

***Terms of Reference Reference***

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| **Meeting / Committee** | **Health & Safety Committee** |
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| **Purpose** | The College Health and Safety Committee is an Executive Committee; it is responsible for advising and reporting to the Board of Governors and Executive Leadership Team on all matters relating to the health, safety and welfare of all persons when on college premises and of staff and students when engaged in College activities. |
| **Scope** | 1. To consider and advise on College policies for health, safety and wellbeing, either statutory or otherwise, and monitor and review their effectiveness.  2. To review forthcoming legislation and assess its implications and, where necessary, to recommend the establishment of rules governing any hazardous work activity or operations.  3. To promote health and safety training in the College at all levels.  4. To ensure that appropriate emergency procedures are in place.  5. To oversee the College’s response to any Public Health issues that arise.  6. To receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases (RIDDOR); to consider the effectiveness of any action taken to prevent future similar accidents.  7. To receive a list of all other recorded accidents or occurrences, including near misses, to consider the effectiveness of any remedial action taken to prevent future similar incidents.  8. To consider reports, making recommendations as appropriate, resulting from formal audits of College work places and activities and such other reports as maybe submitted.  9. To request formal inspections of work places as the Committee think appropriate and to receive reports of such inspections.  10. To establish specific safety sub-committees and working groups as appropriate.  11. To consider and keep under review building work, which may be needed to conform to good health, safety and welfare practice.  12. To keep under review communications and publicity relating to health, safety and welfare in the College and where necessary to recommend any improvements or changes.  13. To consider reports and factual information provided by inspectors of the enforcing authorities under health and safety, or any other relevant legislation. Establishing and maintain effective links with such persons, as appropriate.  14. To consider relevant health, safety and wellbeing matters raised by members or by other bona fide College members.  15. To consider operational risk associated with all ongoing operational procedures and systems, both on and off campus.  16. To recognise and support the legislative duties of Safety Representatives.  17. To submit quarterly and annual reports to Finance, Employment & General Purposes committee, summarising the Committee's work in terms of safety and occupational health. |
| **Membership & Meeting Arrangements** | To ensure full representation at each meeting of the College Health and Safety Committee, each member will also nominate a deputy. This person will be required to deputise at meetings where the nominated representative is unable to attend.  The committee will meet **three** times per academic year (increasing to a max of six meetings in exceptional circumstances). |
| **Reporting** | To provide the FE&GP Committee with quarterly and annual reports. |
| **Review** | Annually. |