

UNIVERSITY HEALTH AND SAFETY COMMITTEE – TERMS OF REFERENCE

1. Purpose

To contribute to the development of policy, and monitor performance in all areas of occupational safety and health within the University.

2. Composition

2.1 The Committee shall be comprised as follows:

- (i) Ex-officio members: The Director of Corporate Services (Convener), Director of Health and Safety, Deputy Director of Health and Safety, Occupational Health Manager, and the Physician in Charge of the University Health Service.
- (ii) Subject area representatives – University staff with particular expertise or interest in health and safety matters to reflect the range of disciplines within and hence the risk profile of, the University: biological / biomedical sciences, physical sciences, veterinary sciences, catering / residences, information technology, estates and buildings, and low risk (office type) environments.
- (iii) Trade Union representatives: Each of the three recognised Trade Unions (UCU, UNISON and UNITE) will nominate one representative to be a member of this Committee; one additional joint representative of the three recognised trade unions will also be nominated by the Joint Unions Liaison Committee (JULC).
- (iv) Up to four management representatives. These currently come from the following areas; Estates and Buildings, Human Resources, Student Services.
- (v) A representative of the Students' Association. This will normally be the President of the Students' Association who will remain a member of the Committee for the length of his/her term of office.
- (vi) A legal expert specialising in occupational safety and health.

2.2 Membership is compliant with the requirements of the Safety Committees and Safety Representatives Regulations.

2.3 All non-ex officio members of this Committee will be invited to join the Committee by the Convener and will be appointed for a period of three years, renewable up to a normal maximum of two consecutive terms of office.

2.4 The Director of Corporate Services shall be the Convener of this Committee. The Director of Health and Safety will deputise as the Convener should the Convener be absent for the duration of the meeting.

2.5 The Director / Deputy Director of Health and Safety shall act as Secretary to the Committee.

- 2.6 All members of the Health and Safety Committee are expected to comply with the University's Code of Conduct as set out in the University's Handbook and declare any interests which may conflict with their responsibilities as Members of the Health and Safety Committee.
- 2.7 Other individuals from within or outwith the University may also be invited to attend meetings from time to time to provide the Committee with information on specific items on the agenda.

3. Meetings

- 3.1 The Committee will meet as required to fulfil its remit and will meet at least twice in each academic session.
- 3.2 Minutes, agendas and papers will normally be circulated to members of the Committee at least five days in advance of the meeting. Late papers may be circulated up to two days before the meeting. Only in the case of extreme urgency and with the agreement of the Convener will papers be tabled at meetings of the Committee.
- 3.3 Non-contentious or urgent matters not on the agenda may be considered at a meeting subject to the agreement of the Convener of the meeting and the majority of members present.
- 3.4 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of freedom of information legislation.
- 3.5 Eight members of the Committee shall be a quorum. This number must include the Convener or the Director of Health and Safety.
- 3.6 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation and in the case of the absence of the Convener at a meeting the Committee member appointed to act as Convener for the duration of that specific meeting.
- 3.7 Where necessary the Committee may also function between meetings through correspondence and any decision(s) taken formally ratified at the next meeting of the Committee.

4. Remit

- 4.1 To oversee the implementation and operation of the University's health and safety policy and arrangements, to ensure that key risks are identified, and that appropriate control measures are implemented.
- 4.2 To ensure that a suitable health and safety management structure is in place within the University, to maximise the protection of the health of staff, students and visitors.

- 4.3 To encourage the sharing of best practice within the University community with regard to occupational safety and health, and wellbeing, and providing a forum for discussion of issues of concern.
- 4.4 To monitor health and safety performance throughout the University, to ensure satisfactory legislative compliance.
- 4.5 To ensure that senior management is fully informed with regard to significant issues and developments in occupational safety and health, to ensure compliance with legislative and common law requirements.

5. Other

- 5.1 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall review of Court and its Committees and report thereon to Court.
- 5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.
- 5.3 Reports on the main points discussed at each meeting will be provided to the subsequent meeting of the University Executive.
- 5.4 Membership of the Committee will be published on the University's website in accordance with the University's agreed publication scheme.