

10 April 2019

Peter Cox
Managing Director
Novus
Whitworth House,
Ashton Old Road,
Openshaw,
Manchester
M11 2WH

Dear Peter,

NOVUS UCU Health, Safety, Welfare and Working Conditions Claim

We write on behalf of the UCU NOVUS branch to submit a Health, Safety, Welfare and Working Conditions Claim. UCU is formally submitting this claim via the industrial relations machinery of the JCC with NOVUS due to the failure of the Health and Safety escalation routes to deal adequately, or at all, with serious health and safety issues.

In the event that the NOVUS response to this claim fails to meet the expectations of UCU members, the union reserves the right to declare a trade dispute with NOVUS on all, or some, of the claim points and ballot for industrial action in affected establishments.

Novus UCU Claim Part 1

UCU is seeking agreement with Novus to implement urgent remedial actions in all prison establishments where Novus employees are working. As a minimum these actions will:

- Tackle violence against staff, including the targeting of violence against women workers
- Prevent exposure of staff to Spice/psychoactive substances.
- Prevent exposure of staff to hazardous substances and dust in workshops.
- Ensure that staff have access to effective consultation structures.
- Ensure that staff have access to clean and hygienic sanitary conveniences, washing facilities, clean drinking water, rest and meal facilities and are provided with toilet breaks.
- Ensure that staff have access to effective, time-limited, escalation routes and dispute resolution structures.
- Ensure that staff are not required to do the work of prison officers including escorting, searching, wandng, facilitating toilet duties or signing in.

- Further develop and agree appropriate national, regional, and local health and safety consultation arrangements.
- Ensure effective consultation with UCU on Risk Assessments and Safe Systems of Work.

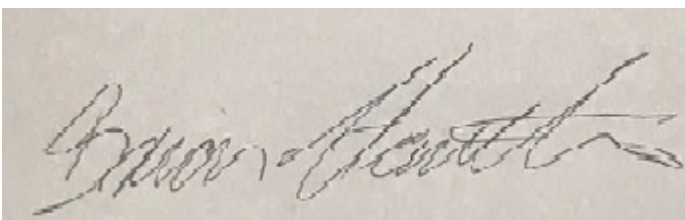
Novus UCU Claim Part 2

UCU is seeking agreement with Novus to implement specific and urgent remedial actions in all workshops within prison establishments where Novus employees are working. These actions consist of:

- Exposure monitoring of Novus staff and in-room monitoring to be implemented for all workshops on an agreed and ongoing basis.
- Health surveillance to be implemented for Novus staff on an agreed and ongoing basis.
- Adequate control measures to prevent exposure to dust and hazardous substances in all prison workshops used by Novus employees and prisoners. This is to be achieved using the hierarchy of controls as set out in the COSHH Regulations 2002 with LEV to be used as a minimum engineering control measure along with PPE; deep cleaning; housekeeping; adequate general ventilation and extraction; and other control measures as appropriate. The objective shall be to reduce exposure below the workplace exposure limit [WEL] and as close as possible to zero.
- All machinery, plant and equipment to be serviced regularly to ensure that all controls, guarding and LEV are in full working order.
- Workplace standards and procedures for workshops to be agreed with UCU.

We look forward to your early and considered response on this claim and are prepared to prioritise discussions with you at the earliest opportunity with a view to reaching agreement on all matters.

Best regards

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Brian Hamilton'.

Brian Hamilton
UCU Novus Branch Chair



Adam Lincoln
Bargaining and Negotiations Official
(Health, Safety and Sustainability)
University and College Union



Andrew Harden
Head of Further Education
University and College Union