

## PRISON EDUCATION

# CHECKLIST FOR RESOLVING HEALTH AND SAFETY ISSUES - NOVUS

UCU has been working hard to secure a safer working environment for members and all education contract staff across public and private prisons and the secure estate. UCU has reached agreement with Novus on escalation routes for unresolved health and safety issues; national, regional and local H&S meetings; reporting systems through Novus Know How; and consultation with all staff on risk assessments and safe systems of work.

### FIVE STEPS TO A SAFER WORKPLACE:

#### **1: Elect one UCU rep & one health & safety rep**

UCU has a network of trained representatives across most Novus workplaces. The first step is to raise any concerns you may have with your local UCU rep and/or H&S rep. If your workplace does not have reps in place you should speak to your colleagues about electing one without delay.

**Individual members who are concerned about risks in the workplace should immediately contact their local health and safety rep.**

#### **2: Monthly local health & safety meetings**

UCU and Novus have agreed terms of reference for monthly H&S meetings with local Novus education managers. **This is the first stage for raising (non-urgent) health, safety and welfare issues.** The monthly meetings are tasked with reviewing and discussing issues raised by staff, accidents, incidents, near misses, imposed regime changes, and matters which may need to be escalated to the prison or regional Novus/UCU meetings.

**Unresolved issues at this level should be escalated to the regional Novus director and regional UCU rep as per the escalation routes below.**

### 3: Health and safety escalation routes

Unresolved issues, incidents, near misses, imposed regime changes, or other matters should be escalated as follows:

1. Non-urgent matters should be referred to the regional Novus/UCU meetings.
2. **Unresolved urgent matters** should be referred immediately to the regional UCU rep by the local UCU rep. The regional UCU rep should then contact the Novus regional director, the appropriate UCU regional official, the national UCU H&S rep and the national UCU H&S official.
3. Regional meetings discuss matters escalated as per the above and also review and discuss region-wide: issues, accidents, incidents, near misses, imposed regime changes, and matters which may need to be escalated to the HMPPS Cluster Lead (Health Safety & Fire) or the national Novus/UCU H&S committee.
4. The national H&S committee discussed Novus-wide: issues, accidents, incidents, near misses, imposed regime changes, and matters which may need to be escalated to the national HMPPS/MoJ OLASS Forum or the Health and Safety Executive (HSE).

### 4: Incident reporting

All accidents, incidents or near misses need to be reported to Novus and the prison in a timely manner. This includes all accidents that relate to Novus staff, learners, sub-contractors and visitors. The Near Miss, Incident, or Accident Report form and Investigation Form is located on Novus Know How, under 'People', then 'H+S'. Please also log all incidents in the appropriate prison reporting system.

Incident reporting takes place **in parallel** with the escalation routes referred to above.

**Please also report all incidents to your UCU rep, and all serious incidents to the national UCU report mailbox - [prisons@ucu.org.uk](mailto:prisons@ucu.org.uk)**

### 5: Risk assessments

Risk assessments must be in place for all areas including classrooms and workshops. Novus has agreed that all risk assessments and safe systems of work will be completed in consultation with affected staff and local UCU reps. It is vital that all the known hazards (e.g. escorting, Spice/NPS, allocation of learners, dust, noise, infectious disease, assaults, overcrowding etc) are recorded in an up to date risk assessment. Control measures and safe systems of work follow from the risk assessment. In situations where risk assessments have not been completed; where risk assessments have been completed without involving staff; or where control measures in risk assessments are disputed by staff; this must be raised as an 'issue' at the monthly meetings referred to above. If unresolved follow the escalation routes set out above.

**April 2018**