



Health and Safety Policy

Foreword

City, University of London aims to achieve the highest standards of occupational health and safety for its staff, students, contractors, and visitors to provide a work environment which supports excellence in education, research, and enterprise. In achieving these standards, Council, as City's governing body, accepts its obligations under the Health and Safety statutory provisions.

The University accepts that it has a moral obligation and statutory duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of all its staff, students, contractors, and visitors who may be affected by its undertakings. This duty includes:

- the provision and maintenance of a safe working and learning environment for employees and students with adequate facilities and arrangements for their welfare.
- the establishment of management structures and appropriate resources that allow effective management of risks and for the development of a safety culture within the University.
- the availability of such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of all employees and students.
- the provision and maintenance of safe plant and systems of work to ensure safety and reduce risks to health.
- arrangements for ensuring safe use, handling, storage, and transport of articles and substances.

The University's duty extends to co-ordinating the activities of staff, students, contractors, and visitors. To achieve this, a co-ordinated risk assessment and emergency planning system has been implemented. These arrangements are supplemented by local procedures and specific risk assessments in the University's Schools and Professional Services.

A copy of this Policy is available to all staff on the Staff Hub. This is a general statement of the University's policy and must be read in conjunction with the [Occupational Health and Safety Management System Manual \(GN20\)](#), other relevant procedures and guidance on health and safety. This statement consolidates and replaces earlier statements and will be embodied in the health and safety and welfare policies and practices of the Institution.

In summary, we are committed to improving continuously, health and safety performance at City and this Policy will provide the framework for this goal to be achieved.

Signed

Professor Sir Anthony Finkelstein CBE FREng MAE
President
City, University of London
April 2023

1. Health and Safety Policy Statement

City, University of London (City) is committed to achieving best practice and continuous improvement in determining and minimising any risk to the health and safety of our staff, students, contractors, and visitors, whilst committed to academic excellence, focused on business and the professions.

Compliance with statutory requirements is no more than our starting-point and City will establish clear frameworks that identify health and safety responsibility at all management levels across City to implement this Policy.

City is for that reason committed to working conditions for the prevention of related injury and ill health, compliance with regulatory and other requirements, eliminate hazards where possible, continual improvement in managing health and safety, and the participation of our employees.

The aims of this Policy are to ensure:

- That all staff are competent to carry out their own work without significant risk to themselves or others, by assessing capabilities and providing additional information, instruction, supervision or other form of training as appropriate.
- That there are effective channels of communication and consultation for health and safety for its employees and their representatives and that the arrangements for carrying out this policy are delivered through the local induction process of City.
- That there is an effective risk assessment process in operation which establishes appropriate workplace precautions and risk control systems and that a safe working environment is maintained through maintenance of premises, plant, and equipment.
- That all accidents, injuries, ill health and near misses are reported, recorded, and investigated to an appropriate level.
- A system of inspection, monitoring and auditing is established which will allow the identification of risk and ensure that acceptable standards of risk control are being achieved across City.
- That all students will receive appropriate safety instruction as an integrated part of their studies and that all students taking part in City controlled activities must take care of their own and others' health and safety.
- Visitors (including contractors and visiting public) are required to comply with City policy, codes, and procedures, and report any problems to City staff whilst on City premises.
- No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety, or welfare.

- That adequate financial provision is made for managing the risks associated with its undertaking and implementing this Health & Safety Policy.

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2. Organisation and Responsibilities for Health and Safety

2.1 University Council

The University Council has overall responsibility and strategic oversight of all matters related to health and safety for City and will seek assurance that there are effective leadership and management arrangements in place to ensure all statutory requirements are met and the health and safety of staff, students, contractors, and visitors affected by City's activities and that these arrangements are effective.

2.2 Delegation

Implementation of the University's Health & Safety Policy is a line management responsibility. In respect of delegation a responsible officer, e.g., a Dean of School, may issue instructions/guidance and delegate this to suitable staff under his/her/their control. The duty to ensure compliance always remains with him/her. The persons to whom the functions are delegated may also be in breach of duty if they do not carry out their functions within the authority delegated to them.

2.3 President

Council has delegated the overall executive responsibility for City's occupational health and safety (OHS) arrangements to the President. Senior Leadership Team, Deans of Schools and Professional Service Directors are required to support the President in implementing this Health and Safety Policy within their area of responsibility and manage health and safety within their areas of responsibility.

Reporting to the President, the City Chief Operating Officer (COO) has executive responsibility for University-wide OHS management and is required to report regularly on City's OHS performance to the President, SLT and the Council.

2.4 Members of the Senior Leadership Team (SLT)

Responsible for:

- The implementation of the University's Health & Safety Policy and the management of OHS within areas under their control, and the health and safety of staff, students, contractors, and visitors.
- Bringing to the attention of the President any part of the Health and Safety Policy where it is thought that revision is necessary.

2.5 Executive Dean of School, School COOs and Professional Services Directors (PSDs)

Responsible for:

- Leading by example and demonstrate their commitment to health and safety issues, both by their actions and words.
- Adopting and implementing the University's Health & Safety Policy within their area of responsibility and the day-to-day management of OHS within the respective School and Professional Services activities.
- Appointing local Health and Safety Adviser(s) where required (i.e., SLO and/or DSLO).
- Identifying the risks and safety concerns of their schools and directorates, and managing health and safety (including fire safety) within them effectively.
- Defining and implementing health & safety arrangements for carrying out the Health & Safety Policy appropriate to the needs of the respective School or Professional Service.
- Developing effective channels of communication to their staff. Highlighting, the requirement of undertaking risk assessments for activities on and off campus and ensuring that their staff are trained to do their work and discharge their responsibilities effectively.
- Delegating specific health and safety responsibilities where appropriate and monitoring the effectiveness of those delegations.
- Ensuring equipment within their premises is maintained properly.
- Ensuring that any defects in the buildings where they are located are reported immediately to Property and Facilities Directorate.
- Ensuring that appropriate action is taken following accident and incident investigations.
- Establishing appropriate competency and health and safety training requirements based on their risk profile and allocating sufficient resources accordingly.
- Developing a School/Directorate Health and Safety Local Action Plan (LAP) and submitting it to the Safety Office at the end of the academic year.
- Bringing to the attention of their Line Manager or the SLT any part of the Health and Safety Policy where it is thought that revision is necessary.

2.6 Senior Managers

Senior Managers are responsible for assisting the Executive Dean of School, School COO and PSD and other management units reporting to a member of SLT in:

- Implementing the Health and Safety Policy within their area of responsibility and developing local OHS arrangements that reduce risks to staff, students, contractors, and visitors.
- Bringing to the attention of their line manager or senior colleague any part of the Health and Safety Policy where it is thought that revision is necessary.

2.7 Line Managers

The term line manager is referred to both academic and professional staff who have responsibility for the day-to-day management of activities and the management of staff. Examples include, section leaders, Principal Investigators (PIs), PhD Students Supervisors, Senior Administrators. Line managers are expected to implement local safety management arrangements, and to monitor and check their effectiveness that which will be broadly achieved by the following actions:

- Ensuring risk assessments are undertaken and recorded, and that staff, students, contractors, and visitors are following all safe systems and control measures.
- Providing induction training for all their staff, students, contractors, and visitors in accordance with training requirements and ensuring that their staff follow safe work practices.
- Ensuring all new equipment is checked for hazards, and users are trained on safe systems of work and risk control measures.
- Leading a programme of inspections and be involved in audits when asked and lead on investigations into accidents and incidents and take appropriate action when OHS is likely to be compromised.

2.8 Safety Office and Occupational Health Service

In carrying out these statutory duties, City provides competent advice by employing qualified health and safety advisers and a fire and safety adviser in the Safety Office (SO) and an outsourced [Occupational Health \(OH\) Service](#), an inhouse Staff Counselling Service and Employee Assistance Programme (EAP).

The [Safety Office](#) is responsible for:

- Developing and updating City's health and safety policies, procedures, guidance notes and supporting processes and tools.
- Reviewing health and safety (including fire safety) performance across City through established programme of audits, inspections, building fire risk assessments, fire drills, accident and incident monitoring, and benchmarking City's H&S performance with other HEIs.

- Providing competent health and safety advice at all levels of City and advise management and staff how to implement the requirements of the Health and Safety policy and associated procedures and guidance notes.
- Supporting City Managers/SLOs/DSLOs investigating accidents and incidents and identifying appropriate remedial actions.
- Developing and delivering health and safety, fire safety training relevant to all staff, and advising use of external providers where school/departmental specific training required.
- Providing advice on specialised risk assessments and where appropriate, carry out risk assessments for City i.e., building fire risk assessments.
- Attending and advising City's Health and Safety Committee and associated Sub-Committees/Group meetings.
- Working with the Occupational Health Service in implementation of health surveillance (where required by statute).

2.8.1 Safety Liaison Officers (SLOs) and Departmental Safety Liaison Officers (DSLOs)

It is requirement that a SLO is appointed in each School and Professional Service as a minimum. SLOs and DSLO, where appointed are responsible for operating within City's Policy, associated procedures and guidance notes and will be the first source of local advice within their school and department.

SLOs/DSLOs will be appointed by the School/Directorate/Department Head/Director in liaison with the Safety Office using the SLO/DSLO appointment framework document. All SLOs/DSLOs will be supported by the Safety Office, particularly where additional advice, guidance, and support may be required for specific hazards such as ionising radiations, biohazards, lasers, complex Display Screen Equipment issues etc.

The full details of [SLOs/DSLOs roles and responsibilities](#) are outlined in the appointment framework document. Below is the summary of key functions of the SLO and DSLO role:

- Communications about significant events, changes to legal requirements of relevance to the School/Professional Service. Attendance at the School/Professional Service H&S Committee and the SLO/DSLOs forum/briefings.
- Reporting accidents and incidents occurring in the School/Professional Service and support in investigating H&S incidents, including the submission of completed accident/incident investigation form to the Safety Office in accordance with the University requirements.

- Assisting in developing LAPs and recommendations from investigations following accidents/incidents.
- Organising local inspections and supporting managers during regular inspections and performing risk assessments and seeking advice on interpretation of health and safety legislation and best practice from the Safety Office.
- Provision of School/Professional Service termly reports to the School/PS Health and Safety Committee meetings.

2.9 Staff and Research Students

Employees have a legal duty to take reasonable care of their own health and safety and that of students and fellow employees who might be affected by their acts or omissions. All employees shall follow all health and safety (including fire safety) measures put in place by City, not misuse or interfere with anything provided in the interest of health and safety (for example misuse of fire safety systems or equipment or first aid equipment etc). All employees should also be aware that failure to comply with University health and safety procedures could lead both to disciplinary action by the University and prosecution by the Health & Safety Executive.

Employees must co-operate, so far as is necessary, to enable the University to fulfil and comply with statutory health and safety obligations.

2.10 Students

The University has systems in place to carry out regular checks to ensure students' health and safety is not compromised. The University expects that all students will play an active role in managing health and safety risks by cooperating with all measures provided for their health and safety outlined in the Health and Safety Policy and any subsequent procedures.

The University welcomes students' involvement in all aspects of University life, including creating a safe learning environment. It therefore expects that all students have regard for health and safety procedures and follow instructions provided by their supervisors. Failure to comply with safety procedures may lead to disciplinary action being taken in accordance with the student disciplinary code.

2.11 University Health and Safety Committee

The University Health and Safety Committee (UHSC) is a sub-committee of the SLT and in its Executive role is responsible to SLT for overseeing the management of risk for all matters relating to occupational health and safety throughout City, whilst in its consultative role fulfils the legal requirements for consultation with Trade Union Recognised Safety Representatives. The UHSC functions under the Terms of Reference outlined in Appendix 1.

2.11.1 Schools and Professional Services Health and Safety Committee

Schools and Professional Services are expected to derive their own local health and safety committees meeting their School's or Professional Service's risk profile and organisational structures and those Terms of Reference are outlined in Appendices 2 and 3.

2.12 Recognised Trade Unions

City recognise the positive contributions that trade unions can make and is committed to working and consulting with recognised trade unions on health and safety in agreement with their [functions](#) as outlined under the [Safety Representative and Safety Committees Regulations 1977](#).

3. Local Arrangements for Implementing the Health and Safety Policy

Indicated in the Occupational Health & Safety Management System Manual are City's [Safety Procedures](#) and [Guidance Notes](#) that are topic specific and include detailed responsibilities and arrangements expected for the health and safety management of that topic.

Schools and Professional Services are expected to draw on these procedures and guidance notes when carrying out risk assessments of their activities and drawing up local codes of practice setting out their detailed day to day arrangements for specific operations. All staff should be aware of the following key procedures and guidance notes:

3.1 Risk assessments

Heads of Departments/Line managers must ensure that all hazardous activities are subject to a specific risk assessment in accordance with [Safety Procedure 10: Risk Assessment](#). The risk assessments must be recorded and communicated to staff and students affected by the risk. Assistance is available from the SLO/DSLOs. The SLO/DSLOs will ensure all risk assessments are reviewed regularly in accordance with University's risk assessment procedure.

3.2 Training and competence

Training and awareness are essential in managing health and safety risks. It will enable staff acquire the skills, knowledge, and attitudes necessary to carry out their tasks safely. Training should embrace initial local induction, formal on-the-job training, individual and group instruction, and job-specific training.

All new members of staff should receive local induction training within their first week of work from their line manager and SLO/DSLO in accordance with [Safety Procedure 04: Training and Induction](#). The SLO/DSLO is responsible for keeping a copy of the induction form in the school/Directorate/department health and safety folder and send a copy to School Human Resources Advisor who will keep a copy on the staff file.

3.3 Fire safety

- City, has adequate arrangements are in place to protect the safety of all people who use or visit the buildings under its control. The Fire Safety Policy, and [GN22 Fire Risk Operational Management Plan](#) provides details on how this is achieved.
- Individual schools and directorates are responsible for getting their people out of buildings in case of an emergency evacuation.
- The academic lecturer, trainer, or event organiser are responsible to ensure that students or visitors leave the building as soon as the fire alarm sounds in a calm and orderly manner and proceed to the designated assembly point.
- The academic lecturer or trainer or event organiser must ensure their students/visitors/non-students remain at the assembly point, until a clear instruction is given by the Security Officer to re-enter the building,

3.4 Accident and incident reporting

All accidents, incidents, and cases of occupational ill-health however minor, must be reported and recorded using the [accident and incident investigation report form](#) as soon as it is reasonably practical. The SLO/DSLO will carry out the investigation with the manager responsible for the activity/area and forward the form to the Safety Office:

safetyoffice@city.ac.uk

If an accident results in a fatality or an employee sustaining a major injury, or a member of the public (this definition includes students) suffering an injury and is taken to hospital, the accident must be reported to Safety Office and Head of the Occupational Health and Safety (Safetyoffice@city.ac.uk and zara.laing@city.ac.uk) without delay. All other accidents must be reported within 4 days in accordance [Safety Procedure 01: Incident/Accident Reporting and Investigation](#).

3.5 First aid arrangements

Every school, directorate or department is responsible for meeting the first aid needs of their staff, students, and visitors, including providing adequate first aid for out of hours working or events. It is requirement to carry out a first aid needs assessment using the [SF25 First Aid Needs Assessment Form](#) for their areas, taking into account the number of employees, students, contractors, and visitors, as well as their activities and locations. It is their responsibility to ensure that their areas have adequate first aid provision, including local trained first aiders within their school/department.

A list of trained local first aiders should be posted in a visible place and brought to the attention of staff and students during inductions and team meetings. DSLOs and SLOs are responsible for maintaining the local first-aid list. In the event that the school's or director's local first aider cannot be contacted, extension 3333 can be used to summon another first aider from the University first aiders network or within the security team.

Furthermore, schools and departments are also responsible for providing first aid in the circulation area and communal spaces around their school and department spaces. The list of [University-level first aiders](#) can be obtained from the webpage.

3.6 Mental Health and Stress at Work

Mental health and managing stress at work are key elements of City's health and safety provisions. The [Mental Health and Stress at Work Policy](#) (this version is under review), applies to all staff at City and provides a practical framework for the management of mental health and stress at work. Support and guidance is available on the Wellbeing site on the Staff Hub and from Human Resources, including the Occupational Health, and Safety Office.

4 Inspections, Audit and Review

4.1 Inspections

The aim of the Inspections is to identify, and correct, unsafe conditions and work practices before an injury occurs. [Health and safety inspections](#) will be organised by line managers and SLOs/DSLOs on a termly basis or more frequently for high-risk areas such as workshops. There should be an invitation to the termly inspections for a health and safety representative from the trade unions and a representative from the Safety Office. Whenever their diaries permit, they will participate in the inspection.

The DSLO will forward the inspection report to the line manager for implementation and the SLO for information and record keeping. The findings and action plans of these inspections will form the basis of the SLO's report to the COO (or equivalent) and the School/Professional Service Health and Safety Committee. The School/PS Health and Safety Committees should keep inspection action plans on the agenda until all actions are completed.

4.2 Audit

Health and Safety Management Audits will be conducted every three years under a predetermined schedule for schools and professional services. A comprehensive audit methodology will be used, which includes interviewing staff, observing work activities, sample inspection, and reviewing health and safety records. The USHA (Universities Health and Safety Association) developed a revised version of HASMAP (Health and Safety Management Profile) for Higher Education, allowing compliance checks against university policies and procedures to be included. reviewing compliance level with the Health and Safety Policy, and associated applicable health and safety procedures with the Health and Safety Local Action Plan (LAP) will be within the scope of audits.

- Risk profiling to reduce the current level of risk across City that will be influenced by accidents/incidents, concerns raised by staff and the previous year, along with opportunities for improvement.

4.2.1 Local Area Action Plans

Each School and Professional Service has a [Local Action Plan](#) (LAP) for health and safety, which is reviewed annually at the end of academic year. The LAP underpins the City's Strategic Plan and is to be used by Schools and Professional Services to plan and monitor the implementation of the required health and safety management core functions and priorities.

4.3 Review

A management review will be undertaken at least on an annual basis to allow Council, the President and University to review the effectiveness and performance of the management system. The review will assess the suitability, effectiveness and adequacy of the Health and Safety Management System, as well as any opportunities for improvement in the system and City's overall performance. It will identify the need for changes in the system, including revisions to policy, programme, and objectives and targets.

5.1 Document Control

Revision No	Issue Date	Author	Comment	Review Date
4	Jan 2019	Nigel Maxwell-Smith	Page 13, Added to Deans duties Ensure the Health and Safety Local Area Plan and Hazard Register are maintained	Jul 2020
4	February 2019	Nigel Maxwell-Smith	New Terms of Reference for the School Local Health and Safety added (Appendix 3)	Jul 2021
4	Mar 2019	Nigel Maxwell-Smith	Update Section 3.3 Fire Safety "PAF is responsible for maintaining and implementation of City's Fire Strategy documents"	2021
4	Jun 2019	Nigel Maxwell-Smith	Added to fire section 3.3. " <i>City, has adequate arrangements are in place to protect the safety of all people who use or visit the buildings under its control, the Fire Safety Procedure SP07 provides details on how this is achieved.</i> "	Jul 2020
4	Jun 2019	Nigel Maxwell-Smith	Page 7. SLOs and DSLOs Amended to " <i>Currently there are SLOs in all Schools, one in PAF and one covering all Professional Services</i> ".	Jul 2020
4	Jun 2019	Nigel Maxwell-Smith	Section 3.26 has been added in relation to Health and Safety Local Action Plan	Jul 2020
4	Sep 2019	Nigel Maxwell-Smith	New Terms of Reference for the Professional Services Health and Safety Committee and PAF (Appendix 4 and 5)	Jul 2020

4	Sep 2019	Nigel Maxwell-Smith	New Paragraph on Managing stress	Jul 2020
5	Sep 2020	Vincent King	Updated the Health and Safety Policy Statement to meet the requirements ISO 45001 Refined Management structure and generic responsibilities Refined and structured 3 to reflect the expanding document portfolio and introduced a new Section 4.	Sep 2021
6	Sep 2021	Vincent King	Change in the name of the President. Section 2 and Appendices 1,2 and 3 has been refreshed to reflect the creation of the University Health and Safety Committee.	Sep 22
7	Sept 2022	Zara Laing	Change to the 2.3 section- Director of HR replaced by the Chief Operating Officer who has executive responsibility for university-wide OHS management	Sep 23
8	Feb 2023	Zara Laing	Changes to sections of the Fire Safety, First Aid, SLOs and DSLOs, roles and responsibilities, new template for HSC TOR and summary report template for HSC minutes report to SLT. Other minor re-wording to the document throughout as presented to the HSC with track changes.	Feb 2024

Purpose of the document:	Provides City's commitment to providing a safe learning environment, safe systems, and safe learners.
Name of document:	Health and Safety Policy
The document is the responsibility of:	The Safety Office
This document applies to:	All City, University of London employees, students, and visitors
Approval date:	
Proposed date of review:	July 2021
Location of document:	Safety Office Website and Safety Office Drive
This document replaces:	Health and Safety Policy 2019
Other supporting documentation:	

Appendix 1 – Health & Safety Committee

University Health and Safety Committee Terms of Reference

Purpose of the Committee

The University Health and Safety Committee (UHSC) in its executive role is responsible to the Senior Leadership Team for overseeing the management of risk for all matters relating to occupational health and safety throughout City, University of London (City). In its consultative role the Committee fulfils the legal requirements for consultation with Trade Union recognised Health and Safety Representatives.

Agreed Objectives

1. To oversee the governance of City's Occupational Health & Safety Management system and its associated policies and procedures which would cover themes such as:
 - 1.1. promoting a culture of health and safety consciousness and of continuing improvement.
 - 1.2. Consideration of reports and information provided by the enforcing authority appointed under the Health and Safety at Work Act.
 - 1.3. Examination of safety audit reports from Schools and Professional Services and the Occupational Health and Safety Team
 - 1.4. Consideration of reports which recognised Health and Safety Representatives may wish to submit; and
 - 1.5. Consideration of the effectiveness of the content of employee training.
2. To ensure that University policy and processes relating to health and safety are regularly reviewed and to make recommendations for approval of new or amended sub policies, performance standards and procedures made in accordance with the University Health and Safety Policy following consultation with recognised Trade Union Health and Safety Representatives which would cover:
 - 2.1. Assisting in the development of work safety rules and safe systems of work.
3. To report and make recommendations to the Senior Leadership Team on occupational health & safety performance, accident and incident investigations and audits, receiving reports from local Health & Safety Committees and advice from the University Head of Occupational Health and Safety, escalating identified risks to the President and Senior Leadership Team which would include:
 - 3.1. The study of accident and notifiable disease statistics and trends, so that reports can be made on unsafe and unhealthy conditions and practices, together with recommendations for corrective action; and
 - 3.2. Provide advice on the adequacy of the measures taken to communicate and publicise relevant safety and health information throughout City. The purpose of

studying accidents is to stop them happening again; it is not the Committee's business to allocate blame.

4. To ensure that the University can fulfil its statutory obligations in respect of health and safety legislation and recommend to the Senior Leadership Team executive actions to address areas of non-compliance which may result in the suspension of University activities.
5. To support the work of the Schools and Professional Services Directorates in operationalising the University's Health & Safety Policy.
6. To ensure liaison with other groups with a related remit, for example, Laser Safety Group.

Composition	Membership
Chair	
Ex Officio Members	
Occupational Health and Safety Department Representatives(s) Head of Occupational Health and Safety Fire Safety Officer	
Secretary	
Members	
Director of Human Resources	
Director of Premises and Facilities	
Deans or COOs representing the Schools	
Chair of the Professional Service Health and Safety Committee (Representing the Professional Services)	
Recognised Trade Union Health and Safety Representatives <ul style="list-style-type: none"> • UCU x 3 • Unison x 2 • Unite x 2 	
Following are members are invited to the UHSC but not considered as representative of City's Management quota.	
President of the Students' Union	
General Manager of the Students' Union	
In addition, the exceptional attendance of other staff or Trade Union regional officers may be permitted by the Chair for specific agenda items.	

Frequency of Meetings – The Committee will meet at least termly.

Reporting – The UHSC formally reports to SLT on a termly basis and on an exceptional basis, as necessary.

Quorate – Not including the Chair, the quorum shall be at least 3 Management Representatives and 3 Trade Union Representative (1 x Unite, 1 x UCU, 1 x Unison). In the absence of a quorum no business shall be transacted other than the adjournment of the

meeting. Any urgent and significant health and safety matter shall be relayed to the Occupational Health and Safety Team at this point.

Standing Agenda Items (for inclusion at every meeting)

Item No.	Subject	Paper No.	Lead Speaker
1	Welcome and apologies		
2	Matters arising		
3	Governance Matters		
4	Updates from School/ Professional Services Local Health and Safety Committees		
5	Matters to be raised by Recognized Health and Safety Trade Union Safety Representatives		
6	Incident Monitoring Section		
7	Operational Matters, such as Fire Safety and Health and Safety Training		
8	Health and Wellbeing Section		
9	Inspections and Audit Section		
10	Consultation Section		
11	Regulatory Bodies Engagement		
12	Special Business		

13	AOB		
14	Date of next meeting		

Appendix 2 – School/ Professional Services Local Health & Safety Committee

Suggested Terms of Reference

City's health and safety policy statement requires Deans and Professional Service Directors to manage health and safety at the local level, while ensuring conformity within their Schools and Professional Services to the requirements of City's Health & Safety Management System.

To this aim, they are required to establish their own local Health and Safety Committee acting as a forum for management to consult with City's recognised trade unions on matters relating to health and safety by considering issues to

- interpret and apply City's Health & Safety policies and procedures at the School level
- ensure risk assessment are undertaken and control measures implemented
- receive at least termly inspections reports
- keep under review all accidents and incidents which relate to the School's activities
- identify and consider all health and safety training requirements, to meet current legislative standards and best practice.
- communicate any health and safety information throughout the School/Professional Service.
- monitor progress against School's Health and Safety Local Action Plan,
- receive reports from the SLO/DSLOs on their areas of operation
- consult on changes within the School Professional Service that are likely to affect the health and safety of staff and students.

Standing Agenda Items (for inclusion at every meeting)

1. Attendance/Apologies
2. Minutes of the previous meeting
3. Matters arising/outstanding actions from previous minutes
4. Consider regular reports such as Audit, DSL/SLO, management, appropriate surveys, Trade Union Safety Representatives, Inspection, accident investigation, other Health and Safety Committees, Health and Safety Training and appropriate surveys.
5. Review accident statistics and serious incident reports
6. Requests or issues to be considered by Trade Unions Safety Representatives
7. Review risk assessment controls, associated objectives, and targets

8. Review regulatory activities unique to the School (i.e., Xray, Laser, GM, asbestos, radiation, lifting equipment, etc.,)
9. Progress of audit and inspection recommendations
10. AOB

Agenda Items to be included annually.

- Review the School's Health and Safety Local Action Plan (LAP) annually
- Review School annual accidents and incidents
- Review the School Hazard Register
- Review annually health and safety training needs of the School

Membership

Membership should always include recognised trade union safety representatives

Membership of the committee should include representation from all areas within the School or Professional Service.

Table below to be populated by the School

Composition	Membership
Chair	Executive Dean of School, Professional Service Director
Deputy	COO
School Professional Services advisors	DSLOs/SLOs
PAF	SLO/PA Representative
Senior Management	Department Heads
Trade Union Representatives	UCU UNISON Unite

Other members of the School can be co-opted by the Chair as necessary.

In attendance: Health and Safety Advisor for the School/Professional Service Secretary: to be determined by the School

Equality and Diversity Statement:

City, University of London is committed to promoting equality, diversity, and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristics, working pattern, family circumstances, socio-economic background, political belief, or other irrelevant distinction.

Diverse membership of all committees is expected. Wherever possible membership will consist of at least 30% woman and 30% men and representation of other protected groups will be actively considered. Where this has not been met, the committees will demonstrate what action has been taken to achieve this target.

Frequency of Meetings

The Committee will meet at least three times yearly and at least termly.

There may be a necessity to hold meeting more frequently for those areas that carry complex risks. Further, the chair can convene extra committee meetings if required but must give at least 7 days clear notice.

Documentation

The Committee Chair will draw up the necessary agenda and papers for each committee meeting in consultation with the recognised trade unions.

Agenda, minutes of the previous meeting and reports, will be produced and circulated in accordance with agreed timescales; they should be received 7 days before the meeting.

Minutes to be emailed to all members regardless of committee membership as soon as possible after the date of the meeting, but no later than 21 days of the meeting being held.

Reporting

The local health and safety welfare Committee formally reports to the School's Senior Leadership Team and University HSC.

Appendix 3 – Property and Facilities Health & Safety Committee

Proposed Terms of Reference

Purpose:

City, University of London's Health and Safety policy requires the Director PAF to manage health and safety at the local level, while ensuring conformity across City's Estate to the requirements of City's Health & Safety Management.

Committee responsibilities:

PAF Health & Safety Committee will act as forum for senior managers and their nominated attendees to consult with City's Trade Unions on matters relating to City's Estate and their Facilities' and to:

- interpret and apply City's Health & Safety policies and procedures at a Professional Service level
- ensure Risk Assessments are undertaken and control measures implemented
- receive at termly inspections reports
- keep under review all accidents and incidents which relate to the PAF's activities
- identify and consider all Health and Safety training requirements, to meet current legislative standards and best practice
- communicate any health and safety information throughout PAF's Professional Service
- monitor progress of the PAF's Health and Safety Local Action Plan (LAP)
- receive reports from the senior managers, SLO/DSLOs on their areas of operation
- consult on changes within PAF that are likely to affect the health and safety of staff, students, and visitors

Standing Agenda Items (for inclusion at every meeting)

1. Welcome/Introductions/Attendance/Apologies
2. Minutes of the previous meeting
3. Matters arising/outstanding actions from previous minutes
4. Review accident statistics and serious incident reports
5. Review requests or issues to be considered by Trade Unions Safety Representatives
6. Review Risk Assessment controls, associated objectives, and targets
7. Review regulatory activities unique to PAF (i.e., Asbestos, legionella, CDM, lifting equipment, Fire strategy, and fire alarm systems etc.,)
8. Progress of audit, risk assessment and inspection recommendations
9. Consider regular reports such as Audit, DSL/SLO, management, appropriate surveys, Trade Union Safety Representatives, inspections, accident investigation, other Health and Safety Committees, Health and Safety Training and appropriate surveys
10. AOB

Agenda Items to be included annually

- Review PAF's Health and Safety Local Action Plans (LAP) annually
- Review PAF's annual accidents and incidents
- Review PAF's Hazard Registers
- Review annually health and safety training needs of PAF

Equality and Diversity Statement:

City, University of London is committed to promoting equality, diversity, and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristics, working pattern, family circumstances, socio-economic background, political belief, or other irrelevant distinction.

Diverse membership of all committees is expected. Wherever possible membership will consist of at least 30% woman and 30% men and representation of other protected groups will be actively considered. Where this has not been met, the committees will demonstrate what action has been taken to achieve this target.

Composition:

Membership should always include recognised Safety representatives from the Trade Unions.

Membership of the Committee should include a representative/senior manager from all areas of PAF's Services.

Table below to be populated by the PAF Health and Safety Committee

Composition	Membership
Chair	Director of PAF
PAF Advisors	DSLOs/SLO
PAF Senior Managers	Section Heads
Trade Union Representatives	UCU UNISON Unite

Other members of PAF can be co-opted by the Chair as necessary.

In attendance:

Fire Safety Advisor

Health and Safety Advisor for PAF

Secretary: to be determined by the Chair

Meetings:

The Committee will meet at least three times yearly on a termly basis. There may be a necessity to hold meeting more frequently for those areas that carry complex risks. Further, the Chair can convene extra committee meetings if required but must give at least 7 days clear notice.

Appendix 4 – University Health and Safety Committee - Summary Report to SLT

Contents of the report to be agreed at the end of each Committee meeting.

The Chair and Secretary will then be responsible for compiling this report from the discussion at the end of the meeting.

Committee Name	
Date of meeting	
Attendees	
Key items discussed at the Committee <i>Outline any key items presented or reported to the Committee.</i>	
Impact of Committee on University Strategy:	
Any risks for escalation <i>Please outline any risks or issues that the Committee would like to escalate for consideration or decision.</i>	
Values <i>How did the work of the Committee advance our values. add them in</i>	
Equality, Diversity and Inclusion <i>How did the work of the Committee advance the Equality, Diversity and Inclusion Objectives of City?</i>	
<i>Please outline how the Committee considered Equality, Diversity and Inclusion. This could include when the Committee identified that a request would have a differentiated impact on a certain group of staff and students, identifying this does not mean that the decision is wrong as it might be the right thing to do but it needs to be acknowledged.</i>	

Appendix 5 – Local Health and Safety Committee Meeting Summary Report Form (SF63) - to the University Health and Safety Committee

Contents of the report to be agreed at the end of each meeting.

Please send your completed form to safetyoffice@city.ac.uk in time prior to the main University Health and Safety Committee meeting.

Committee Title	
Date of Committee meeting	
Secretary Name	
Chaired by	
Number of Attendees	

Summary Report

1. Key Points to be noted by the main Health and Safety Committee
2. Issues to be considered by the Main Health and Safety Committee for decision making.
3. AOB