

## Health, Safety and Environmental Committee

#### Subject: Constitution and Terms of Reference 2010-11

**Origin: Secretary**

# 

**Terms of Reference**

1. To act as a consultative forum for the consideration and discussion of draft health, safety and environment policies and procedures;

2. To act on behalf of and to advise Senate and Council and senior management on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to University premises);

3. To keep under review the University’s legal obligations with regard to health, safety and environmental statutory requirements and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where this basic standard is not being achieved.

4. To receive reports on health and safety audits, accident statistics, communications with enforcing authorities, and from relevant sub-groups and to make recommendations to relevant University management of any corrective action required;

5. 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;

6. To ensure all levels of University management are aware of their safety obligations and through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately.

7. To set up and oversee sub-groups of the Committee and to commission reports from these sub-groups as is necessary to assist the Committee in the development of policy and procedure.

8. To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all managers to safely discharge their duties.

9. To receive reports and review personal safety for staff, students and visitors on University premises, particularly where it could impinge on health and safety;

10. To produce an annual report for Senate and Council which covers health, safety and environmental activities and provides Senate and Council with the information required to discharge their duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1997.

To produce terms of reference for environmental management and sustainability sub-group(s) of the Health, Safety and Environment Committee.

**Composition**

Provost & Deputy Vice-Chancellor (Chair)

A member of Senate, appointed by Senate (Deputy Chair)

Two lay members, one of whom shall be a member of Council

Three representatives from each of the recognised Trade Unions: UNITE, UCU, UNISON.

Two students of the University nominated by the Students' Union Council

One representative from each Faculty who shall be the Dean of the Faculty or their nominated Head of Department

One Departmental Safety Officer from each Faculty

One member of the Ethical Advisory Committee nominated by the Chair of Ethical Advisory Committee

*The following Officers of the University will serve on the Committee ex-officio:*

Chief Operating Officer

Health, Safety and Environment Manager

Radiological Protection Officer

Head of Security or their nominee

Fire Safety Officer

The Director of Facilties Management or his nominee

Director of imago Services or his nominee

Chair of the Wardens Sub-Group

Occupational Health Advisor

# Membership

|  |  |
| --- | --- |
| **Position** | **Member** |
| Committee Secretary | Brigette Vale |
| CHAIR, Provost and Deputy Vice-Chancellor | Neil Halliwell |
| DEPUTY CHAIR, appointed by Senate | Julian Mckenzie (2012) |
| *Two lay members, one of whom shall be a member of Council* | John Blackwell (2012)  Mike Harris |
| *Three Representatives from each of the recognised Trade Unions: UNITE, UCU, UNISON* | **UNITE** Andy KowalskiTerry Neale Vacancy |
|  | **UCU** Jo Aldridge Alec Edworthy  Bob Haskins |
|  | **UNISON** Michael Clarson Rob Pearson  Martin Stringfellow |
| *Two students of the University nominated by the Students' Union Council* | Amy James  Richard Smith |
| *One representative from each Faculty who shall be the Dean of the Faculty or their nominated Head of Department* | Tony Hodgson (SSH) Rob Parkin( Eng) Paul Thomas (SCI) |
| One departmental Safety Officer from each Faculty | Julian Sulley (Eng)  Shirley Horner (Sci)  Rachel Jermyn (SSH) |
| *One member of the Ethical Advisory Committee nominated by the Chair of Ethical Advisory Committee* | Vacancy |
| **The following Officers of the University will serve on the Committee ex-officio:** |  |
| *Chief Operating Officer* | Will Spinks |
| *Health, Safety and Environment Manager* | Cathy Moore |
| *Radiological Protection Officer* | Vacancy |
| *Head of Security or their nominee* | John Thomas |
| *University Fire Officer* | Rod Harrison |
| *The Director of Facilities Management or their nominee* | Andrew Burgess |
| *Director of imago Services or their nominee* | Malcolm Brown |
| *Chair of the Hall Wardens Sub Group* | Paul Conway |
| *Occupational Health Adviser* | Vacancy |
|  |  |

Author – Brigette Vale

Date – October 2010

Copyright © Loughborough University. All rights reserved.