

University of Sheffield

Health and Safety Committee

1. Accountability

Management side – Council

Trade/Students Union side – all University staff and students

2. Committee Membership

Chair: Registrar & Secretary

Management Representatives: - Four members of Academic staff appointed by Senate with consideration given to representation across the different academic disciplines within the University. Current Management representatives are: - Dr Bingle (School of Medicine & Biomedical Science), Dr Christine Sprigg (Institute of Work Psychology), Mr King (Department of Chemistry), Dr Pitt (Chemical & Process Engineering).

Trade Union Representatives – Six representatives to be nominated by campus Trade Unions (GMB, UCU, UNISON, UNITE Amicus, UNITE T&G), and one representative from the Union of Students.

Council Representatives: - Two representatives, currently Dr Millington and Mr Pedder.

Ex-officio members:

- Vice Chancellor
- Director of Estates & Facilities Management
- Assistant Director of Human Resources
- Head of Safety Services
- Security Adviser
- Occupational Health Manager
- General Manager of Students Union
- Representative from Accommodation & Commercial Services

3. Proposed criteria for debate

- 3.1 The Chair and Vice Chair will be appointed on an annual basis.
- 3.2. The quorum will be one third of the membership.
- 3.3 Additional members with specific expertise may be co-opted to the Committee as required.

4. Authority

- 4.1 The Committee is authorised to carry out any activity within its terms of reference. It is authorised to seek clarification and further investigation of any Health and Safety matter, and to request any relevant information from any employee.
- 4.2 The Committee is authorised to obtain outside or other independent professional advice, and to secure the attendance of outsiders with relevant experience and expertise if required.

5. Terms of Reference (based on guidance notes in the Safety Representatives and Safety Committees Regulations 1977)

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:

- 5.1 encouraging cooperation between the University and campus Trades Unions;
- 5.2 studying trends of accidents, incidents, dangerous occurrences and notifiable diseases and making recommendations for corrective actions to relevant services;
- 5.3 receiving and considering reports of accidents and incidents, and to note where improvements can be made;
- 5.4 receiving and considering relevant audit and inspection reports from Safety Services, relevant Working Groups and sub-groups to the Committee;
- 5.5 receiving and considering health and safety inspections from Trade Union Safety Representatives and determining actions and priorities;
- 5.6 receiving and considering the implications for the University of inspections and audits by, and reports and information from, Enforcing Authorities;
- 5.7 evaluating the effectiveness of health and safety training;
- 5.8 monitoring the adequacy and effectiveness of health and safety communications and publications;
- 5.9 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;
- 5.10 sharing best practice and comparative data;
- 5.11 considering sickness and absence statistics and reasons for absences;
- 5.12 reviewing annually the University's Safety Policy statement and Code of Practice;

Reports to: Council

6. Attendance at Meetings

- 6.1 Members of the Committee must agree named deputies with the Chair, who are appropriately briefed and are able to attend meetings on their behalf if required.
- 6.2 Members of the Committee, or their named deputy, must attend more than 50% of the meetings held within any 12 month period.

7. Frequency of Meetings

- 7.1 Meetings will be held at least one per semester and usually three per year, but more frequently if required.
- 7.2 Extra-ordinary meetings can be called at the reasonable request of either side with adequate notice.

8. Reporting

- 8.1 An agenda with standing items (to be agreed) will be circulated to the Chair and Vice Chair at least 2 weeks in advance of each meeting.
- 8.2 Timetabled meetings will not be cancelled unless the quorum is not satisfied.
- 8.3 Minutes of the Committee will be agreed by both management and union and will be placed, when agreed, on the University web site.
- 8.4 The Committee will report at least annually to Council.

9. Membership criteria

- 9.1 Management representation should not exceed Trade/Student Union representation.
- 9.2 Academic representation on the Committee will be appointed, as a result of expressions of interest to the University, on a 3-year basis followed by annual renewal.
- 9.3 Trade Union representation on the Committee will be appointed from within each Trade Union.

- 9.4 Students Union representation on the Committee will be appointed by the Sheffield Union of Students
- 9.5 The Chairman of the Committee and Council representation on the Committee will be appointed by Council .
- 9.6 Ex-officio members will not act as voting members of the Committee.

10. Review of terms of reference

These terms of reference will be reviewed at the first meeting of each academic year or at the reasonable request of either the Management or Trade Union representative groups.