Terms of Reference
Health and Safety Management Committee

Membership

Chair
Director of Governance and Legal Services

Other members
Director of Health and Safety
Deputy Director of Estates
Head of Residences (Commercial Services)
Director of Student and Registry Services
Senior Department Manager
Senior member of Technical Staff
Two Senior Academics
Head of Employee Relations and Business Partnering (Human Resources)

Secretary
A member of Health and Safety Office

Meetings per year
4

Purpose

This Committee has been established under the delegated authority of the Principal, with the purpose of developing and managing the College’s health and safety* policy and strategy. The Committee also monitors the health and safety performance of the College, reviews incidents and provides a forum for obtaining input from management and representatives of the Health and Safety Office on the development and direction of health and safety at the College.

Reference to health and safety includes College responsibilities in respect of fire safety and environmental health.

Terms of Reference

1. To maintain an overall assessment of the key College health and safety risks from which priorities for action are set and reviewed annually; where there is significant risk, to determine and ensure action is taken to mitigate such risk
2. To set and review health and safety performance and objectives to improve health and safety management and maintain a positive health and safety culture
3. To review and endorse policy, strategy and other health and safety performance standards before executive approval by the Planning and Resources Committee
4. To review performance indicators, investigations of significant incidents/failures, and progress with addressing the significant findings of audits and inspections
5. To monitor and review the adequacy and implementation of health and safety-related training, awareness and competency standards
6. To monitor and review the adequacy of the College’s arrangements for communication, consultation and co-operation on health and safety matters
7. To establish specialist health and safety sub-committees and groups, as appropriate
8. To receive items of significance from specialist safety sub-committees and groups with responsibility for health and safety matters, including the College Health and Safety Consultative Group
9. To consider reports that recognised trade union safety representatives may wish to submit
10. To submit an annual report to both the Planning and Resources Committee and the Health and Safety Assurance Committee summarising the Committee’s work.

Devolved powers

None

Reports to

- Planning and Resources Committee
- Health and Safety Assurance Committee
- Health and Safety Consultative Group (for the purpose of consulting staff and student representatives and health and safety representatives appointed by the recognised Trade Unions)

Groups reporting to this Committee

- Genetic Modification and Biological Safety Group
- Radiation Safety Group
- Fire Safety Working Group
- Asbestos Management Review Group
- Legionella Management Review Group

Effectiveness review

- Annually, to review business covered and consider its effectiveness in developing and managing the College’s health and safety policy and strategy.

*Notes

Additional attendees may be invited by the Chair to attend where the nature of the agenda is such that the discussion would benefit from their advice or expertise.

Date approved: 22/01/2018