

PRISON EDUCATION

UCU ISSUES LOG - MONTHLY LOCAL HEALTH AND SAFETY MEETING (NOVUS)

This template should be used in conjunction with:

- 1. UCU member factsheet (checklist for resolving health and safety issues)**
- 2. Novus health & safety escalation routes chart**
- 3. Novus local health & safety meetings - TERMS OF REFERENCE**
- 4. Novus health & safety learning bulletins**

Name of prison/workplace _____

Name of Novus education manager _____

Name of UCU rep/UCU H&S rep _____

Date of meeting _____

Description of issue/incident (including near miss)/prison imposed change:

(Further space provided over the page)

AGREED ACTION POINTS:

Signed _____ (UCU rep) / _____ (Manager)

Please send a copy of this to prisons@ucu.org.uk