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 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.
13. Reviewing annually the University’s Health and Safety Policy and Arrangements.
14. Ensuring a robust health surveillance programme is in place.
15. Ensuring robust procedures are in place for the management of wellbeing protocols.

Reports to: University Executive Board.

Membership:

Chair (Executive Director of Corporate Services):
Ms Tracy Wray (Interim Chair)

Ex-officio members:
President & Vice-Chancellor or the Provost & Deputy Vice-Chancellor
Professor Koen Lamberts / Professor Gill Valentine

Director of Health & Safety
Mr Tom Fleming

Director of Infrastructure
Mr Keith Lilley

Associate Director of Human Resources (incorporating Workplace Health & Wellbeing)
TBC

Head of Campus Services
Mrs Lisa Woods

Health & Safety Manager, Facilities Students' Union
Miss Jill Thompson
**Representative members:**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Term</th>
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<tr>
<td>Representative of Accommodation &amp; Commercial Services</td>
<td>Mr David McKown</td>
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<tr>
<td>Representative of the Advanced Manufacturing Research Centre (AMRC)</td>
<td>Mr Stephen Davies</td>
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**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
- Dr Michelle Jackson (Faculty of Engineering) 2019-22
- Mr Kevin Corke (Faculty of Medicine, Dentistry & Health) 2019-22
- Ms Melanie Hannah (Faculty of Science) 2016-19, 2019-22
- Ms Cristina Molina-Hall (Faculty of Social Sciences) 2017-20
- Dr Malcolm Butler (Professional Services) 2018-21

**One lay member of the Council:**
- Professor Keith Layden 2017-20

**One lay member as approved by the Council:**
- Vacancy  TBC

**A representative of each recognised Trade Union:**

- **UCU**
  - Mr Mick Ashman (Nursing & Midwifery)
  - Mr Scott McMullin (Corporate Information & Computing Services)

- **Unison**
  - Mr Robert Hemus (School of English Theatre Workshop)
  - Vacancy

- **Unite**
  - Mr Andrew Platts (Department of Oncology, Medical School)
  - Mrs Yvonne Stephenson (Department of Infection & Immunity, Medical School)

**A representative of the Students’ Union:**
- Mr Charlie Porter (Education Officer) 2019-20

**In attendance (ex-officio):**

- Deputy Director of Health & Safety  Mrs Beverley Gouldsborough

- Secretary  Dr Edward Smith (University Secretary’s Office)

**Quorum:** To be one third of the membership.