## logotype

## Health, Safety and Environment Committee

## Subject : Amendments to the Terms of Reference and Constitution of the Health and Safety Committee

## Origin : Academic Governance Working Group

## The Academic Governance Working Group has considered the proposed amendments to the Terms of Reference and Constitution of the Health and Safety Committee which were considered at the meeting of this Committee on 16 February 2011. The Governance Group has proposed some minor changes for the purposes of clarification.

## Members are asked to consider the proposed additional amendments( marked in bold), which, if agreed will go forward for approval by Senate and Council

**Minute of AGWG-P33**

The Working Group considered the revised terms of reference and constitution for Health, Safety & Environment Committee, and made the following recommendations:

1. That the constitution be amended to state that the three Deans of Schools, and three safety officers from the Schools should be nominated by the Chair “with a view to ensuring representation of a range of views and expertise.”
2. That the terms of reference be amended to state that the Committee normally meets three times each academic year.
3. That paragraph 3 of the terms of reference be amended to include the word “regulation” where “statutory requirements” has been deleted, so that it reads: “To keep under review the University’s legal and statutory obligations with regard to health, safety and environmental regulation compliance…”
4. That a number of grammatical errors, and references to “his” rather than “his/her” be rectified.

**Terms of Reference**

1. To act as a consultative forum**, normally meeting three times each academic year,** 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 and statutory obligations with regard to health, safety and environmental ~~statutory requirements~~ **regulation** compliance and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where ~~this basic standard~~ compliance is at risk or not being achieved;

4. To receive reports on health and safety and environmental 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 and environmental 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. To produce terms of reference for environmental management and sustainability sub-group(s) of the Health, Safety and Environment Committee;

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 safely **to** 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 receive reports on the progress of the University Environmental

 Management System;

11. 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 and the Register of Environmental Legislation.

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

**Constitution**

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~~

Three Deans of Schools nominated by the Chair, **with a view to ensuring representation of a range of views and expertise.**

Three Safety Officers from the Schools nominated by the Chair, **with a view to ensuring representation of a range of views and expertise.**

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 Facilities Management or his**/her** nominee

Director of imago Services or his**/her** nominee

Chair of the Wardens Sub-Group

Occupational Health Advisor

Environmental Manager

|  |  |
| --- | --- |
|  |  |
|  |  |

Author – Brigette Vale

Date – May 2011

Copyright © Loughborough University. All rights reserved.