

## Code of Practice for Consultation with Employees, Students and Trade Unions

### Contents

Contents.....	1
1. Overview .....	2
2. Purpose.....	2
3. Scope.....	2
4. Definitions .....	2
5. Procedure .....	2
5.1. Consultation with employees and students:.....	2
5.2. Consultation with Trade Unions:.....	2
6. Further Guidance .....	3
6.1. Related Legislation:.....	3
7. Document History.....	3

## 1. Overview

This Code of Practice sets out the University's arrangements for health and safety consultation and representation through established committee's and forums at Institutional, Faculty, Directorate and Unit level.

## 2. Purpose

To describe how the University consults with staff, students and recognised trade union safety representatives in line with the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977.

## 3. Scope

Applies to all Faculties, Directorates, Units, staff, students and recognised trade union safety representatives across the University.

## 4. Definitions

**"Consultative Group"** - A Faculty/Directorate/Unit forum to discuss health and safety matters.

## 5. Procedure

### 5.1. Consultation with employees and students:

Each Faculty/Directorate must have a forum for discussion of health and safety matters. This should be a health and safety consultative group reporting to the Faculty/Directorate/Unit Management Committee.

These Committees/Groups should meet at least three times per years and are made up of the;

- Faculty Operating Officer/Director of Professional Services or an appointed senior manager,
- The Health and Safety Manager/Advisor for the Faculty/Directorate,
- Local Health and Safety role holders (Health & Safety Local Officer/DSE assessors/Fire wardens etc),
- Other named responsible persons and representatives of staff, and students where appropriate.

Reports from these Committees/Groups are to be sent to the Faculty/Directorate Management Committee.

These Committees/Groups should also be involved in the annual review of the Faculty/Directorate health and safety self-assessment checklist.

### 5.2. Consultation with Trade Unions:

Recognised trade unions are represented on the University Health and Safety Committee, which is the main forum for discussion on health and safety throughout the University.

Faculty Operating Officers/Directors of Professional Services will consult with trade union safety representatives in their Faculty/Directorate on changes likely to affect the health and safety of union members represented; arrangements for appointing competent people to assist in health and safety matters; and provision of health and safety information and training.

The University will provide reasonable facilities and assistance to enable safety representatives appointed by recognised trade unions to carry out the functions laid down in the Safety Representatives and Safety Committees Regulations, as amended by the Management of Health and Safety at Work Regulations.

These safety representatives will be given time off to attend training approved by the TUC or appointing union. Representatives wishing to attend this training should notify the people directorate and release will be given, subject to the agreement of their Faculty Operating Officer/Director of Professional Service.

## 6. Further Guidance

### 6.1. Related Legislation:

In addition to the general duties contained in the Health and Safety at Work etc Act 1974, other, more specific sets of Regulations and guidance may apply, such as the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977.

Links to these and further general guidance on Consultation with Health and Safety Representatives can be found on HSE web pages; [Health and safety representatives - HSE](#), [Consulting and involving your workers - HSE](#) & [Consulting employees on health and safety: A brief guide to the law](#)

## 7. Document History

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
10-02-2026	Anastasia Liasides – Health and Safety Advisor	Merged the code of practice for Consultation with Trades Unions & code of practice for consultations with employee and students.  Converted webpage format to new template.  Amended wording in section 5.1 to reflect the changes to the annual reporting requirements. Removed “Safety statement” inserted “health and Safety self-assessment checklist”

This document will be reviewed at least annually, hereafter.