

## UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD

### Consultation with Employees

Version Number	3	Date of Approval	December 2022	Review Date	3 years from acceptance
Author and Lead	Chris Young, HR Deputy Director: Safety and Employee Wellbeing Services				
Aims	The aim of this standard is to set out the University's overarching and local arrangements for consulting employees on significant matters of health and safety. This includes consulting health and safety representatives from each of the recognised Trades Unions and also elected employee representatives from each of the University's "job families".				
Scope	The requirement to consult employees applies to all aspects of work that could present a significant risk to the health or safety of employees.				
Relevant Legislation	The Health and Safety at Work etc Act 1974 Safety Representatives and Safety Committees Regulations 1977 (as amended) Health and Safety (Consultation with Employees) Regulations 1996 (as amended)				
Definitions	<b>Recognised Trades Unions:</b> The University recognises the following trade Unions for the purposes of safety representation and consultation: UNISON, UNITE, and UCU. In addition, for the purposes of health and safety consultation, the Student Union will be invited to nominate a representative to enable the student body to be consulted on significant matters of health and safety.				
	<b>Health and Safety Representatives appointed by the Recognised Trades Unions:</b> Recognised trade unions may appoint health and safety representatives (hereafter referred to as "safety representatives"). These safety representatives (or their nominated deputies) will attend University Health and Safety Committee.				
	<b>Elected Employee Safety Representatives:</b> Elected Employee Safety representatives (hereafter employee representatives) for each of the four job families (Education and Research; Management Specialist and Administration; Technical and Experimental; Operational and Facilities Support) will act as the representatives of members of staff that are not otherwise represented by a recognised Trade Union on matters of health, safety and welfare.				
Responsibility for implementation	Executive Committee Chair of the University Health and Safety Committee Heads of Department / Line Managers The University recognises the key role that trades union health and safety representatives, and elected safety representatives play in supporting the implementation of this standard.				
Training availability:	Not Applicable				
Standard to meet		Accountability	Reference documents and more information		
1	Executive Committee will establish a University Health and Safety Committee for the formal consultation of employees on significant matters of health and safety.	Executive Committee			
2	"Terms of Reference" will be agreed for University Health and Safety committee to confirm that the appointed safety representatives and elected employee representatives are members.	Executive Committee	Terms of reference are available at: <a href="http://www.bath.ac.uk/statutory-bodies-committees/executive/healthsafety/">http://www.bath.ac.uk/statutory-bodies-committees/executive/healthsafety/</a>		
3	Arrangements will be put in place to enable the election of suitable numbers of employee representatives.	Executive Committee			
4	A member of Executive Committee is appointed to chair the University Health and Safety committee.	Executive Committee	The Director of Human Resources has been appointed to undertake this role.		

5	The University shall provide reasonable time, including time off for training, to enable appointed safety representatives to carry out their role.	Line managers of appointed Trades Union Health and Safety Representatives	
6	Adequate management representatives are appointed to attend University Health and Safety Committee.	Chair of the University Health and Safety Committee	
7	Membership of University Health and Safety Committee is managed to ensure an appropriate balance of employee and management representatives.	Chair of the University Health and Safety Committee	
8	Members of University Health and Safety Committee are provided with suitable opportunities to have significant health and safety issues raised by employees included on the agenda for the committee meeting.	Chair of the University Health and Safety Committee	
9	Members of University Health and Safety Committee are provided with committee papers any other necessary information in accordance with the agreed terms of reference to allow them to consult their members / job families.	Chair of the University Health and Safety Committee	
10	Safety representatives and employee representatives and student union representatives attend University Health and Safety Committee or arrange for a suitable substitute to attend on their behalf.	Recognised Trades Union Health and Safety Representatives, Elected Safety Representatives and Student Union Representatives.	Exact numbers of attendees from each recognised Trades Union, Elected Employee Representatives and the Student Union are set out in the Terms of reference for University Health and Safety Committee: <a href="http://www.bath.ac.uk/statutory-bodies-committees/executive/healthsafety/">http://www.bath.ac.uk/statutory-bodies-committees/executive/healthsafety/</a>
11	Will inform the Chair of University Health and Safety Committee when new safety representatives are appointed, and identify which group of employees they represent.	Recognised Trades Unions.	
12	Heads of Department consult safety representatives and employee representatives on local health and safety matters that could significantly impact on employees.	Heads of Department	

**Generic Risk Assessment – Not Applicable**