## logotype

## Health, Safety and Environmental Committee

#### Subject: Terms of Reference and Constitution of Health, Safety and Environment Committee 2011-12

**Origin: Facilities Management/Secretary**

#

The Committee is asked to consider and, if agreed, to recommend to Senate and Council amendments to its Terms of Reference and Constitution consequent upon the University’s restructuring to Schools and to recognise and clarify its environmental responsibilities.

Additions to the text are underlined. It is proposed that the Environmental Manager has *ex officio* membership of the Committee and that the Heads of Departments and Departmental Safety Officers from each Faculty are replaced by three Deans of Schools and three Safety Officers from the Schools nominated by the chair.

**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 and statutory obligations with regard to health, safety and environmental ~~statutory requirements~~ 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 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 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

Three Safety Officers from the Schools nominated by the Chair

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 nominee

Director of imago Services or his nominee

Chair of the Wardens Sub-Group

Occupational Health Advisor

Environmental Manager

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

Author – Brigette Vale

Date –February 2011Copyright © Loughborough University. All rights reserved.