

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 and facilitating discussion on topical matters pertaining to Occupation Safety & Health, Public Safety at Public Health and their impact on the University and reporting to UEB as appropriate.
5. Receiving and considering reports of accidents and incidents, and to note where improvements can be made.
6. Receiving and considering relevant audit and inspection reports from Health and Safety, relevant Working Groups and sub-groups to the Committee.
7. Receiving and considering health and safety inspections from University recognised Trade Union Representatives and determining actions and priorities.
8. Receiving and considering the implications for the University of inspections and audits by, and reports and information from, Enforcing Authorities.
9. Evaluating the effectiveness of health and safety training.
10. Receiving regular reports on the business of Working Groups, Key Risk Review Groups and sub-groups to the Committee and strategic items raised by Faculties and Professional Services Representatives. Receive such information from these forum as required to be assured in relation to key risks, including but not limited to:
 - (a) Fire Safety;
 - (b) Legionella;
 - (c) Asbestos Management;
 - (d) Environmental Performance and Waste Management.
11. Monitoring the adequacy and effectiveness of health and safety communications and publications.
12. 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.
13. Sharing best practice and comparative data.
14. Considering sickness and absence statistics and reasons for absence.
15. Reviewing annually the University's Health and Safety Policy and Arrangements.
16. Ensuring a robust health surveillance programme is in place.
17. Ensuring robust procedures are in place for the management of wellbeing protocols.

Reports to: University Executive Board.

Membership:

<i>Chair (Executive Director of Corporate Services):</i>	
Ian Wright (Director of Human Resources) (Interim Chair)	

<i>Ex-officio members:</i>	
<i>President & Vice-Chancellor or the Provost & Deputy Vice-Chancellor</i>	Professor Koen Lamberts / Professor Gill Valentine
<i>Director of Health & Safety</i>	Daniel Harrison
<i>Director of Estates & Facilities Management</i>	Keith Lilley
<i>Deputy Director of Human Resources</i>	Robert Gower
<i>Head of Campus Services</i>	Lisa Woods
<i>Head of Training & Quality – Accommodation & Commercial Services</i>	David McKown

<i>Representative members:</i>	
<i>Representative of the Advanced Manufacturing Research Centre (AMRC)</i>	Stephen Davies

<i>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:</i>	
Dr Simon Keegan-Phipps (Faculty of Arts & Humanities)	2021-24
Nick Sparks (Faculty of Engineering)	2021-24
Vacancy (Faculty of Medicine, Dentistry & Health)	TBC
Melanie Hannah (Faculty of Science)	2016-19, 2019-22
Laura Armitage (Faculty of Social Sciences)	2020-23
Dr Malcolm Butler (Professional Services)	2018-21, 2021-22

<i>External member with Professional Expertise:</i>	
Professor Keith Layden	2017-20, 2020-23

<i>Representatives of each recognised Trade Union (of whom the maximum per Trade Union in attendance per meeting should not exceed the number below):</i>	
<i>UCU (a maximum of three representatives to attend as appropriate)</i>	Mick Ashman (Nursing & Midwifery)
	Professor Craig Brandist (School of Languages & Cultures)
	Julian Gosliga (Mechanical Engineering)
	Dr Mark Pendleton (School of East Asian Studies)
	Dr Edward Yates (Management School)
<i>Unison (a maximum of two representatives to attend as appropriate)</i>	Ellen Alderson-Jones (Student Support Services)
	Robert Hemus (School of English)
	Nicholas Stewart (IT Services)
	Peter Trend (Multidisciplinary Engineering Education)
<i>Unite (a maximum of two representatives to attend as appropriate)</i>	Martha Foulds (Sheffield Methods Institute)
	Adam Tinsley (Estates & Facilities Management)
<i>If any Union listed above is not represented at a meeting then the Chair of JUCC may attend to represent the interest of that Union</i>	Martin Bentley (Physics & Astronomy)

<i>A representative of Students (nominated by the Students' Union):</i>	
Charlotte McGinley (Wellbeing & Sports Officer)	2021-22

<i>In attendance:</i>	
<i>Representative of the Students' Union</i>	Melanie Hanson (Head of Facilities)

Secretary

Dr Edward Smith (University
Secretary's Office)

Quorum: To be one third of the membership.