

Health and Safety Committee – Terms of Reference

2024-2025

Parent body

Council

Purpose

Health and Safety Committee [HSC] has oversight of, monitors and reviews the effectiveness of the College's policies and activities as they pertain to matters of health and safety. Equality and diversity shall be considered in all aspects of its discussion and decision-making.

Terms of reference

Authority

- 5. In pursuance of the above tasks, to receive reports:
 - a. On accidents, near misses, dangerous occurrences and occupational illhealth, (whether being notified or not), and statistics relating to such incidents.
 - b. On inspections, investigations, consultations and correspondence carried out by the Safety Officer and by Union Safety Representatives.
 - c. On health and safety issues generally on an annual basis, from the Head of Health and Safety and from each Department.
 - d. From enforcement agencies and regulatory authorities.

The Health and Safety Committee is constituted in accordance with the College's statutory obligations, which include specific requirements relating to consultation between Management and Trades Union Safety Representatives, who must be equal in number in the membership of the Committee. The detailed arrangements for the Committee were last considered by Council on 23 April 2015.

Meetings

- a. Terms of office for non-ex-officio members shall be three years, renewable for three further years.
- b. Members shall receive an induction to working on the committee before attending the first meeting.
- c. The committee shall have three meetings per year, which will be timetabled on an annual basis and will take account of the schedule of meetings for the Estates and Infrastructure Committee and the Council to ensure appropriate reporting.
- d. The minutes, agendas and papers for each meeting shall be sent to members at least ten working days in advance. Only exceptionally and with the agreement of the Chair will papers be tabled at meetings.
- e. The quorum of the Committee shall be as set out in Paragraph 4 of the Standing Orders.

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Reporting

The committee regularly reports to Council by circulating the minutes of each meeting and by producing periodic reports.

Members

Composition	Member	Term
Vice Chancellor	Professor Frances	ex officio
	Corner	

Management Representatives (voting)

Composition	Member	Term
Chief Finance and Infrastructure Officer	Imran Chughtai	ex officio
Director of Estates and Facilities	Mark Hughes	ex officio

Director, People and Organisational

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Composition	Member	Term
time to time to advise the Committee on		
particular issues		