities of the UECS Board of Directors, Director of Estates and Campus Services, Head of Projects and Compliance (UECS), Assistant Directors and Unit Head/Unit General Managers, Managers, Supervisors and Employees. It is important that UECS is led by example with clear direction, planning and control. The UECS Health and Safety planning, risk management and health and safety performance reporting processes provide information to support the Board of Directors in their leadership role, enabling them to take action to address areas for improvement. The UECS *Code of Practice on Managing Health and Safety* describes the arrangements for implementation of the Policy.

All **Unit Head/Unit General Managers** are required to produce and keep under review a *Health and Safety Management Statement*, which details local health and safety responsibilities and arrangements. A *Health and Safety Management Statement Template* is available from the **Head of Projects and Compliance (UECS)**.

2.2 UECS Health, Safety and Wellbeing Plan

In drawing up the Policy a set of Health, Safety and Wellbeing objectives were agreed, taking account of where we are now, and where we need to be, giving consideration to the UECS risk profile and its strategic plans.

At the start of each academic year, the UECS Health, Safety and Wellbeing Committee and UECS Board will review the health, safety and wellbeing objectives and agree key actions for the coming academic year. Under the direction of the **Director of Estates and Campus Services**, the **Head of Projects and Compliance (UECS)** will develop these into a more detailed plan, which will be kept under review by the UECS Health and Safety Committee. The UECS Health, Safety and Wellbeing Committee is chaired by the **Director of Estates and Campus Services** and terms of reference are available in appendix 2.

A set of key health and safety performance indicators will also be agreed to aid measurement of progress with implementation of the Health, Safety and Wellbeing Plan. These will be monitored during the year and reported upon as part of the annual health, safety and wellbeing reporting process (See section 4).

2.3 Planning for change

Project leaders should ensure that project plans give consideration to the impact of change on health, safety and wellbeing, such as:

- Health, safety (including fire safety) and wellbeing impact on employees and students through changes to the environment, working practice, equipment, technology or conditions.
- Changes in employer-employee health and safety responsibilities, e.g. through contracting out or partnership agreements.
- Projects that involve complex and or high hazard activities.

The project plan should also address the need to:

- Comply with the legal requirement to consult employees and/or their representatives on changes that may affect their health and safety.
- Communicate and consult with other stakeholders whose work activities will be affected by the changes.

2.4 Annual Business Plan objectives setting process

As part of Annual Business Plan objective setting process **Unit Head/Unit General Managers** should give consideration to the potential health, safety and wellbeing impacts of their plans and any significant resources that may be needed to address health, safety and wellbeing issues in their business unit. The UECS health, Safety and Wellbeing Committee should be consulted in good time on projects and plans that will have a significant health and safety impact, so that timely advice can be given and adviser resources can be allocated to providing any necessary support.

3. Do

3.1 Risk profile and risk assessment

The UECS risk profile is recorded in the central UECS Risk Register which identifies risk and monitors the actions taken to mitigate the risk noting the residual risk after the mitigation. Health and safety risks that have a significant impact on UECS will be recorded through this process. The **Director of Estates and Campus Services** oversees this process.

Unit Head/Unit General Managers are responsible for ensuring risk assessments are carried out and implemented in their area of control. HSAS provide a suite of generic risk assessments which can be used by UECS. However, as generic assessments have limitations, managers will need to ensure that they are modified to take account of UECS's health and safety arrangements and local circumstances.

Guidance on risk assessment is available on the University's website at <http://www.essex.ac.uk/health-safety/>. Advice and training on risk assessment is available from the University of Essex HSAS.

3.2 Organising for health, safety and wellbeing

3.2.1 Health and Safety Liaison Officers (HSLO)

The UECS *Health, Safety and Wellbeing Policy* requires **Unit Head/Unit General Managers** to appoint a Health and Safety Liaison Officer (HSLO) to advise and/or support them on health and safety related matters.

Where no HSLO appointment is made **Unit Head/Unit General Manager** will be deemed to carry out the role. Although the **Unit Head/Unit General Manager** may give HSLOs authority to act on their behalf, they cannot delegate their health and safety responsibilities to them.

The extent to which a HSLO carries out health and safety activities themselves or co-ordinates others should be determined by the **Unit Head/Unit General Manager** in consultation with the HSLO. This would depend on the business unit size, structure and risk profile, as well as the competence and resources available to the HSLO to undertake the role.

To carry out the role effectively HSLOs will need:

- Sufficient authority to be able to direct others to take action, or be able to work through the **Unit Head/Unit General Manager**.
- Regular formal two way communication with the **Unit Head/Unit General Manager**. This is so that:
 - The HSLO can keep the **Unit Head/Unit General Manager** informed of health and safety requirements and raise health and safety concerns.
 - **Unit Head/Unit General Manager** can satisfy themselves that business unit health and safety arrangements are in place and legal requirements are being met.

Information on the competence and training needs of HSLOs can be found in the *Health and Safety Competence and Training Matrix* available by following the training link on the health and safety pages of the University's website (www.essex.ac.uk/ohsas).

3.2.2 Consultation with employees

All **Assistant Directors, Unit Heads/Unit General Managers, Line Managers and Supervisors** must consult with employees and their union appointed safety representative before implementing changes that may substantially affect their health and safety and with regard to risk assessments that cover their work activities. This is a legal requirement.

Where possible, **managers** should involve employees and their union appointed safety representative in decisions that substantially affect their health and safety. Where possible employees should be involved in the risk assessment process. This will help the development of control measures that are practical and have employee support.

In the main, consultation on local issues can be achieved through including health and safety on the agenda of management and team meetings. Team meetings can also be used by employees to discuss any concerns they have about health and safety issues affecting them or the team.

Employees must be advised of how to raise health and safety concerns. This should normally be directly with their manager. Alternatively they could speak to their HSLO. Employees also have the right to raise health and safety concerns with a Safety Representative, who can take the matter up on their behalf.

Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern.

Unison is the recognised Trade Union for UECS. Details of the UECS Safety Representatives will be posted on Business Unit notice boards.

UECS has a Health and Safety Committee, through which consultation on matters that affect UECS as a whole take place. The UECS Health and Safety Committee is chaired by the

Director of Estates and Campus Services. Terms of reference for the committee can be found in appendix 2.

3.2.3 Communication

Good communication systems are essential to ensure that everyone:

- Knows about the risks associated with their work and what they need to do to protect themselves and others from harm.
- Can contribute to a safe and healthy workplace, by raising health, safety and wellbeing issues they are concerned about.

Health and Safety Advisory Service (HSAS) communicates on health and safety primarily through the following means:

- Health and safety pages of the University's website (<http://www.essex.ac.uk/health-safety>)
- Regular Health and safety bulletins to HSLOs or targeted at specific managers.
- E-mails to HSLOs or targeted at specific managers.
- Through the Health and Safety Group and its sub-groups.
- Regular health and safety forums for HSLOs and managers.
- For important health and safety information, which must reach all employees, an all-employees email will be issued. Managers of employees without logins are responsible for cascading the content of all-employees e-mails to their employees

HSAS also publishes a series of advisory leaflets covering common health and safety risks, which can be used to communicate health and safety information to employees.

The **Head of Projects and Compliance (UECS), Assistant Directors and Unit Head/Unit General Managers** need to ensure that there are adequate arrangements in place for communicating health and safety within areas under their control. These should take account of hard to reach groups, such as those that do not have access to computers. Notice board information should be checked regularly to ensure that it remains current. Health and safety should be a regular agenda item at management/team meetings.

As a minimum, **Assistant Directors and Unit Head/Unit General Managers** should ensure that the following health and safety information is displayed on departmental notice boards:

- Name and contact details of:
 - Their HSLO.
 - Fire evacuation stewards.
 - First aiders (where appointed).
 - Display Screen Equipment (DSE) Facilitators.
 - Others with specialist safety roles relevant to the business unit.
 - Union appointed safety representatives.
- The business unit's Health and Safety Management Statement.

- Where to find the UECS Health, Safety and Wellbeing Policy and health and safety standards/risk assessments relevant to their work.
- Recent Health and Safety Bulletins and advisory leaflets on health and safety, where they are relevant to the group of employees.

Managers need to ensure that:

- Employees know how to report a health and safety concern, who the key people are with health and safety responsibilities and how to contact them.
- Employees under their control know about the health and safety standards that affect their work and how to access them.
- Employees know how to access health and safety information on the University's website; or that information is provided in an alternative way for employees who do not have access to computers.
- Health and safety is put on the agenda of team meetings, so that changes that may affect the health and safety of employees, risk assessments or their health and safety concerns can be discussed.
- When they receive health and safety information from HSAS, they consider how it affects the activities they are responsible for.
- When delegating health and safety actions to someone else, they give clear instructions on what they are expected to do and check that it has been done.
- If their work can affect the health and safety of others (For example contractors, others who share the premises) communicate with them, to ensure that their health and safety is not affected.

3.2.4 Co-ordination and co-operation with other premises users

Unit Head/Unit General Managers need to ensure that where their activities may affect clients, contractors, or users of the client's premises; sharing of information and co-ordination of arrangements (including responsibilities) for controlling health and safety risks takes place. For example it is important that fire safety arrangements are co-ordinated in shared premises and that cleaning and maintenance staff are given appropriate information and instruction on risk to them arising from a business unit's activities (e.g. potential exposure to hazardous substances).

Where the contractor has been appointed by the Landlord (for example: the University's Estate Management Section) communication and co-ordination with the contractor may be via the Landlord.

Where employees from one business unit are based in another (e.g. Central Operations staff based in business unit or client offices) co-ordination and co-operation will be necessary to ensure their health and safety needs are met. Unless otherwise agreed:

- The employee's **Unit Head/Unit General Manager** retains responsibility for the employee's health, safety and wellbeing (including provision of information and training).
- The host business unit/client is responsible for providing a safe working environment, including DSE workstation assessment, office risk assessment and the provision of suitable work equipment. The host business unit/client should induct the employee into any specific health and safety arrangements they have in place.

3.3 Implementation

3.3.1 Health and safety standards

Health and safety standards (that is how we do things safely) are detailed in health and safety policies, codes of practice, local rules, procedures and risk assessments covering a range of activities. It is important that **managers and employees** follow these standards, as they are the way the UECS ensures that it is meeting its legal obligations for health and safety. The standards are therefore mandatory.

UECS has adopted the University of Essex health and safety standards, which are available on the health and safety pages of the University's website by following the *Policy and Guidance* link at e <http://www.essex.ac.uk/health-safety>.

Business units have specific risks areas, so **Unit Head/Unit General Managers** should also ensure that they have their own health and safety standards, based on risk assessment.

3.3.2 Competence and capability

All employees need to be competent to meet their responsibilities and carry out their work safely in accordance with the health and safety standards related to their work.

Employees must receive adequate health and safety training on being recruited and when exposed to new risks or taking on new responsibilities. This is a legal requirement. Those with management responsibilities need to be aware of relevant health and safety legislation and how to manage health, safety and wellbeing in accordance with the UECS and business unit's policies and standards. All employees need to be able to work in a safe and healthy manner.

HSAS provides a programme of health and safety training for those with management responsibilities covering a range of health and safety risks. UECS staff may attend courses provided for University staff, or bespoke courses can be arranged on the request of the **Head of Projects and Compliance (UECS)/Unit Head/Unit General Manager/HSLO**.

Managers need to ensure that they:

- Induct new employees, those changing roles and temporary staff on health and safety. Guidance on health and safety induction, and a health and safety induction checklist (which can be adapted to UECS or business unit's requirements) can be found on the University's website, by following the *Induction and Training* link at e <http://www.essex.ac.uk/health-safety>.
- Assess the health and safety competences of the employees they directly line manage, taking account of the nature of their role, and identify their training and development needs. Refer to the Health and Safety Competence and Training Matrix, which can be found by following the *Training* link at e <http://www.essex.ac.uk/health-safety>.
- Provide adequate levels of supervision depending on the risks arising from the task and competence of the employee.
- Ensure that job descriptions take account of health and safety competence and capability and that these are assessed as part of the recruitment process.
- Ensure that risk assessments take account of capability issues that may increase risk (for example pregnancy, immaturity of young people, health conditions etc). General advice is

available from HSAS, or advice on individuals with specific health concerns is available from the University's Occupational Health Service (OHS).

Unit Head/Unit General Managers need to ensure that records are kept of employee induction, and of training and development on health and safety arranged by the business unit. **HSAS** maintains a central record of training it carries out. The University's Health and Safety Advisory Service Retention Record gives guidance on the retention of health and safety training records.

3.3.3 Supervision

All **Assistant Directors and Unit Head/Unit General Managers** need to provide appropriate supervision to ensure employees are following the UECS and legal health and safety requirements. This may include observation or checking understanding as part of normal performance monitoring processes. New employees, young workers and those carrying out higher risk activities would need closer supervision than a more experienced employee who has demonstrated safe behaviour. Those that line manage managers should also check that they are meeting their health and safety responsibilities.

The *Appraisal and Personal Development Scheme* provides an opportunity to discuss health and safety responsibilities and training needs in a positive way. Also to discuss and agree how underlying issues that may be making it difficult for the employee to meet their responsibilities can be addressed. In some cases it may be appropriate to agree health and safety related objectives.

Where an employee knowingly did something that could cause serious harm, neglected to take action within their control to prevent a dangerous act, or showed persistent non-compliance with the UECS policy, despite their manager or UECS providing the necessary support to help them, disciplinary action may need to be considered.

3.3.4 Work equipment

The **Head of Projects and Compliance (UECS)/Unit Head/Unit General Manager** should ensure they have a clear understanding of what equipment is their responsibility and what is the Landlords.

Any **Unit Head/Unit General Manager** responsible for work equipment must ensure that:

- Prior to purchase (or hire):
 - Checks are carried out to confirm it complies with the relevant European requirements for safe design and construction and is suitable for use in the UK.
 - Consideration is given to potential health and safety risk prior to purchasing work equipment.
- It is used and maintained safely, in accordance with manufacturer's recommendations.
- Hazardous work equipment is only used by employees who have been authorised are trained and competent in its safe use.
- Where necessary for safety, regular inspection or thorough examination is carried out by a competent person (e.g. lifting equipment, certain pressure vessels, local exhaust ventilation) and records retained in accordance with statutory requirements.

Maintaining work equipment in a safe condition includes having in place systems for in house safety checks, regular maintenance and, for some work equipment (for example local exhaust ventilation) periodic thorough examinations and /or tests, in accordance with statutory requirements. The frequency of safety checks and maintenance will depend on the use of the

equipment and the potential risk if it develops a fault. The manufacturer's guidance should be consulted.

Further guidance on the safe use of work equipment can be found at:
<http://www.essex.ac.uk/health-safety>

On University premises the University's **Estate Management Section** is responsible for workplace infrastructure equipment, such as boilers and lifts on the University campuses. The University's **Information Systems Services** is responsible for the cabling infrastructure and servers that support computer and audio visual systems that they have fitted.

Unit Head/Unit General Managers are responsible for ensuring that portable electrical equipment owned by their business unit is inspected and tested on a regular basis in accordance with HSE guidance (see www.hse.gov.uk/electricity/maintenance/safety.htm) or, for equipment used on University premises, the University's standards on Electrical Safety which includes Portable Appliance Testing, available at: <http://www.essex.ac.uk/health-safety>.

The UECS Central Services HSLO will arrange for portable electrical equipment used by other parts of UECS to be inspected and tested on a regular basis.

4. Check

All **Unit Head/Unit General Managers** are responsible for ensuring that health and safety monitoring of equipment, employees and areas under their control takes place. Monitoring should measure compliance with the UECS and business unit's health and safety standards and legal standards.

4.1 Formal inspections

Unit Head/Unit General Managers must ensure that regular formal health and safety inspections are carried out for the areas under their control. (See Appendix 1 for details of responsibilities for common or shared areas). If the **Unit Head/Unit General Manager** delegates responsibility to other members of staff, the outcome of inspections should be reported back to them.

A union appointed safety representative should be invited to join the inspection team. To arrange this **Unit Head/Unit General Managers** should advise the lead UECS safety representative at least 2 weeks before the proposed inspection date. **Unit Head/Unit General Managers** may also invite HSAS to attend and HSAS will attend a selection of such inspections.

The outcome of health and safety inspections must be recorded, along with responsibilities and timescales for action. Health and Safety Inspection Checklists are available on the HSAS website, e <http://www.essex.ac.uk/health-safety>, but **Unit Head/Unit General Managers** may need to adapt it to meet their needs. The inspection must include a check on paperwork and systems for managing health and safety in the business unit, such as training records and risk assessments as well as a physical inspection. A copy of the inspection action plan must be sent to the **Head of Projects and Compliance (UECS)** and the union appointed safety representative.

The completion of formal health and safety inspections by business units will be reported annually as part of UECS Annual Report on Health, Safety and Wellbeing Performance submitted to the UECS Board. (See below).

Inspections should normally be carried out at least annually. However in some cases more frequent inspections may be necessary. This should be determined by the risk profile of the business unit and the outcome of previous inspections. Where there are a lot of areas to physically inspect (e.g. Accommodation) a sample can be inspected on a rolling basis.

4.2 Incident investigation

Unit Head/Unit General Managers must ensure that health and safety incidents are investigated. This would normally be by the manager responsible for the activity or area. On receipt of a health and safety Incident Form, HSAS will forward the investigation form to the appropriate manager or HSLO.

HSAS will review all incident forms and where necessary initiate an investigation.

4.3 Health and safety audits

The **Head of Projects and Compliance (UECS)** will ensure that regular health and safety audits are carried out, to check the implementation and effectiveness of UECS systems for health and safety management and risk control. When the **HSAS** carries out health and safety auditing of the University's systems for risk control, the **Director of Estates and Campus Services** will be advised and given the opportunity for UECS to be included.

5. Act

The UECS Board require health and safety performance information to support them in meeting their health and safety performance responsibilities. The **Director of Estates and Campus Services** is responsible for monitoring the health and safety performance of UECS.

Information from reviewing health and safety performance will also be taken into account when determining future health and safety objectives and plans.

5.1 Review

Unit Head/Unit General Managers must ensure that regular review of their risk assessments and arrangements for health and safety takes place. Health and safety standards must be dated with the last review date and review should take place in a reasonable timescale, taking account of the nature of the risk and changes to legislation and work practices. *Health and Safety Management Statements* and notice board information should be reviewed at least annually to ensure that the names of those given health and safety responsibilities remain current.

The **Head of Projects and Compliance (UECS)** will ensure the Health, Safety and Wellbeing Policy and UECS wide health and safety standards are regularly reviewed.

5.2 Annual reporting on health and safety performance

Reporting on health and safety performance is necessary to enable the UECS Board to fulfil their leadership responsibilities. They need to be kept aware of health and safety risks and any potential shortcomings that could result in prosecution or a serious health and safety incident.

Progress with implementing the UECS Health, Safety and Wellbeing Plan will be measured in the following ways:

- **Performance targets:** The Health and Safety Committee will agree key performance targets which will aid measurement of progress with implementation of the Health, Safety and Wellbeing Plan.
- **Annual Report on Health and Safety Performance:** A qualitative report on progress with implementation of the Plan will be included in an *Annual Report on Health and Safety Performance*.

The **Head of Projects and Compliance (UECS)** will produce an *Annual Report on Health and Safety Performance* on behalf of the **Director of Estates and Campus Services**, for the Health and Safety Committee, UECS Board and the University of Essex. The report will be based on the academic year and will need to be presented to the University of Essex Health and Safety Group in November.

The report will give an overview of performance against the UECS health and safety objectives and performance targets, highlighting achievements, any areas of concern and future legislative changes that may impact on UECS. High level statistical data for the previous financial year will be provided. Where possible this will be benchmarked with previous years and comparable organisations.

5.3 Other health and safety reports

Reports by Unit Head/Unit General Manager: Each **Unit Head/Unit General Manager** will produce short annual reports on their health and safety performance, based on the health and safety objectives and targets in the UECS Plan. These will be provided to the **Head of Projects and Compliance (UECS)** at the end of each financial year, so that data can be incorporated into the annual report.

Ad Hoc reports

Ad hoc reports will be produced and presented to the UECS Board or the Health and Safety Committee to address specific issues, as and when necessary.

Appendix 1: Definitions and abbreviations used in this Code of Practice

Definitions

Terms used in this Code of Practice are defined as follows:

Audits: Formal systematic, independent process for checking the implementation and effectiveness of the University's systems for managing health and safety.

Consultation: Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions.

Competence: Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

Capability: Capability encompasses the employee's suitability for the task as well as their competence. This means that account needs to be taken of the employee's aptitude and physical condition, as well as their level of training, knowledge and skills

Department: The term department includes section, school or unit.

Hazard: Something with the potential to cause harm

Health: Physical or mental condition, freedom from illness or pain.

Manager / line manager: Anyone who manages or supervises other employees.

Performance: Level of achievement. For example how well objectives or standards are being met.

Policy: Sets the direction the University follows, responsibilities for action and arrangements for implementation.

Review: Checking that existing systems for managing health and safety are adequate and deciding on actions and timescales to remedy deficiencies. This should be based on feedback from monitoring and auditing, current legal requirements and best practice and future requirements.

Risk: A product of the likelihood of harm arising from a hazard, and the likely severity of harm.

Safety: freedom from danger or risk of harm.

Significant risk: Risk of physical or mental harm to people arising out of, or in connection with work. Risks arising out of routine activities associated with life in general can be ignored, as can instances where the harm is likely to arise infrequently and be minor in nature.

Standards: This term covers various policies codes of practice, local rules, procedures, schemes and risk assessments which describe how the Health, Safety and Wellbeing Policy is implemented (that is its arrangements) and legal requirements met.

Wellbeing: The subjective state of being healthy, happy, contented and satisfied with one's quality of life. It includes physical, material, social, emotional (happiness) development and activity dimensions. In relation to the workplace it involves creating an environment which allows employees to flourish and achieve their full potential for the benefit of themselves and the organisation.

The University's Human Resources, Occupational Health and Health and Safety policies and standards focus holistically on mental and physical wellbeing, through:

- Minimising work related health and safety risks
- Providing opportunities for employees to look after their own health, and

- Providing timely support for those who have health problems, enabling them to remain in or return to work.

This approach supports the development of a workforce that is physically and psychologically well, impacts positively on employee engagement and enhances employee overall wellbeing and quality of life, to the benefit of the employee, the University and society as a whole.

Abbreviations:

EMS	Estate Management Section
HSAS	Health and Safety Advisory Service
HSLO	Health and Safety Liaison Officer
HSW	Health, safety and wellbeing
ISS	Information Systems Services
OH	Occupational Health
UECS	University of Essex Campus Services

Appendix 2: UECS Health and Safety Committee Terms of Reference

The purpose of the Health and Safety Committee is to support UECS in overseeing the implementation of its Health, Safety and Wellbeing Policy and Plan by:

1. Reviewing and revising the UECS Health, Safety and Wellbeing Policy and recommending revisions to the Policy, policy objectives and health and safety performance measures to the Board for approval
2. Developing, and monitoring the implementation of the UECS Health, Safety and Wellbeing Plan
3. Agreeing and providing an annual report on health and safety performance to the UECS Board
4. Overseeing the development and use of health and safety training, standards and tools that support the practical implementation of the Health, Safety and Wellbeing Policy. As appropriate agreeing adoption of University of Essex health and safety standards.
5. Considering arrangements for the communication and positive promotion of health, safety and wellbeing
6. Consulting on the introduction of any measures that may substantially affect the health, safety and wellbeing of UECS staff
7. Discussing / Considering reports on:
 - a. changes to legislation and best practice that significantly affect the UECS
 - b. issues of health and safety policy and practice raised by UECS staff or their trade union representative
 - c. audits, inspections, health and safety incidents and health and safety related enforcement action by regulatory bodies

and agreeing actions, or where necessary making recommendations to the Board to address significant health and safety performance issues and for the continual improvement and promotion of health, safety and wellbeing

8. As appropriate, set up sub-committees or groups to focus on particular health and safety risk areas
9. To refer significant health and safety risk and management issues to the Board or, where appropriate the University of Essex Health and Safety Committee and to consider significant health and safety risk and management issues for UECS staff arising from the University of Essex Health and Safety Committee.

Meetings

- To meet two times a year;
- Items must be submitted at least two weeks prior to the meeting. Late papers will only be permitted to be tabled at the Chair's discretion

Membership

Chairman: Director of Estates and Campus Services

The Director of Estates and Campus Services will also represent UECS on the University of Essex Health and Safety Group

Representing	Member(s)
Print Essex	HSLO
Day Nursery	HSLO
Essex Food	HSLO
Accommodation Essex	HSLO
Essex Sport	HSLO
Event Essex	HSLO
UECS Central Team	HSLO
Wivenhoe House Hotel Ltd	HSLO
Unison	UECS Safety Representative appointed by Unison
UECS	Head of Projects and Compliance (UECS)

The Head of Health and Safety will provide professional advice to the Committee

The following will be co-opted to attend specific meetings, where agenda items that they have expertise in are discussed:

- Fire Safety Officer
- Head of Occupational Health or Occupational Health Adviser
- Food Safety Adviser
- Insurance and Risk Manager
- Appropriate representatives from the University of Essex Estate Management Section
- Other specialist officers as deemed appropriate by the Committee

PA to the Director of Estates and Campus Services (UECS) will provide secretarial support.