



UKRI CEO HEALTH AND SAFETY POLICY STATEMENT

“UKRI – Committed to safe research and innovation”

“To enable United Kingdom Research and Innovation (UKRI) to perform as an outstanding organisation I require that we maintain the highest levels of Health, Safety and Welfare for our staff and all who work with us”

Professor Dame Ottoline Leyser, Chief Executive Officer

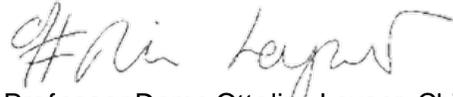
1. As Chief Executive Officer (CEO) I make the following policy statement for Health and Safety (H&S) in UKRI as I am accountable to the Board on these matters and exercise responsibility on the Board's behalf for meeting the requirements of legislation. In doing this, I emphasise the importance that I attach to the health, safety and welfare of all those who deliver UKRI activities and outputs, be they employees, contractors, tenants, facility users or others to whom we owe a duty of care, and those who may be affected by our activities. This policy statement is a commitment of my personal leadership in this area. It is to be applied throughout the organisation. To achieve this, I make clear in my letter of delegation to Council Executive Chairs and their central equivalents, via the UKRI Delegations Framework, that responsibility for H&S, as is set out in this policy, cascades down the line management chain.

General Duties

2. I require that:

- Within the United Kingdom we comply with applicable safety legislation;
- In our overseas activities, as a minimum, we apply UK standards and arrangements where reasonably practicable or the host nation's standards where they at least meet or exceed those adhered to in the UK;
- We implement a comprehensive and effective safety management system that:
 - Prevents, so far as is reasonably practicable, workplace accidents and minimises injuries and cases of work-related ill health via the identification of workplace hazards, assessment of the risks they pose, and the implementation of control measures identified as a result;
 - Ensures employees are suitably trained, skilled, experienced, knowledgeable and supervised to do their work without risk to their H&S and that of others;
 - Allows us to maintain safe and healthy working conditions, provide and maintain safe plant, equipment and machinery and ensure safe storage / use of substances; and
 - Ensures we can react safely to emergencies.
- We engage and consult with employees on H&S matters;
- Those of us in positions of management, from the Executive Committee (ExCo) downwards throughout the organisation, lead by example on H&S by giving it the priority it deserves and maintain a climate that promotes a safety culture where all are empowered to contribute to H&S objectives;

- We take reasonable care of our own H&S and that of others who may be affected by our acts or omissions at work and that we cooperate with all arrangements in place to enable us to discharge the duties placed upon us; and
- We seek to achieve continuous improvement in our H&S arrangements and performance.



Professor Dame Ottoline Leyser, Chief Executive Officer

United Kingdom Research and Innovation December 2020

ORGANISATION

Scope

3. This policy applies to all constituent parts of UKRI (councils, centres, laboratories and institutes) their staff and those working on UKRI sites i.e.:
 - Arts and Humanities Research Council (AHRC);
 - Biotechnology and Biotechnical Sciences Research Council (BBSRC);
 - Economic and Social Research Council (ESRC);
 - Engineering and Physical Sciences Research Council (EPSRC);
 - Innovate UK (IUK);
 - Medical Research Council (MRC);
 - Natural Environment Research Council (NERC);
 - Research England (RE);
 - Science and Technology Facilities Council (STFC);
 - UKRI Corporate Hub and International offices.

Duty of Care

4. As an employer, UKRI owes a legal duty of care to our staff for their health, safety and welfare wherever they work (including duty travel), and to others who may be affected by our undertaking. To discharge this duty of care, everyone needs to be aware of, understand and comply with their responsibilities under the law and the expectations of the CEO, as set out in this policy statement and reflected in H&S codes and local arrangements. Others including contractors, tenants, facility users, and visitors who use our estate are also required to cooperate with us on H&S matters.
5. Within the UK other employers are similarly under this duty of care where others work on or attend their sites. Therefore, we will cooperate with host organisations' H&S arrangements.
6. Where UKRI is a shareholder, or has equivalent status, in non-UKRI facilities or sites in the UK or overseas, we will endeavour to ensure that such facilities are operated to local or UK standards, whichever is more stringent; subject to its shareholding influence.

Roles and Responsibilities

All Staff

7. UKRI is maintained as a safe organisation by everyone who works for us being safe whilst they at work. We achieve this by everyone behaving in accordance with fundamental H&S obligations:
 - Taking reasonable care of your H&S and that of others who may be affected by what you do or do not do;
 - Cooperating with UKRI and local H&S management requirements;
 - Not misusing any equipment that is provided for safety purposes (e.g. fire extinguishers or personal protective equipment);
 - Following H&S instructions and completing the H&S training required of you;
 - Reporting all accidents, incidents, hazardous conditions or defects that you encounter in the workplace;

Chief Executive Officer

8. The CEO exercises responsibility, on behalf of the UKRI Board, for meeting the UKRI's legal H&S obligations and for resolving any conflict that may arise between the demands of H&S requirements and the demands of UKRI operations. The CEO is ultimately responsible for ensuring the provision of competent and sufficient resource to implement this policy.
9. The CEO delegates authority for H&S management across UKRI, via the Management Chain, to individual Council's Executive Chairs (ECs) and their central equivalents¹ who have the responsibility to establish suitable, sufficient and proportionate arrangements, including sufficient access to competent advice, to discharge the UKRI H&S policy for their area of authority.
10. The CEO manages UKRI through the Executive Committee (ExCo) with the Chief Financial Officer (CFO) being the lead member and ExCo focus for H&S matters. To support development (and management) of H&S matters within UKRI the CFO has appointed a UKRI Head of Health and Safety (Hd H&S).

Chief Financial Officer

11. In his/her role as the ExCo lead for H&S matters, the CFO shall:
 - Act as the point of focus for ExCo consideration of H&S matters and ensure H&S implications of ExCo decisions are given due consideration;
 - Ensure that an effective UKRI corporate H&S committee structure is established, reporting to the ExCo, that ensures the formulation of UKRI wide H&S policy and arrangements and strategic direction on H&S matters;
 - Ensure, via the effective operation of the H&S committee structure that:
 - H&S policy is regularly reviewed;
 - Goals to drive improvement in UKRI H&S performance are established;
 - Consultation on UKRI H&S matters
 - UKRI H&S performance is regularly reviewed;
 - Assurance on the effectiveness of H&S management is provided to the ExCo.

Executive Chairs and their central equivalents

12. Executive Chairs of Councils and their central equivalents shall:
 - Put in place and operate proportionate arrangements, including access to competent H&S advice, to implement UKRI H&S policy within their respective areas of responsibility;
 - Deliver H&S management via the management chain, this to include H&S performance as one element of performance appraisal;
 - Demonstrate their visible and active leadership of H&S reflecting this both in "what they say" and "what they do" to drive improvement to safety culture;
 - Establish a Health and Safety Consultation Committee, or similar forum, for their area of responsibility to assist in the formulation of and consultation on H&S management arrangements, improvement objectives and review of H&S performance;
 - Receive and, where needed, act on H&S performance information including the outcomes of audits and incident investigation reports;

¹ UKRI Chief Finance Officer, Chief People Officer, Strategy Group Directors and Chief Operating Officer

- Ensure adequate resources (time, money and people) are provided to implement UKRI H&S policy;
- Cooperate with others on H&S matters, particularly where they are located on others' sites, and with the UKRI Corporate Hd of H&S.

Managers

13. Managers, regardless of level, are under the duty of care for the health safety and welfare of the staff within their control and for that of others who may be affected by their activities.
14. The principal H&S responsibilities for managers, in line with the responsibilities placed upon Executive Chairs and their central equivalents are to:
- Implement the H&S standards and controls set out in UKRI, Council or central Directorate H&S management systems, ensuring adequate monitoring of H&S performance;
 - Identify hazards in their delivery areas, assess the risks these pose to the H&S of their staff and others, identify and implement suitable control measures, communicating the outcome of the assessment to those who are affected, seeking competent advice as needed;
 - Ensure their staff are competent via the provision of suitable information, instruction and training and experience to undertake their tasks;
 - Ensure any premises, plant and equipment under their control are safe and adequately maintained, including the arrangements for safe evacuation in the event of a fire or other emergency;
 - Provide adequate supervision of work and the workplace to ensure that H&S standards are maintained for staff and others working on UKRI sites;
 - Encourage reporting of all injuries and incidents and ensure any incidents under their authority are investigated by line managers, drawing on competent advice as necessary, to determine immediate and root causes and act on investigation findings to minimise the likelihood of recurrence;
 - Consult staff, safety representatives and others working under their authority on H&S matters to enable improvement to arrangements and performance and share lessons identified across UKRI;
 - Demonstrate their commitment to the health, safety and welfare of those under their authority and others affected by their activities and thus promote a positive safety culture.

UKRI Head of H&S

15. CFO has appointed a UKRI Hd H&S, within the CFO Directorate as the professional lead on H&S matters across the organisation who will:
- Formulate and propose UKRI H&S strategy, policy and arrangements that constitute the UKRI H&S Management System;
 - Provide, via the UKRI governance arrangements, assurance on H&S matters;
 - Provide competent H&S advice and guidance both corporately and wherever needed within the organisation;
 - Manage any UKRI Corporate H&S Risk and review the risk register tool to maintain corporate awareness of H&S risks across the organisation;
 - Work across functions (HR, Legal, Estates etc.) and with Councils and central Directorates to promote and engender a positive safety culture within UKRI;
 - Work closely with the UKRI full time TU Safety Representative;

- Have direct access to CEO as required and ensure any major incidents or events are notified to UKRI senior managers.

H&S Advisors

16. Councils or central Directorates shall appoint sufficient competent H&S advisors commensurate (both in terms of number and competence) with the hazard profile of the operations they undertake. Councils or central Directorates may choose to share such advisors where they are co-located, face common H&S hazards or the specialist nature of the hazard warrants a shared resource.
17. As a minimum, H&S advisors, for their area of responsibility, shall:
- Ensure a proportionate, coherent, documented H&S management system, meeting legislative and UKRI policy requirements is implemented and maintained;
 - Provide advice and guidance to managers to allow them to discharge their H&S responsibilities;
 - Collate and report H&S performance information for their respective teams;
 - Have direct access to their respective Executive Chair or their central equivalent;
 - Maintain their professional competence and, where encountering hazards outside of this, coordinate provision of specialist competence;
 - Work in cooperation with other H&S advisors, sharing lessons learned and best practice.

Trades Union Safety Representatives

18. In UKRI we have partnership agreements with our recognised trades union (TU) who, in accordance with the Safety Representatives and Safety Committees Regulations 1977, are entitled to appoint safety representatives. Safety representatives may represent all staff regardless of their TU membership. The functions of safety representatives are enshrined in law and are set out at Annex D. To ensure consistency across UKRI and to provide a focal point for consultation on H&S matters, the role of UKRI full time safety representative has been established, this is initially for a two-year period and will be reviewed in 2022.
19. Safety representatives, via their activities, have an important contribution to make to the continuous improvement to health, safety and welfare across UKRI.

ARRANGEMENTS

Safety Management System Documentation

20. UKRI is the legal entity for H&S matters and therefore has in place an overarching safety management system, supplemented by individual Council's and central Directorate's own arrangements. The documentation for the system consists of:

Policy – This statement of policy, organisation and arrangements.

UKRI H&S Codes – Supporting this UKRI policy are a series of codes relating to generic, subject specific, workplace hazards which identify relevant legislation and published guidance and set out any UKRI specific definitions or requirements.

Local Arrangements – Below UKRI Corporate level, management of H&S is the responsibility of Executive Chairs and their central equivalents for their respective areas and they are to put in

place their own safety management systems to meet their legal duty to ensure the H&S of their staff and which align with UKRI requirements where they exist. Common documented H&S management systems can be used where co-location and / or common hazards exist.

21. Local H&S arrangements should be consulted first by staff requiring advice or guidance on H&S matters

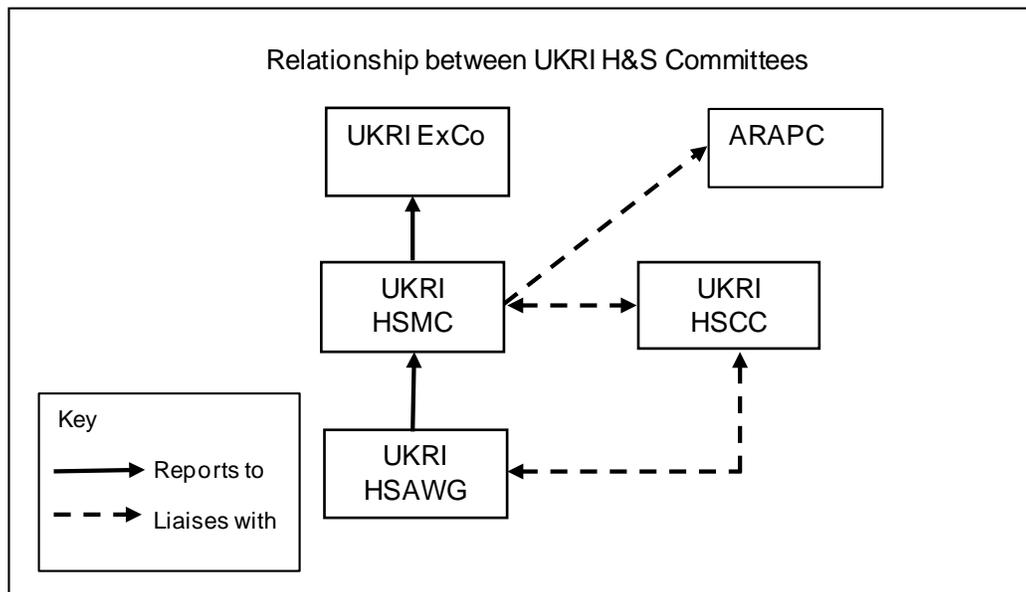
Governance

22. Governance of H&S management and performance is exercised via the UKRI H&S committee structure. The key UKRI H&S committees are:

The UKRI H&S Management Committee (HSMC) – a sub-committee of the UKRI ExCo, the H&S Management Committee sets the direction for H&S management across UKRI, receives and considers performance reports and agrees actions to improve performance and develop the UKRI’s safety culture. The chair of the committee reports to the ExCo and provides information and reports to the Audit, Risk, Assurance and Performance Committee (ARAPC). The Terms of Reference (ToRs) for the committee are at Annex A.

The UKRI H&S Consultation Committee (HSCC) – The committee is constituted to fulfil the requirements for the Safety Representatives and Safety Committees Regulations 1977, as amended, to consult with employees’ representatives on H&S matters across UKRI. The committee ToRs are at Annex B.

The UKRI H&S Advisors Working Group (HSAWG) – This Working Group brings together UKRI H&S Advisors to enable detailed review and formulation of arrangements, sharing of experience and best practice, supporting delivery of UKRI H&S initiatives and promote the establishment of a professional H&S community. The Working Group ToRs are at Annex C.



23. Councils and central Directorates are expected to have in place appropriate H&S governance arrangements to meet their individual needs. Where co-located, shared governance arrangements are acceptable, especially where there is a shared H&S management system.

Risk Assessment

24. Risk assessment is fundamental to effective management of H&S. All managers are required to identify the hazards to which their staff, and others, may be exposed in their workplaces or as part of their activities, assess the risks to H&S that these represent and ensure they are controlled so far as is reasonably practicable. Where risks are significant the assessment needs to be recorded and the outcome communicated to those who may be affected. It cannot be stressed enough that risk assessment is a thinking process and a means to an end and not the end itself. Where safety risks are considered to be of sufficient magnitude to present a risk to UKRI or Research Council objectives or reputation, they are to be entered into the relevant risk register and escalated to the appropriate level for their management.
25. Organisational change may affect the arrangements for the management of H&S, potentially resulting in increased risks to the H&S of staff and others. It also affords the opportunity to review and strengthen those arrangements. To avoid H&S management arrangements becoming degraded because of organisational change, those responsible for instigating such changes are to ensure that they assess the impact of the change on the existing arrangements for H&S management as part of the planning process, amending plans as necessary.

Competence

26. All staff need a basic understanding of how they can keep themselves safe and their responsibility for the H&S of others. Individual Councils and central Directorates will set their own mandatory training requirements. Where there is co-location at a specific site (e.g. Polaris House in Swindon) then site specific mandatory requirements may also fulfil the basic requirement.
27. It is also essential that staff are competent to undertake the tasks assigned to their role. Competence is a mixture of skills, qualifications, attitudes, experience and knowledge. Where information, instruction and training are identified as a control measure, managers are to ensure this is delivered, especially where people operate in high hazard environments. In some specialist roles individuals require specific qualifications and professional memberships; managers are responsible for ensuring these are held or obtained, advice on these matters is available from H&S advisors.

Assurance

28. Assurance is achieved via a combination of active and reactive monitoring activities encompassing audits, inspections, injury & incident reporting and achievement against objectives and performance indicators. Management review of the outcomes of these activities provides the opportunity for identification of trends and areas of H&S management that require strengthening via management action and areas of good practice to share wider.
29. Individual Councils and central Directorates are to have proportionate mechanisms to assure themselves that H&S is being effectively managed for their area of authority. UKRI Hd H&S will provide UKRI assurance via quarterly H&S performance reports compiled from information across the organisation and used within the UKRI H&S and wider governance mechanisms.

Employee Consultation

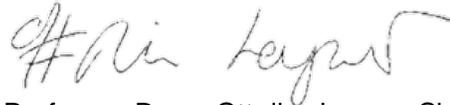
30. UKRI is committed to consultation with staff on H&S matters not only to meet our legal obligations but because it is often those at working level who understand what affects their H&S

and what will and will not work in strengthening H&S management arrangements. The focal points for employee consultation are recognised Trades Union Safety Representatives. The roles of Trades Union Safety Representatives are at Annex D

31. UKRI Strategic H&S consultation is achieved by the operation of the UKRI HSCC. In addition, employee engagement should occur at all levels within the organisation. It is for individual Councils (Centres, Laboratories and sites) and central Directorates, to enact their own arrangements for employee consultation, collaboratively where there is co-location; local arrangements should be in line with the overall UKRI H&S policy. If H&S issues are identified that cannot be resolved at local level then they may be elevated to council H&S consultation committees or their equivalent. Ultimately, issues can be brought to the UKRI HSCC.

Policy Review

32. This policy is subject to review and re-affirmation at least annually, or more frequently as determined by organisational change, legislation or other significant factors, by the UKRI CEO via the H&S governance structure. This policy is to be communicated to all staff and is available via the UKRI web-site.



Professor Dame Ottoline Leyser, Chief Executive Officer

United Kingdom Research & Innovation, December 2020

UKRI Health and Safety Management Committee Terms of Reference

Purpose

1. Acting on behalf of the CEO, the UKRI Health and Safety Management Committee (HSMC) is the senior governance forum for Health and Safety (H&S) within UKRI and is a sub-committee of the ExCo. The HSMC oversees the development of the UKRI H&S management system and reviews UKRI H&S performance, directing and agreeing actions to strengthen these aspects and establish continuous improvement in UKRI H&S performance.
2. The HSMC works in parallel with the H&S Consultation Committee (HSCC) and maintains strong links with it.

Responsibilities / Activities

3. To meet its purpose, the HSMC will:
 - Review the overarching UKRI H&S Policy and Arrangements for continued suitability. Identifying and agreeing any amendments required and, where necessary, following consultation with the HSCC, submitting amended Policy and corporate Arrangements to UKRI ExCo for approval and implementation across UKRI;
 - Develop proposals for UKRI H&S Goals, objectives, targets and performance indicators for endorsement by UKRI ExCo;
 - Monitor the effectiveness of the UKRI H&S Management System including, but not limited to, periodic review of performance data contained in quarterly H&S performance reports compiled by UKRI Head of H&S;
 - Maintain an overview of UKRI H&S business risks as included on the corporate risk register, reviewing progress in mitigating these risks and reviewing and approving H&S submissions to the corporate risk register;
 - Oversee the programme of internal H&S audits across UKRI including the commissioning and delivery of cross cutting H&S audits as may be required and reviewing their outcomes as part of the H&S assurance provided to ExCo and ARAPC;
 - Consider, from the information available, the safety culture prevailing in UKRI and how it may be developed further to ensure continuous improvement in H&S performance;
 - Review, at least annually, the activities and effectiveness of the UKRI H&S governance system including the operation of this committee, this will be via discussion under a specific agenda item;
 - Direct and receive reports on implementation of any initiatives or studies to improve UKRI performance as may be agreed at the Committee;
 - Maintain an overview of occupational health provision and initiatives and review UKRI OH performance.

Membership & Operation

4. The HSMC shall be chaired by the ExCo lead on H&S matters. The Chair is able to nominate a representative to deputise at any HSMC meeting. Secretariat should notify members of this in advance.
5. The membership shall comprise of:
 - The Chair
 - A management representative from each Research Council, Innovate UK, Research England and the Corporate centre. To maintain proportionality to risk profile, Council Executive Chairs or their equivalents may, subject to agreement by the Chair, agree common representation noting that Executive Chairs and their equivalents retain responsibility for H&S management under their authority;
 - UKRI Head of H&S
 - H&S Advisors from those Councils with significant H&S hazards – currently MRC, NERC and STFC
 - UKRI Chief People Officer or their nominated representative
 - UKRI Head of Estates
 - UKRI Risk Business Partner
 - A representative from UKRI Corporate Communications.
6. Whilst not a member of the Committee, a secretary will be provided from secretariat for each meeting.
7. Only members of the H&S Committee and those invited have the right to attend Committee meetings. Meetings are quorate when 7 members, of which one should be the Chair or Deputy Chair, are present. Members are to nominate an empowered deputy if they are unable to attend.
8. Input from other specialist advisors may be sought from the Committee as dictated by the agenda.
9. Members of the Committee will be agreed by the Chair or as agreed by the UKRI CEO.
10. The Committee will meet quarterly, the Chair may convene ad-hoc meetings as necessary.

Reporting

11. The UKRI HSMC will approve a quarterly report on UKRI H&S Assurance to both the ExCo and the ARAPC, together with H&S advice as required. A report will also be submitted to the UKRI Board annually.

Review

12. The ToRs will be reviewed annually.

UKRI H&S Consultation Committee Terms of Reference

Purpose

1. The UKRI H&S Consultation Committee (HSCC) works in parallel to the UKRI HSMC and maintains strong links with it. The purpose of the HSCC is to support open and constructive engagement between UKRI management, staff and their representatives in the development of the Corporate UKRI H&S management system.
2. This Committee is the formal UKRI committee for staff consultation as set out in the Safety Representatives and Safety Committees Regulations, 1977, as amended.
3. The Committee may, as a result of its operation, identify initiatives or other courses of action to strengthen H&S management and performance for consideration by the HSMC.

Responsibilities

4. The Committee shall:
 - Receive and consider reports from the UKRI HSMC including, but not limited to, UKRI H&S audit and performance reports including summary statistics on injuries, near misses, and occupational health;
 - Through their engagement with the TU membership, who represent all staff regardless of TU membership, raise issues or concerns regarding H&S management where local resolution has not proved possible at Research Council level and make proposals for remedial action where appropriate;
 - Review proposals for UKRI H&S objectives and key performance indicators prior to their endorsement by UKRI ExCo;
 - Propose initiatives for strengthening H&S management in UKRI;
 - Review the adequacy of safety training, supervision and the supply of information to staff and others working on UKRI sites; and
 - Consider and, as appropriate, provide comment on proposed changes to this UKRI H&S policy and supporting codes, procedures, arrangements or guidance;
 - Consider from the information available, the safety culture prevailing in UKRI and how it may be developed further to ensure continuous improvement in H&S performance;
 - Comment on the activities and effectiveness of the UKRI H&S governance system; and
 - Consider as appropriate, substantial matters that have been escalated by Councils' H&S consultation committees;
 - Review, at least annually, the activities and effectiveness of the operation of the committee, this will be via discussion under a specific agenda item.

Membership and Operation

5. The HSCC shall be Co-Chaired by the Executive Committee lead on H&S matters, or their nominee, or as agreed by the UKRI CEO, and a Staff Co-Chair nominated by the TU appointed safety representatives.
6. Members

- Co-Chairs
 - Management representatives from each Council and Corporate Directorate (where relevant Councils or Corporate Directorates may wish to agree common representation in agreement with the Co-Chair)
 - Staff (including National Officers if requested, and agreed by the co-chairs) representation from H&S representative(s) from each UKRI recognised Trades Union and, as appropriate, elected Representatives of Employee Safety; and
 - On a non-voting basis, at least two Council or Corporate Directorate H&S advisors and the UKRI Corporate Hd of H&S
7. The balance of the Committee should broadly reflect a 50:50 split of management and staff representatives. A minimum of 51% attendance on both management and staff sides is required for quorum which is to include the Co-Chairs (or deputy Chairs).
 8. Across UKRI, agreements that TU Safety Representatives may represent the views of all staff are in place, the operation of this committee does not alter such agreements.
 9. Input from UKRI, Council and Corporate Directorate H&S advisors or other specialist advisors may be sought by the Committee as determined by the Committee's agenda.
 10. Only members of the Committee and those invited have the right to attend Committee meetings. Members should aim to ensure a deputy attends when they are unable to do so. Secretarial support will be provided to the Committee.
 11. Management membership of the Committee will be agreed by the Chair of the HSMC, Staff membership will be agreed with the Staff Side Co-Chair of the HSCC.
 12. The Committee shall meet at least twice a year. The Co-Chairs may convene ad-hoc meetings by agreement and as necessary.

Review

13. The HSCC ToR will be reviewed by the Committee annually along with the UKRI H&S Policy

UKRI H&S Advisors Working Group Terms of Reference

Purpose

1. The UKRI H&S Advisors Working Group (HSAWG) reports to the UKRI HSMC and receives direction from it. It is responsible for the detailed development of all aspects of the UKRI H&S management system and oversight of performance against it.

Responsibilities

2. In supporting the UKRI HSMC and achieving its purpose, the HSAWG shall:
 - Identify any issues or opportunities with respect to UKRI H&S policy and arrangements, highlighting these to the chairs of the HSMC and HSCC together with proposals for resolution and developing detailed solutions for implementation;
 - Propose and develop the mechanisms for monitoring and improving UKRI H&S performance, including objectives and performance indicators;
 - Provide an overview of UKRI H&S performance;
 - Advise and, as appropriate, lead on the detailed design and implementation of H&S management arrangements e.g. generic guidance documentation and a standardised UKRI H&S incident reporting system;
 - Take a view on the UKRI H&S culture and propose initiatives and mechanisms by which it may be developed within the principles of continuous improvement;
 - Fulfil the requirement to be a specialist H&S professional forum and network to support all Council and Corporate Directorate H&S Advisors by:
 - Promoting and sharing good practice in H&S management across UKRI including inviting specialist guest speakers on subjects of mutual interest to meetings;
 - Sharing experiences gained via regulatory engagement across UKRI; and
 - Sharing learning from H&S incidents from across UKRI.
 - Review, at least annually, the activities and effectiveness of the operation of the working group, this will be via discussion under a specific agenda item.

Membership and Operation

3. The UKRI HSAWG will be chaired by UKRI Hd H&S who will also nominate a deputy.
4. Members
 - The Chair

- Lead H&S Advisors, or those with responsibility for H&S, from within UKRI Councils, including constituent Centres and Institutes, and Corporate Directorates. Where relevant Councils or Corporate Directorates may agree common representation in agreement with the chair.
5. A minimum attendance of 51% of the membership is required for quorum which is to include the Chair or Deputy Chair.
 6. Input from other Council or Corporate Directorate H&S advisors or other specialist advisors (e.g. radiation protection advisors) may be sought by the Working Group as determined by the meeting's agenda.
 7. Only members of the Working Group and those invited have the right to attend Working Group meetings. Attendance should include non-voting secretarial support
 8. The Working Group will meet, initially, approximately monthly as UKRI H&S management arrangements are established and consolidated. The Chair can convene ad-hoc meetings as necessary.

Reporting

9. The chair of the HSAWG will provide a verbal report to meetings of the HSMC.

Functions of Trades Union Safety Reps

The function of safety reps, as specified in the Safety Reps and Safety Committee Regulations (1977) is as follows:

4.—(1) In addition to his function under section 2(4) of the 1974 Act to represent the employees in consultations with the employer under section 2(6) of the 1974 Act (which requires every employer to consult safety representatives with a view to the making and maintenance of arrangements which will enable him and his employees to cooperate effectively in promoting and developing measures to ensure the health and safety at work of the employees and in checking the effectiveness of such measures), each safety representative shall have the following functions:—

(a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents) and to examine the causes of accidents at the workplace;

(b) to investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work;

(c) to make representations to the employer on matters arising out of sub-paragraphs (a) and (b) above;

(d) to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;

(e) to carry out inspections in accordance with Regulations 5, 6 and 7;

(f) to represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;

(g) to receive information from inspectors in accordance with section 28(8) of the 1974 Act; and

(h) to attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions;

but, without prejudice to sections 7 and 8 of the 1974 Act, no function given to a safety representative by this paragraph shall be construed as imposing any duty on him.

(2) An employer shall permit a safety representative to take such time off with pay during the employee's working hours as shall be necessary for the purposes of—

(a) performing his functions under section 2(4) of the 1974 Act and paragraph (1)(a) to (h) above;

(b) undergoing such training in aspects of those functions as may be reasonable in all the circumstances having regard to any relevant provisions of a code of practice relating to time off for training approved for the time being by the Health and Safety Commission under section 16 of the 1974 Act.

In this paragraph "with pay" means with pay in accordance with the Schedule to these Regulations.