



UHSP-20: Health and Safety Communications and Consultation



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1. Objective

To establish an effective process to communicate health and safety matters to the University of Leicester staff, students and interested parties, and to consult with the University staff and their representatives on such matters, enabling the University to comply with the regulations below

- The Safety Representatives and Safety Committees Regulations 1977 (as amended)
- The Health and Safety (Consultation with Staff) Regulations 1996 (as amended)

2. Scope

This policy is relevant to all communications regarding health and safety matters at the University.

3. Responsibilities

The Executive Board

- Ensures that the above objectives are met and all communications related to the University's safety is accurate and timely and reaches its staff and those who are affected by its undertakings.

The University Health and Safety Committee

- Meet quarterly
- Review and approves policies related to the University safety management system
- Ensure that the relevant outputs of the committee are communicated out to relevant stakeholders
- Approve terms of reference for itself and its sub committees and working groups

Heads of Colleges and Divisions

- Disseminates the relevant communications to their area of responsibility in a timely manner.
- Ensures that there is effective consultation and cooperation with appointed trade union representatives within their College/Division and arrangements exist to allow staff and students to raise health and safety matters
- Ensures that there is a suitable means of disseminating health and safety information relevant to their college/division
- Ensure the College Committees meet according to the agreed schedule

Director of Health and Safety

- Ensures that the content and dispatch of the safety communication is accurate, appropriate and timely and that stakeholders for targeted communications are correctly identified
- Acts as key contact, co-ordinator and facilitator for the trade union safety representatives
- Liaises with relevant enforcing bodies

Heads of Schools, Department or Corporate Service Divisions

- Responsible for communicating health and safety matters to their teams and communicating matters raised by their teams to the relevant committee/meeting. Also responsible for holding local health and safety committee meetings or ensuring health and safety is a standing agenda item on team meetings

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Managers & Principal Investigators

- Responsible for communicating health and safety matters to their teams and communicating matters raised by their teams to the relevant committee/meeting

Trade Union Representatives

- Represents all staff (including non-unionised staff) on the health and safety matters as agreed with the University
- In accordance with the above regulations and agreement with the University, attend the University Health and Safety Committee and College Health and Safety Committee meetings
- Ensure any changes in their safety representation are informed to the Director of Health and Safety

All staff

- Actively seeks communication from available channels and cooperates with the University as required

4. Procedure

The University’s internal and external communications relevant to its health and safety management system consists of the gathering, updating and dissemination of information for various purposes as seen below, and must be available when required. The University must retain documented information as evidence of its communications, as appropriate.

4.1 Communications

4.1.1 Internal communication

Health and Safety Services will ensure that it communicates clearly with the wider University on matters including but not limited to:

- Management’s commitment to the health and safety management system
- The identification of significant hazards and risks
- Relevant regulatory changes and development
- Health and safety objectives and programmes to achieve them
- Incident investigation
- Progress in eliminating hazards and associated health and safety risks
- Operational changes that might impact the health and safety management system
- Progress with consultation and participation of workers
- Objectives and targets

The primary form that this communication will take is via the Health and Safety Services website.

The other forms of internal communication include:

- The Health and Safety Law poster displayed in prominent positions in all work places
- Signage
- Internal training including new employee induction (refer to UHSP-04 Information, Instruction, Training & Supervision policy)
- Campaigns or awareness initiatives
- Toolbox talks
- Displays/Notice boards

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- Focus Groups/ Workshops
- News Letters

4.1.2 External communication

The University has a process in place for receiving, documenting and responding to relevant communications from external stakeholders, where appropriate. Communications with relevant external bodies in relation to health and safety management include:

- Standard reporting at various intervals
- Liaising with enforcing authorities
- Inspections
- Notifications

Such communication with enforcing authority shall be conducted under the direction of the Director of Health and Safety in consultation with the Registrar where appropriate.

Contractors, suppliers and other visitors to the University are also a key part of its external stakeholders. The extent of the communication should be proportional to the health and safety risks faced by these parties. Contents of the communication includes:

- Contracts
- Information on a contractor’s health and safety management system and previous health and safety performance and history of notifiable incidents
- Induction

Hosting organisation, College, Divisions and Departments are responsible for ensuring their visitors /contractors are suitably communicated and inducted. More information regarding this can be found in the policy and procedure UHSP-28a Contractor Management.

4.1.3 Information not communicated

The University and its safety representatives will not disclose any information which may:

- Be against the interest of national security
- Fail to observe a prohibition imposed by a regulatory authority
- Specifically relate to an individual unless a disclosure consent is given
- Cause damage to the University’s or others’ undertakings for reasons other than its effect on health and safety
- Bring into disrepute a prosecution or defence which has legal proceedings
- Allow the inspection of any document or part of a document not related to health and safety

4.2 Consultation

The University consults with its staff and their representatives on the following:

- The introduction of any measures which may substantially affect their health and safety at work
- Arrangements for having competent people to help them comply with health and safety laws
- The information related to the risks and dangers arising from their work, measures to reduce or remove these risks and what staff should do if they are exposed to a risk
- The planning and organisation of health and safety training

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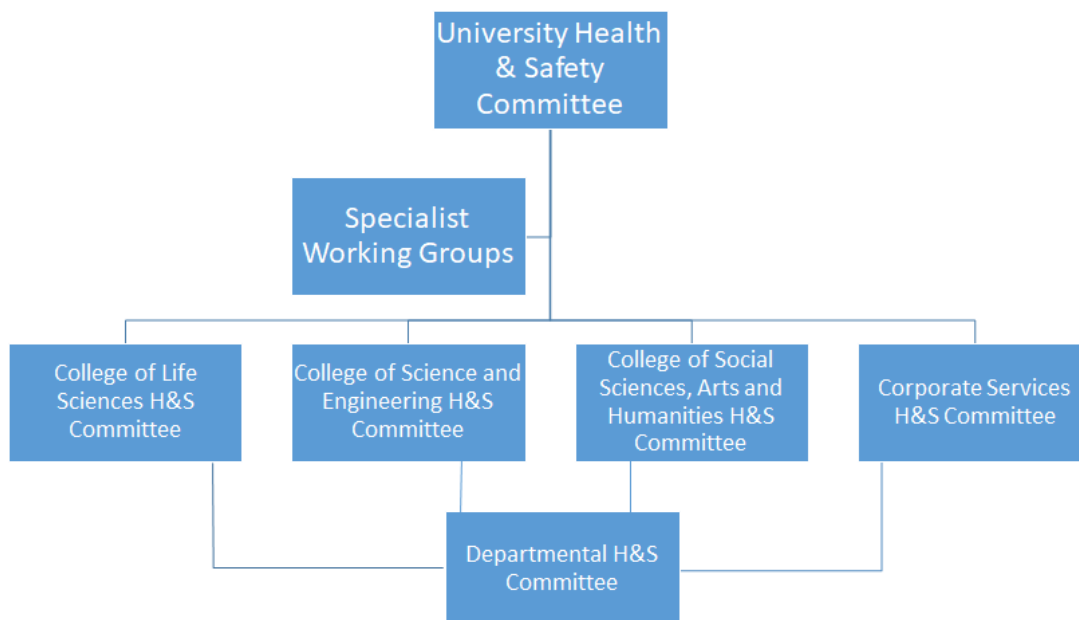
- The health and safety consequences of introducing new technology

In principle, most consultation takes place at a local level with the staff affected by the change as part of local meeting agenda. For changes affecting a large number of staff or the University on the whole, formal consultation takes place in the form of the University Health and Safety Committee or the College/Professional Services Health and Safety Committee meeting, with the trade union representatives. Where necessary, specific consultation groups may be set up to consult stakeholders on the changes/development of specific issues.

Dissemination of relevant information as a result of these consultations should be carried out by Heads of College/Division.

4.2.1 Health and Safety Committee Structure

The University structures its formal consultation process as below:



Membership and terms of reference for each committee are defined and approved by its members, to which any changes will be discussed and formally concurred within a committee. Members should make an utmost effort to attend these meetings to ensure timely dissemination and escalation of relevant information. Committee meeting agenda must be issued out to members at least one week in advance and meeting minutes no later two weeks after the meeting.

5. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
14/12/2020	1.1	Minor amendment: 4.1.1 addition of the policy reference no.

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