

Health, Safety and Wellbeing Committee

Terms of Reference

Overall Objectives

To provide assurance to the Vice-Chancellor, Board of Governors and University Executive Group with regard to the, Health, Safety and Wellbeing of employees, students, visitors, neighbours and contractors.

To provide oversight of University activities to ensure compliance with the University Health and Safety Policy and organisational arrangements.

Specifically

- a) To advise on the development of health and safety policies, procedures and Safety Codes of Practice which will ensure the health, safety and welfare of staff, students and visitors to the University and to monitor their implementation, audit and review
- b) To nurture and promote a positive attitude to health, safety and wellbeing as an integral part of University activities
- c) To act as a forum for discussion and consultation with employees and their recognised trade unions on matters relating to their safety, health and wellbeing, in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996
- d) To monitor the implementation and effectiveness of the Health and Safety Policy and raise any concerns via the Vice Chancellors Executive Board (VCEB) to the Board of Governors
- e) Monitor the outcomes of health and safety audits and ensure appropriate action plans are produced and implemented
- f) To receive and review reports on university-wide safety, health and wellbeing from Departments and Schools and act on recommendations where appropriate
- g) To monitor statistics on fire and safety incidents and illness and to recommend action to address key issues arising
- h) Escalate critical health and safety issues to the VCEB
- i) To prepare an Annual Report for the VCEB

Membership

The Committee shall consist of members representing the management and employees of the University

Pro Vice Chancellor Students (Chair)
Secretary
Director of Human Resources (Deputy Chair)
Director of Estates & Facilities
Assistant Director Estates
Head of Safety Services

Director of Student Life (Wellbeing)

College Director to represent the College Directors as a whole (serve 12 month rotation)

A single representative from each College (serve 12 months rotation). Three in total to include at least one academic

Technician to represent all Technicians (serve 12 month rotation)

Member of the Safety Advisory Group

Representative from Insurance

Chief Executive of the Students Union

UCU Representative

Unison Representative

Occupational Health Representative

The Committee has the powers to co-opt at any time suitable persons for specialist or specific advice.

Chair

The Committee will be chaired by the Pro Vice Chancellor Students

Servicing

Notice of the meeting, including the time and place of the meeting will be circulated six working days in advance of the meeting. The agenda will be agreed by the Chair and will be circulated to members with the papers. The minutes once approved by the presiding Chair will be circulated to all members and submitted to the VCEB and the Joint Consultative Committee. Minutes will be confirmed at the next meeting and then published on the University website.

Quoracy

The quorum for meetings is one-half of the total membership (rounded down to the nearest whole number where this is a fraction).

Apologies

Apologies should be sent to the Chair or Secretary at least 24 hours before the meeting. Any member who is absent from three or more meetings in any 12 month period without submitting acceptable apologies may be removed from the Committee.

Frequency of Meetings

The Health, Safety & Wellbeing Committee will meet three times per year. Additional meetings may be called by the Chair on the advice of the Secretary where the need arises.

Reports

Each item of business for consideration at a meeting will normally be supported by a written report. Oral reports will only be allowed by the Chair in exceptional circumstances and at her or his discretion.

Review of effectiveness

The Committee will undertake an annual review of effectiveness.