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## UNIVERSITY HEALTH, SAFETY AND WELLBEING COMMITTEE

### TERMS OF REFERENCE

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#### **1. Purpose**

- 1.1 To seek assurance in relation to health, safety and wellbeing performance of the University and promote a positive safety culture.
- 1.2 Consider the strategic approach to health, safety and wellbeing to ensure an annual plan is in place to deliver on the objectives, monitor performance against the plan and deliver continual improvement.
- 1.3 Provide a forum to engage on health, safety and wellbeing with appointed staff and student representatives on the making and maintenance of measures to remove and reduce risk to staff and students.

#### **2. Remit**

- 2.1 Be assured that suitable University health and safety management systems and written arrangements are in place for staff, students and visitors. Approve all University health and safety written arrangements such as Codes of Practice and Guidance and submit the review of any significant changes to the University Health and Safety Statement and Policy to the University's Audit & Risk Committee.
- 2.2 Monitor health and safety performance throughout the University; receive such reports as appropriate to review and comment on performance.
- 2.3 Be advised of the access to and arrangements for suitable competent advice as required by current legislation.
- 2.4 Encourage the sharing of best practice within the University community with regard to health, safety and wellbeing, and provide a forum for discussion on issues of concern.
- 2.5 Ensure that University senior management is informed with regard to the performance of the University, significant issues and changes in health, safety and wellbeing legislation and practices, which affect the undertaking of the University.

- 2.6 Receive and discuss reports from enforcement authorities as related to the management of health and safety.
- 2.7 Establish subgroups and receive such reports as necessary from such subgroups for the Committee to undertake its purpose. The Committee's standing subgroups will include Radiation Safety, Biological Safety and Health and Wellbeing. Regular standing committees will have their own Terms of Reference approved by the Committee and reviewed annually. Review particular subject matter areas, as deemed appropriate by the Committee through short life working groups.
- 2.8 Receive annual reports on organisational performance with regard to the standards, and objectives.

In particular; the University's Health and Safety Risk Profile and Audit, Fire Safety, Occupational Health, Personal Safety, Radiation Safety, Biological Safety, Food Safety, Wellbeing, Training, Accidents and Incidents, College and School annual reports. In addition, an annual report on safety management will be requested from the Students Association. Where appropriate the Committee will request information from partners and subsidiary companies of the University where activity impacts on University health and safety management arrangements.

### **3. Membership**

3.1 The Committee shall be comprised as follows:

- (i) Convener- Director of Corporate Services (ex officio).
- (ii) University Management - members of senior staff (College Registrar / Head of Operations) invited from each Area College of CMVM, College of CSE, College of CAHSS, and Professional Services (6).
- (iii) Trade Union representatives(4): Each of the three recognised Trade Unions (UCU, UNISON and UNITE) will nominate one representative to be a member of this Committee; one additional trade union safety representative of the three recognised trade unions will also be nominated by the Joint Unions Liaison Committee (JULC).
- (iv) Representatives of the University of Edinburgh's Students' Association (2). This will normally be the President of the Students' Association and the Chief Executive Office of the Students' Association.
- (v) Co-opted competent and specialist advisers (ex-officio): Director of Health and Safety, Head of Occupational Health, Head of Safety (Estates), Director of Estates, Director of HR, Deputy Director Health and Safety, Director of Student Services.
- (vi) A non-executive lay member of Court will be invited (1).
- (vii) The Committee secretary will be nominated from the Department of Health and Safety.
- (viii) Members of staff will be invited from time to time to present reports to the Committee or as specialist advisers.

- 3.2 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.
- 3.3 Other individuals from within or outwith the University may also be invited by the Convener to attend meetings from time to time to provide the Committee with information on specific items on the agenda.

#### **4. Meetings**

- 4.1 The Committee will meet as required to fulfil its remit three times in the academic session and as scheduled annually.
- 4.2 Minutes, agendas and papers will normally be circulated to members of the Committee at least five working 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.
- 4.3 Important 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.
- 4.4 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.
- 4.5 Six members of the Committee shall be a quorum. This number must include the Convener and should be representative of both management and union representatives. Should the Committee meet and not be quorate, minutes will be taken and any decisions will not be ratified until the Committee meets and is quorate.
- 4.6 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.
- 4.7 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.

#### **5. Other**

- 5.1 The Committee, will from time to time, undertake a review of its own performance and effectiveness and report changes to the University's Audit & Risk Committee.

5.2 Reports on the key areas reviewed and monitored at each meeting will be provided to the subsequent meeting of Audit & Risk Committee as the governance committee for UHSC and for general information to the University Executive. The annual report on Health and Safety will be provided to the University's Audit & Risk Committee, review which will then be reported to Court as set out in the Health and Safety Policy. The annual report on risk profile and audit will also be submitted to the University's Risk and Audit Committee.

5.3 Membership of the Committee will be published on the University's website in accordance with the University's agreed publication scheme.

## **6. Standards for members**

6.1 All Committee members will receive an induction which will include the University's health and safety management systems and be requested to familiarise themselves with the University's Health and Safety Policy and written arrangements.

6.2 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.

**If you require this document in an alternative format please contact The Health and Safety Department on [health.safety@ed.ac.uk](mailto:health.safety@ed.ac.uk) or call (0131) 651 4255.**

## **Document version**

| Version number | Summary of change                                        | Date and by whom     |
|----------------|----------------------------------------------------------|----------------------|
| V1.0           | Changed Font Size / Insert Footer / Alt Format Statement | 16 May 2022 – T.Elms |
| V1.1           | Committee Name Change                                    | 29 May 2025 – T.Elms |