

Terms of Reference

Approval Route

DATE 23 July 2019
University Executive Team

Purpose

The principal purpose of the Health and Safety Consultative Committee is to promote greater awareness of all matters in connection with the health and safety of staff, students, contractors and visitors of the University and those involved in University related activities.

Specific Areas of Responsibility

- a) To act as a forum for management to consult with employees and their recognised trades unions (safety representatives) on matters related to their Health and Safety.
- b) To receive and consider recommendations and inputs from the Wellbeing sub-committee.
- c) To advise on the development of policies, procedures and regulations which are intended to safeguard health and safety and to monitor their implementation.
- d) To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the University to meet all statutory requirements.
- e) To ensure all levels of University management are aware of their safety and environmental obligations and through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately.
- f) To monitor and review the effectiveness of the University's arrangements for the management of health and safety via reports from the Safety, Health and Wellbeing team including reports on any enforcement action served on the University by the Health and Safety Executive or other regulatory body.
- g) To keep under review the University's legal and statutory obligations with regard to health, safety and environmental regulation compliance and to identify through regular monitoring and bring to the attention of the University Executive Team and Board of Governors where compliance is at risk or not being achieved.
- h) To receive and act on reports, both written and verbal, on the health, safety and environmental performance and plans of schools and professional services.
- i) To receive and review reports on stress related absences from the People Team.
- j) To receive and review the effectiveness and suitability of the University's Health and Safety programme of training information and supervision.
- k) To monitor health and safety performance indicators through periodic review of safety audit reports, accident and incident data fire evacuation reports, and any other reports and statistics as deemed appropriate by the Committee.
- l) To escalate critical health and safety issues to the University Executive Team.
- m) To consider and initiate proposals to add to or amend the University's health and safety policies and procedures.



- n) To review the scope of the University's health and safety arrangements to ensure that they are comprehensive and complete, with clear accountability for different responsibilities.
- o) To seek out and promote areas of good practice.

Membership

The Committee will consist of members representing the management, colleagues and students of the University including:

- a) 4 members of SMG comprising 2 Deans and 2 Directors, each from different Schools and Services
- b) Representatives from 4 Schools and 4 services (1 representative per school or service), on a two year rotating cycle.
- c) The Committee will be jointly chaired by a Deputy Vice Chancellor and the Trade Union Chair.
- d) Trade Union Safety Representatives:
 - i. In consultation with its constituency, Unison shall nominate (to be agreed) representatives.
 - ii. In consultation with its constituency, UCU shall nominate (to be agreed) representatives.
- e) Co-opted members:

The Committee shall have powers to co-opt at any time suitable persons for specialist or specific advice.
- f) Students' Union:

The Students' Union shall nominate one member to represent students and one member to represent the Students' Union.
- g) Advisers to the Committee:

Advice, support and guidance will be provided to the Committee by the University's Safety Health and Wellbeing Team.