

# 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 by:

1. Encouraging co-operation between University and campus Trade Unions.
2. Studying trends of accidents, incidents, dangerous occurrences and notifiable diseases and making recommendations for corrective actions to relevant services.
3. Receiving and considering reports of accidents and incidents, and to note where improvements can be made.
4. Receiving and considering relevant audit and inspection reports from Health and Safety, relevant Working Groups and sub-groups to the Committee.
5. Receiving and considering health and safety inspections from University recognised Trade Union Representatives and determining actions and priorities.
6. Receiving and considering the implications for the University of inspections and audits by, and reports and information from, Enforcing Authorities.
7. Evaluating the effectiveness of health and safety training.
8. Receiving statutory compliance updates from the Students' Union.
9. Monitoring the adequacy and effectiveness of health and safety communications and publications.
10. Assessing and monitoring the impact of new or amended legislation on the activities of the University, and evaluating Safety Policies and making recommendations for revision.
11. Sharing best practice and comparative data.
12. Considering sickness and absence statistics and reasons for absence.
13. Reviewing annually the University's Health and Safety Policy and Arrangements.
14. Ensuring a robust health surveillance programme is in place.

**Reports to:** Council.

## Membership:

<i>Chair</i>	Mr Andrew Dodman
<i>Ex-officio members:</i>	
<i>The President &amp; Vice-Chancellor or the Provost &amp; Deputy Vice-Chancellor</i>	Professor Sir Keith Burnett / Professor Gill Valentine
<i>The Head of Health and Safety</i>	Mr Tom Fleming
<i>The Director of Estates &amp; Facilities Management &amp; IT</i>	Mr Keith Lilley
<i>The Associate Director of Human Resources (incorporating Workplace Health &amp; Wellbeing)</i>	Ms Gill Tait
<i>The Head of Campus Services</i>	Mrs Lisa Woods
<i>The Health &amp; Safety Manager, Facilities Students' Union</i>	Miss Jill Thompson
<i>A representative of Accommodation &amp; Commercial Services</i>	Mr David McKown
<i>A Representative of the Advanced Manufacturing Research Centre (AMRC)</i>	Mr Stephen Davies

<i>Four members of the academic staff, appointed by the Senate with consideration given to representation across the different disciplines within the University:</i>	
Dr Colin Bingle (Academic Unit of Respiratory Medicine, Medical School)	2007-10, et seq, 15-16, 2016-19
Ms Melanie Hannah (Biomedical Science)	2016-19
Ms Cristina Molina-Hall (School of Education)	2017-20
Dr Maria Romero-Gonzalez (Department of Geography)	2017-20

<i>Two representatives of the Council:</i>	
Ms Samantha Bartholomew	2013-16, 2016-19
Professor Keith Layden	2017-20

<i>A representative of each recognised Trade Union:</i>	
<i>UCU</i>	Mr Mick Ashman (Nursing & Midwifery)
	Mr Scott McMullin (Corporate Information & Computing Services)
<i>Unison</i>	Mr Robert Hemus (School of English Theatre Workshop)
<i>Unite</i>	Mr Andrew Platts (Department of Oncology, Medical School)
	Mrs Yvonne Stephenson (Department of Infection & Immunity, Medical School)

<i>A representative of the Students' Union</i>	Ms Cecilia Hudson Molinaro (Activities Officer) (2018-19)
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<i>Secretary</i>	Mrs Debra Fisher (Health & Safety)
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**Quorum:** To be one third of the membership.