## logotype

## Health, Safety and Environment Committee

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

## Origin : Secretary

**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 regulationcompliance and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where 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 todischarge 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.

**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

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**/**hernominee

Chair of the Wardens Sub-Group

Occupational Health Advisor

Environmental Manager

**Membership 2011/12**

|  |  |
| --- | --- |
| **CHAIR, Provost and Deputy Vice-Chancellor**  | Chris Linton  |
| **DEPUTY CHAIR, appointed by Senate**  | Julian Mackenzie (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**  | UNITEAndy Kowalski Terry NealeChris Ludlow  |
|  | UCUAlec Edworthy Bob Haskins *Other tbc* |
|  | UNISONMichael ClarsonRob Pearson Martin Stringfellow  |
| **Two students of the University nominated by the Students' Union Council** | Lucy Padolsey*Other tbc* |
| **Three Deans of Schools nominated by the Chair, with a view to ensuring representation of a range of views and expertise**  | Tony Hodgson (DS) Jon Binner (AACME) Paul Chung (School of Science)  |
| **Three Safety Officers from the Schools nominated by the Chair, with a view to ensuring representation of a range of views and expertise** | Tony Goodall (SSEHS) Rachael Jermyn (School of the Arts)Bob Temple |
| **One member of the Ethical Advisory Committee nominated by the Chair of Ethical Advisory Committee**  | Gillian Ragsdell  |
| **The following Officers of the University will serve on the Committee ex-officio:**  |   |
| **Chief Operating Officer**  | Caroline Walker  |
| **Health, Safety and Environment Manager**  | Cathy Moore  |
| **Radiological Protection Officer**  | Julie Turner |
| **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** | *Vacancy*  |
| **Chair of the Wardens Sub Group**  | Paul Conway  |
| **Occupational Health Adviser** | Tim Ellis |
| **Environmental Manager** | Nik Hunt |
| **Committee Secretary** | Brigette Vale |
|  |  |

Author – Brigette Vale

Date – October 2011

Copyright © Loughborough University. All rights reserved.