Terms of Reference
Health and Safety Consultative Group

Membership 22 (see Notes)  Quorum 11

Chair Director of Health and Safety

Other members Health & Safety Officer (Estates) (Deputy Chair)
Two Health and Safety Co-ordinators representing the Faculty of Science
Two Health and Safety Co-ordinators representing the Faculty of Arts and Social Sciences
Two Health and Safety Co-ordinators representing the Faculty of Management, Economics and Law
Two Health & Safety Co-ordinators representing Professional Services
One member appointed by each recognised trade union (i.e. UCU, GMB, UNITE)
VP Welfare and Diversity (Students’ Union)
Deputy CEO (Head of Trading Services) (Students’ Union)
Head and Student Well-being and Safeguarding (Academic Services)
Head of Maintenance Services (Estates)
Security Manager (Estates)
Environmental Health Supervisor (Commercial Services)
Business Partner (Staff Health and Well-being) (Human Resources)
Fire Safety Officer

Secretary Health & Safety Officer (Auditor)

Meetings per year 3

Purpose

- To meet the statutory requirement for the College to consult with its employees on health and safety-related issues, specifically, the following Regulations:
  the Safety Representatives and Safety Committees Regulations 1977 (as amended)
  the Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

- To be the formal means for representatives of management, staff and students to meet regularly for the purpose of establishing and developing a positive and progressive health and safety culture.
Terms of Reference

1. To study accident, incident and disease statistics and trends (including those under RIDDOR) so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.

2. To examine and provide comment on the significant findings of health and safety audit reports.

3. To examine and provide feedback on information papers and reports submitted to the membership for their consideration.

4. To consider reports and information provided by inspectors of the enforcing authorities, such as the Health and Safety Executive and Environment Agency.

5. To consider reports (subject to the approval of the Group’s Chair) which safety representatives may wish to submit.

6. To assist with the development of health and safety guidance and safe systems of work.

7. To consider and provide feedback on the effectiveness of health and safety training.

8. To consider and provide opinion on the adequacy of health and safety communications and publicity, and make recommendations on such matters as health and safety campaigns and education.

9. To comment on, and endorse, health and safety performance standards, such as policies and procedures.

10. To consider and make recommendations on items considered at the request of the Health and Safety Management Committee.

11. To consider and make recommendations on items considered at the request of the Director of Health and Safety.

12. To consider and make recommendations on relevant items considered at the request of members of the Group, including those items raised at a departmental level having failed to have been resolved within a reasonable period; where there is any doubt as to the suitability of a subject for consideration, then the Chair shall have the final decision on the matter.

13. To submit an annual report to Health and Safety Management Committee summarising the Group’s work.

Devolved Powers

- None
Reports to

- Health and Safety Management Committee

Groups reporting to this Group

- Radiation Safety Group (via the Group Chair)
- Genetic Modification and Biological Safety Group (via the Group Chair)
- Fire Safety Working Group (via the Fire Safety Officer)
- Asbestos Management Review Group (via the Chair)
- Legionella Management Review Group (via the Chair)

*Notes

(1) Health and Safety Co-ordinators shall represent both academic and professional services staff within their respective areas of responsibility.

(2) Additional attendees (up to a total of three) may attend where the nature of the agenda is such that the discussion would benefit from their knowledge. Seven days’ notice must be given to the Secretary.

(3) Members may send nominees from the same area of activity but must make sure they are adequately briefed.

Date approved: 22/01/2018