UEB Health and Safety Committee

Terms of Reference:

To actively promote continuous improvement in health and safety across all activities and premises of the University for the benefit of staff, students, visitors and contractors; and to provide assurance to UEB that the health and safety arrangements in place are suitable and sufficient, being complied with, and being effectively implemented by:

1. Reviewing annually the University’s Health and Safety Policy and arrangements and the Health and Safety Risk Register.
2. Encouraging co-operation between University and campus Trade Unions.
3. Studying trends of accidents, incidents, dangerous occurrences and notifiable diseases and making recommendations for corrective actions to relevant services.
4. Receiving and considering reports of accidents and incidents, and to note where improvements can be made.
5. Receiving and considering relevant audit and inspection reports from Health and Safety, relevant Working Groups and sub-groups to the Committee.
6. Receiving and considering health and safety inspections from University recognised Trade Union Representatives and determining actions and priorities.
7. Receiving and considering the implications for the University of inspections and audits by, and reports and information from, Enforcing Authorities.
8. Evaluating the effectiveness of health and safety training.
9. Receiving regular reports on the business of Working Group, Key Risk Review Groups and sub-groups to the Committee and strategic items raised by Faculties and Professional Services Representatives.
10. Monitoring the adequacy and effectiveness of health and safety communications and publications.
11. Assessing and monitoring the impact of new or amended legislation on the activities of the University, evaluating Safety Policies and approving minor revisions and/or making recommendations to UEB for substantive or major operational changes.
14. Reviewing annually the University’s Health and Safety Policy and Arrangements.
15. Ensuring a robust health surveillance programme is in place.
16. Ensuring robust procedures are in place for the management of wellbeing protocols.

Reports to: University Executive Board.

Membership:

Chair (Executive Director of Corporate Services):
Heidi Fraser-Krauss (until 31 August 2021)

Ex-officio members:
President & Vice-Chancellor or the Provost & Deputy Vice-Chancellor
Professor Koen Lamberts / Professor Gill Valentine
Director of Health & Safety
Daniel Harrison
Director of Estates & Facilities Management
Keith Lilley
Representative members:

Representative of the Advanced Manufacturing Research Centre (AMRC)  Stephen Davies

A representative from each of the five faculties nominated by the relevant Vice-President and one from Professional Services nominated by the Executive Director of Corporate Services:

Professor Caroline Jackson (Faculty of Arts & Humanities)  2018-21, TBC
Nick Sparks (Faculty of Engineering)  2021-24
Vacancy (Faculty of Medicine, Dentistry & Health)  TBC
Melanie Hannah (Faculty of Science)  2016-19, 2019-22
Mark Wainwright (Faculty of Social Sciences)  2019-22
Dr Malcolm Butler (Professional Services)  2018-21, 2021-22

External member with Professional Expertise:
Professor Keith Layden  2017-20, 2020-23

A representative of each recognised Trade Union:

UCU Mick Ashman (Nursing & Midwifery)
Professor Craig Brandist (School of Languages & Cultures)
Jess Meacham (Journalism Studies)

Unison Ellen Alderson-Jones (Student Support Services)
Robert Hemus (School of English)

Unite Martha Foulds (Sheffield Methods Institute)
Adam Tinsley (Estates & Facilities Management)

A representative of Students (nominated by the Students’ Union):
TBC  2021-22

In attendance:
Representative of the Students’ Union  Melanie Hanson (Head of Facilities)

Secretary  Dr Edward Smith (University Secretary’s Office)

Quorum: To be one third of the membership.