

Health & Safety Sub-Committee

The Health & Safety Sub-Committee reports to Court via the People, Health and Equality Committee.

Remit

To keep under review all matters involving the safety and occupational health of staff, students and other persons within the University environment and in particular to:

- a) oversee the link with the appropriate inspectors of an enforcing authority;
- b) consider reports and information submitted by inspectors appointed by an enforcing authority in accordance with the Health & Safety at Work etc Act 1974 and as specified by the Health & Safety (Enforcing Authority) Regulations 1959 or other legislation;
- c) consider safety audit reports and, where appropriate, to report thereon to Court and/or instigate corrective action;
- d) consider reports submitted by School/Office/Service Safety Committees or safety representatives and take any action considered appropriate in the circumstances of the case;
- e) give consideration to environmental matters (such as waste disposal) where these have safety implications and to instigate and monitor such action as is required under statute or is otherwise necessary to manage the same;
- f) advise on the development of, and ensure adherence to, policies, codes of practice, safety rules and safe and healthy systems of work;
- g) advise on drawing up, reviewing, implementing and monitoring School/Office/Service health and safety documentation and to approve the same;
- h) monitor the effectiveness of the health and safety content of employees' training and advise the People, Health & Equality Committee on training requirements in the area of health and safety;
- i) monitor the adequacy of communications and publicity regarding health and safety in the workplace;
- j) establish appropriate working groups or sub-committees from time to time as necessary to consider issues or deal with matters within the Committee's remit.
- k) take such other actions as are required by Court in relation to the maintenance of health and safety within the University.

The Sub-Committee is required to provide an annual report on the work of the Sub-Committee to the People, Health and Equality Committee referring to:

- i. any matters brought to the attention of the Sub-Committee with potentially significant implication for the health, safety or welfare of all those persons (employees and others) associated with the University's undertaking and on any actions considered appropriate in the circumstances of the case and progress with these;

- ii. any necessary amendments and additions to policies in response to changing health and safety legislation and changing circumstances within the University;
- iii. any aspects of occupational health within the University from a positive and preventative standpoint including the development, implementation and monitoring of relevant policies and procedures;
- iv. the adequacy of the provision of first aid services in all areas of the University;
- v. any accidents, dangerous occurrences and notifiable diseases which occur in any area or work process over which the University is considered to have responsibility and control and the outcome of investigation into such events summarising details of corrective measures implemented as a consequence.

Membership

Court Membership

None

Elected

None

Ex Officio

Vice-Principal (University Services) (as Chair)
 Directors of Services
 Health & Safety Lead Officer,
 Occupational Health Adviser,
 Deans of Schools,
 President or Chief Executive of the Students' Association,
 Radiation Protection Supervisor,
 Biological Safety Officer,
 Hazardous Substances Adviser,
 Head of Commercial & Residential Services
 Chairs of Schools and Services Health and Safety Committees

Co-Opted

None

Nominated

UCU representative: 1
 UNITE representatives: 2
 Non-Union Support staff: 1

In Attendance

Student Adviser (Disabilities),

Secretary

Administrative Officer, Academic Registry (nominated as Secretary by the University Secretary)

Quorum

The expectation is that every School and Service is represented at each meeting of the Sub-Committee. Representation should normally be at the level of Dean of School or Director of Service, but substitutes are accepted. For the meeting to be quorate, 50% of the *ex officio* membership (or their substitutes) need to be present. In addition, the Chair or Vice-Chair and Health & Safety Lead Officer must be present.

Governance Team, Academic Registry
2018-19