

**Membership and Terms of Reference of the University Statutory Consultative Health & Safety Committee 2018-19**

1. **Membership**

* University Registrar and Secretary (Chair)
* Director of Compliance, Governance and Risk
* Head of Health and Safety
* Chief College Operations Officer
* Independent Member of Council
* Nominees of Senate (2)
* Academic Representative
* Colleges Representative
* HR Representative
* Campus Services Representative
* Professional Services Representative
* Technical Services Representative
* Cornwall Campus representative
* Guild Health and Safety Co-ordinator
* University of Exeter Health and Safety Advisors (4) with links to the colleges, communicating College report on behalf of the College Pro Vice Chancellors
* Occupational Health Manager
* Fire Safety Manager
* Trade Union (TU) Health and Safety Representatives of:-
  + UCU
  + Unite
  + Unison
* Representative from Legal and Insurance Services

Membership of this Committee will be reviewed annually at the first committee meeting of the year to ensure that it remains appropriate and that there is diversity of representation. As part of UoE commitment to equality and diversity, these Terms of Reference provides transparency about the role that each attendee represents at the group and a gender balance will be sought as far as is practicable, whilst bearing in mind that many members are determined by their UoE role.

The timing of meetings will take account of other responsibilities (e.g. academic, clinical, and caring) to enable as many members as possible to attend. Prospective members are encouraged to discuss workload implications with their line manager prior to involvement in the group.

1. **Quorum**

A quorum shall be representation from:

* The Chair or nominated deputy
* College Representative (or Health and Safety Advisor on their behalf)
* Professional Services Representative
* Academic Representative
* Trade Union Representative
* One member of the Safety, Health and Wellbeing Service (for competent advice)

1. **Frequency**

This committee will meet once per academic term.

In addition to the set termly meetings, the secretary will also arrange an interim session between meetings with the “action owners” to ensure that all actions are progressing effectively.

1. **Authority**

The Health and Safety Committee is authorised by the Council to investigate any activity within its terms of reference

**5. Terms of Reference**

* 1. **Key Role of the Committee**

1. To act as a consultative committee for nominated health and safety representatives from recognised Trades Union.
2. To receive reports from Colleges and Professional Services regarding current extent of safety arrangements in place and agree any actions required
3. To approve the health and safety policy and standards via an agreed consultation process
4. To receive a report on University incident, accident and Ill health data and agree any actions required
5. To take annual Radiation Protection Reports from the University Radiation Protection Officer and agree and monitor any actions required
6. To take annual reports from the Fire Safety Implementation Group and agree and monitor any actions required
7. To take annual reports from the Genetic Modification Group and agree and monitor any actions required
8. To take annual report from Director of Estates to give assurance on all university wide safety issues being managed by Director of Estates (e.g. Asbestos, Legionella)
9. To monitor that progress is made regarding staff wellbeing via a report from the Wellbeing group once per year and agree and monitor any actions required
10. To take an annual report from FxPlus setting out the compliance position of the Penryn Campus
11. To discuss the Health and Safety Committee section of the annual report to Council
12. To recommend expenditure against the Health & Safety Committee Budget of £5,000
13. To promote the University’s co-operative relationship with other organisations, such as the Guild of Students, Falmouth Exeter Plus, and the University College of Falmouth (with respect to the University of Exeter in Cornwall).
14. To carry out an annual review of the Statutory Health and Safety Committee Terms of Reference

**5.2 Key Reports to the Committee**

**PART 1 AGENDA – DISCUSSION**

(a) Receive a report at each meeting from the Safety, Health and Wellbeing Service which outlines:

* Incident data (including details of RIDDOR injuries) within the reporting period
* Occupational health data and information
* Wellbeing update
* Mandatory health and safety training compliance
* Any legal updates
* Any enforcement action
* Any other information on changes and improvements

(b) Receive reports at each meeting from Colleges, Professional Services and Cornwall campuses which outline:

* Incident, accident and ill-health referral data over time (qualitative and quantitative report) and discussion on the action required to improve
* Mandatory Training is being undertaken
* Action taken to improve and plans for future improvement
* Any outstanding actions

(c) To receive annual reports from specialist sub groups

1. Genetic Modification Group (April) (Mike Wetherell)

2. Radiation Protection (January) (Liz O’Brian (ionising) and Charles Harrison (non-ionising))

3. Fire Safety Implementation Group (October) (John Howkins)

4. Wellbeing Group (April) (HR representative)

5. FxPlus Annual Report (October) (FxPlus Director of Estates or their deputy)

6. Director of Estates report (June)

**PART 2 AGENDA – INFORMATION ONLY**

1. Reports from the Walkabout Safety Inspection Programme for the academic year and an update on agreed actions from the previous inspections
2. Results of the University Safety Monitoring Programme (measurement of compliance for each safety standard).
3. Report on the Policy and Safety Standard monitoring timetable
4. Approved FSIG minutes

**6.0 Reporting**

The Statutory Health and Safety Committee shall report to the Council annually. These reports will be prepared by the Head of Health and Safety and Director CGR.

Where exceptions arise within the annual calendar the Chair will report to the Council Lay Member who will recommend a course of action to escalate matters.