Introduction

This document is intended to provide Faculties and Professional Service Departments with guidance to support effective and meaningful communication and consultation on health, safety and environment issues within their areas, and should be read in conjunction with the P019 Communication and Consultation Procedure document, which is available at: https://www.aber.ac.uk/en/hse/documents/.

Health, Safety and Environment Governance

The University's Health, Safety and Environment Operational Group is the University's consultative committee for nominated safety representatives, including those from the recognised Trade Unions, in accordance with The Safety Representatives and Safety Committees Regulations 1977. The Group provides a consultative forum to discuss and monitor the implementation of the University's health, safety environment strategy and policy including management arrangements.

Reporting to the University Executive, and meeting five times a year, the Health, Safety and Environment Operational Group is responsible for advising the University Executive, or another governance committee via the University Executive, in relation to health, safety and environment matters.

Details of the Group's terms of reference, and its role within the University's governance structure, are available at: https://www.aber.ac.uk/en/about-us/corporate-information/governance/sub-committees/.

Local Health, Safety and Environment Committees

Local Health, Safety and Environment Committees represent a means through which formal consultation can take place within each respective Faculty and Professional Service Department. The Local Health, Safety and Environment Committee is responsible for advising on and monitoring Health, Safety and Environmental matters within their Faculty or Professional Service Department.

Although the membership or composition of the Local Health, Safety and Environment Committee is at the discretion of the relevant Faculty Pro Vice-Chancellor or Head of Professional Service Department, an appropriate composition should ensure appropriate representation of all departments or areas within the Faculty or Professional Service Department, and reflect an appropriate level for the Committee in respect of the positions of the individuals involved. Departmental representatives of the University's Health, Safety and Environment Operational Group should also be included in the membership of their respective Faculty or Professional Service Department Health, Safety and Environment Committee.

Local Health, Safety and Environment Committees can play a key role in monitoring the effectiveness and suitability of health and safety management systems within the Faculty or Professional Service Department. To exercise this function, the Group's remit may include, but may not necessarily be limited to consideration for the following:

- Health and Safety Management System Review
  This will involve reviewing and sharing information on current health and safety performance and the status of the management system within the Faculty or Professional Service Department. This process

will involve consideration for both reactive and proactive indicators, which may include, but will not be limited to:

- o Identification of appropriate health, safety and environment training within the Faculty or Professional Service Department based on hazard profiles, and monitoring of completion and maintaining of training needs;
- o Receiving any enforcement action from relevant enforcement agencies such as Health and Safety Executive; Mid and West Wales Fire and Rescue Service; Natural Resources Wales; Ceredigion County Council; and Environment Agency;
- o Identification, monitoring and reviewing of Faculty or Professional Service Department hazards as identified within its hazard profile and risk matrices;
- o Receiving Faculty or Professional Service Department incident reporting data, trends and investigation reports, to consider and review the effectiveness of any remedial actions taken to prevent recurrences;
- o Considering and reviewing audit and inspection reports in relation to the Faculty or Professional Service Department, and supporting any improvements or findings identified.

- Improvement Theme Presentations

  This may involve receiving presentations or reports on topical or emerging themes which the Faculty or Professional Service Department will be required to implement and/or respond to, which may involve:

  - o Receiving updates on new or revised health, safety and environment policies, procedures and guidance documentation which the Faculty or Professional Service Department will be expected to implement;
  - o Receiving information and guidance on new or emerging legislation, best practice or working activities which may affect the Faculty or Professional Service Department's operations and activities;
  - o Receiving briefing sessions or toolbox talks on a particular hazard and/or risk area which impacts the Faculty or Professional Service Department's operations and activities.

- Syndicate Workshops

  Workshops or interactive sessions where participants focus on specialist themes and brainstorm actions to address deficiencies and identify and implement improvement actions.

Further information, including a suggested terms of reference for local Health, Safety and Environment Committees, is provided in the G010 Faculty or Department Health, Safety and Environment Committee Guidance document, which is available at: https://www.aber.ac.uk/en/hse/documents/.

Involvement of Members of Staff

Consulting employees or their representatives about matters to do with their health and safety is good management, as well as being a requirement under health and safety law. Employees are a valuable source of information and can provide feedback about the effectiveness of health and safety management arrangements and control measures. Where safety representatives exist, they can act as an effective channel for employees' views.

Seeking the views of employees and their health and safety representatives, who will have practical knowledge of their respective areas within the Faculty or Professional Service Department to contribute, will help to ensure that managers are able to take account of all relevant information. Members of staff can also provide useful feedback on the effectiveness of existing management systems and control measures. It is considered best practice to consult with relevant staff during the development and review of processes and documentation relating to the following:

- Risk assessments;
- Hazard matrices;
- Business planning;
- Change management;
- Recruitment and selection;
- Competency, awareness and training (including induction);
- Documentation, data control and records;
- Maintenance;
- Contractors or third party providers;
- Hazardous materials;
- Emergency preparedness and response;
- Incident reporting and investigation;
- Audits and inspections;
- Monitoring and review.

Information Dissemination Methods

Health and Safety Noticeboards

Health, safety and environment noticeboards can provide a highly visible method of communicating critical health, safety and environment information. Ideally, they should be displayed in prominent locations, and details of these locations shared with members of staff. Common locations for such noticeboards are often in building foyers and/or welfare areas. The type of information to be included on local health, safety and environment notice boards should include, but may not be limited to:

- Health and Safety Executive Health and Safety Law Poster (further information is available at: https://www.hse.gov.uk/pubns/books/lawposter.htm);
- Copy of the University's Employers and Public Liability Insurance Certificate (further information is available at: https://www.aber.ac.uk/en/efr/insurance/);
- Emergency and Out of Hours Telephone Numbers (local and University-wide);
- Names, locations and contact details for local first aid trained members of staff (further information is available at: https://www.aber.ac.uk/en/hse/proc-prac/first-aid/);
- Locations of local first aid boxes;
- Building evacuation muster points.

Safety Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk. The other methods may include engineering controls or safe systems of work and may be required under other relevant legislation. These Regulations make it clear that safety signs are not a substitute for other means of controlling risks to employees; safety signs are to warn of any remaining significant risk or to instruct employees of the measures they should take in relation to these risks. Note: certain fire safety signs may have to be displayed under separate legal provisions.

Within the regulations, signs incorporating certain colours have a specific meaning:

Colour	Meaning or Purpose	Instruction and Information
Red	Prohibition sign Danger alarm	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate
Yellow / Amber	Warning sign	Be careful; take precautions; examine
Blue	Mandatory sign	Specific behaviour or action, eg wear protective equipment
Green	Emergency escape First-aid sign No danger	Doors; exits; escape routes; equipment and facilities Return to normal

Toolbox Talks

A 'toolbox talk' is a short presentation to the workforce on a single aspect of health and safety, and will generally be an informal safety talk concerned with the sharing of best practice. It is normally delivered on-site (not in a training room) and on a specific subject matter. It will be a focused and to the point presentation with a specific safety message, which may be incorporated within another activity (e.g. staff meeting). The overall objective is to raise awareness of a particular aspect of the work. are at the discretion of the relevant manager and can include information such as procedural updates, work instruction updates, and sharing any lessons learnt following incidents or near misses.

The Health, Safety and Environment Team can support Line Managers with the development of their toolbox talks by contacting hasstaff@aber.ac.uk.