HEALTH AND SAFETY ASSURANCE COMMITTEE

Membership 4 (see notes)  Quorum 2

Chair An independent member of Council, appointed by Council
Vice Chair An independent member of Council, appointed by Council
Other Members Two further independent members
Co-option A maximum of two co-opted members as required
In Attendance The Principal, or nominee
Chief Operating Officer
Dean of the Faculty of Science
Dean of the Faculty of Management and Economics
Dean of the Faculty of Arts and Social Sciences
Director of Governance and Legal Services
Director of Health & Safety
Chief Executive Officer of the Student's Union
President of the Student's Union
Secretary A member of the Secretariat

Meetings per year Minimum of 2

Purpose
On behalf of Council, to satisfy itself that the College is managing all activities in accordance with its responsibilities in respect of the health & safety* of staff, students and any other persons who could be affected by such activities.

*References to health and safety includes College responsibilities in respect of fire safety, wellbeing and environmental health.

Terms of reference

1. To examine whether the College’s management of health and safety is undertaken in accordance with legislative, best practice and other relevant standards and is an integral part of its culture, values and performance standards.
2. To review annually health and safety performance in professional services and each Academic Faculty.
3. To ensure that periodic audits of the effectiveness of management structures, management systems and risk controls for health & safety are carried out.
4. To prepare an annual report summarising the Committee’s work during the year for Council. The report will also cover the following:
   • Any improvements to health & safety systems, including any decisions to address shortcomings
   • Details of any reportable accidents, diseases, major incidents, similar events which had the potential for adverse consequences for the College, or changes that have affected or significantly impacted on the health & safety of staff, students or other persons.
   • Any enforcement or legal action taken against the College
5. To receive any relevant reports from the Director of Health & Safety, the Health & Safety Consultative Committee or the Planning and Resources Committee.

Devolved Powers

• None
Reports to

- Council

Receives reports from

- Planning & Resources Committee on matters relating to health & safety
- Health & Safety Consultative Committee

Committees Reporting to this Committee

- Health & Safety Consultative Committee

Effectiveness Review

- Three yearly, to review business covered and consider its effectiveness in monitoring the College’s compliance with Health & Safety requirements. To make such changes as necessary.

*Notes

An additional person may be co-opted from outside Council membership where there is no lay member available with this expertise, or where a person with an interest in the College has experience or expertise that is directly relevant to the committee. Such appointee may not be a member of staff or a student of the College. Further members may be co-opted as required, up to a maximum of 2 co-opted members in total, where a particular need for expertise is identified.

Approved by Council 23 November 2017