

Health and Safety Consultation and Communication

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Objective

To establish an effective process to communicate health and safety matters to the London Metropolitan University, students, staff, stakeholders and other interested parties and their representatives on such matters, enabling the University to comply with the regulations below:

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

Scope

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

Responsibilities

It is the responsibility of the Senior Leadership Team to ensure that effective University H&S Committee is established.

The University Health and Safety Committee

- Meets at regular intervals indicated in the committee terms of references.
- Reviews University H&S performance, specifically:
 - statistics on accident records, ill health, sickness absence;
 - accident investigations and subsequent action;
 - inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
 - risk assessments;
 - health and safety training;
 - emergency procedures; and
 - changes in the workplace affecting the health, safety, and welfare of employees.
- Reviews and approves policies related to the University safety management system.
- Ensures that any significant outputs of the committee are communicated to the relevant stakeholders.

Deans of Schools and Directors of the Departments

- Ensure that there is effective consultation and cooperation with the appointed trade union representatives within their School/Department and arrangements exist to allow staff and students to raise health and safety matters.
- Ensure that there are suitable means of disseminating health and safety information relevant to their School or Department.
- Deans must ensure that a School H&S Committee is established and meets in accordance with the agreed schedule. Information from these Committees are

feedback into the University H&S Committee via the Schools H&S Advisor who will also share any relevant information from the University H&S Committee meetings.

- Directors must ensure that H&S is a standing item on the regular management meeting for their Departments.

Head of Health and Safety

- Ensures that the content and delivery 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 in H&S related matters.
- Liaises with all relevant enforcing bodies.

Heads and Senior managers

- Responsible for the communication of health and safety matters to their teams and ensuring matters raised are dealt with as required and in a timely manner.
- Responsible for communicating matters raised by their teams to the relevant committee meetings.

Trade Union Representatives

- Represent all unionised and non-unionised staff on health and safety matters as agreed with the University.
- In accordance with regulations and agreement with the University, attend the University and Schools Health and Safety Committee meetings.
- Ensure the Head of Health and Safety is informed of any changes in their safety representation.

Departmental Safety Liaisons Officers (DSLOs)

- Communicate about significant events, changes to legal requirements or relevance to the School or Department.
- Attend the DSLO forum.
- Participate in decisions on policy review and development.

Communication team

- Support University-wide communication on H&S matters.

All staff and students

- Actively seek communication from available channels and cooperate with the University on all health and safety matters as required.
- Communicate information about any relevant matters:
- Report H&S accidents (injuries, ill-health) and near-misses (unsafe acts and conditions) via online [Reporting Form](#).
- Raise any concerns regarding workplace risks and hazards with their line managers/ union representatives or directly with H&S team by emailing a [specific team member](#) or shared inbox: HSzone@londonmet.ac.uk

Procedure

The University's internal and external communications relating to its health and safety management system consists of gathering, updating, and disseminating information, and must be available when required. The University will retain all documented information as evidence of its communications as appropriate.

Consultation

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

- Information relating to risks and dangers arising from their work/study activities, measures to reduce or remove these risks and what to do if exposed to a risk.
- The introduction of any measures which may substantially affect their health and safety at work.
- Planning and organisation of health and safety training.
- Arrangements of having competent people to help them comply with health and safety regulations.
- Health and safety consequences of introducing new technology, work practices and procedures.

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 as a whole, formal consultation takes place in the form of the University Health and Safety Committee, the local Management Committee meetings or via specialised Teams channels, such as Fire Wardens, First Aiders and DSLOs. Where necessary, specific consultation groups may be set up to consult stakeholders on the changes and developments of specific issues.

Membership and terms of reference for each committee are defined and approved by its members, who will discuss any changes which will be formally approved within a committee. Members should make the utmost effort to attend these meetings to ensure timely dissemination and escalation of relevant information.

Communications

Internal Communication

Health and Safety Team 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 and accident investigations
- Eliminating hazards and associated health and safety risks
- Consultation with and participation of workers
- Objectives and targets

Main information is assembled on the [Health and Safety Staff Zone website](#).

Other forms of internal communication will include but not be limited to:

- Monthly inclusion of a H&S topic on the staff newsletter Met Connect.
- General displays and Notice Boards.
- Regular communications through DSLOs and relevant committees.
- Inductions and Toolbox talks.
- The Health and Safety Law poster displayed in prominent positions in all work areas.
- Relevant Signage.
- Internal training including new employee inductions.

External Communications

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

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

Such communication with enforcing authorities will be conducted under the direction of the Head of Health and Safety in consultation with other stakeholders where appropriate.

Communication with contractors, suppliers and other visitors to the University is also a key part of external communication and all information should be proportional to the health and safety risks faced by these parties. Contents of the communication will include:

- Contracts
- Information on a contractor's health and safety management system, previous health and safety performance and history of notifiable incidents and accidents.
- Contractor site inductions

Hosting organisations, Schools and Departments are responsible for ensuring their visitors, contractors and suppliers are suitably inducted with relevant health and safety information.