



University
of Worcester

Safety, Health and Wellbeing Committee

Terms of Reference

- a) 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
- b) To monitor the implementation and effectiveness of the Health and Safety Policy and raise any concerns via Vice Chancellors Advisory Group to the Board of Governors
- c) To advise on the development of Health and Safety policies, procedures and Codes of Practice which will ensure the health, safety and welfare of staff, students and visitors to the University and to monitor their implementation and review
- d) To nurture and promote a positive attitude to health, safety and wellbeing as an integral part of University activities
- e) To receive reports from representatives of the enforcing authorities
- f) To receive reports from Trades Union Safety Representatives
- g) To receive and review reports on university-wide safety, health and wellbeing from Institutes/Services and Safety Representatives and act on recommendations where appropriate
- h) To monitor statistics on accidents, incidents and illness and to recommend action to address key issues which may arise
- i) Escalate critical health and safety issues to the Vice Chancellor's Advisory Group through the Chair
- j) To prepare an Annual Report for the Vice Chancellor's Advisory Group

Membership

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

Strategic Director of Health & Wellbeing (Chair)

Director of Human Resources

Director of Estates & Facilities

Assistant Director – Security & Operations

Assistant Director – Estates Services

Head of Safety Services

Head of Student Services

Chief Executive of the Students Union

Students Union President

UCU Representative

Unison Representative

Occupational Health Representative
2 members of the Safety Advisory Group
1 member of the Wellbeing Task Group
Insurance Manager

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

The names of the members of the committee are available from the staff homepage www.worc.ac.uk/staff

Chair

The Committee will be chaired by the Strategic Director of Health & Wellbeing.

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 Vice Chancellor's Advisory Group 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 Safety, Health & 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.