

HEALTH & SAFETY & WELLBEING COMMITTEE

TERMS OF REFERENCE

1 Remit

- 1.1** The Committee is mandated by Section 2(7) of the Health & Safety at Work (etc.) Act 1974 and recognised by the Secretary of State under Statutory Instrument 1977 No. 500 Health and Safety - The Safety Representatives and Safety Committees Regulations 1977. It has the role of keeping under review the measures taken to ensure the effective management of the health and safety of employees, and also that of students, visitors, contractors and other persons who could be affected by the various work activities of the University of Glasgow or could, through their own work activity (ies), adversely affect the health and safety of themselves and/or others.
- 1.2** This role takes into consideration activities carried out by University of Glasgow staff and students that may take place on other sites not belonging to the University, as well as work conducted by persons from other establishments who are invited to work on our premises.
- 1.3** This remit extends to work-related travel, including call out travel, but excluding travel between home and the employee's usual place of work during their normal contracted work hours.
- 1.4** The Committee will also consider issues relating to the health and safety of University of Glasgow students and other students studying here on official visits.
- 1.5** This Committee will, in all its efforts, aspire to best practice in the management of health and safety in the workplace.
- 1.6** One of its key objectives is the promotion of co-operation between management and employees in the development, implementation, monitoring and review of measures designed to minimise those risks at work which may impact on the health, safety and wellbeing of employees and other persons.

2 Role

- 2.1** The Committee shall fulfil the legal requirements of The Safety Representatives and Safety Committees Regulations 1977.
- 2.2** Trade Union Representatives will represent the interests of all members of staff.
- 2.3** The Students' Representative Council (SRC) will represent the interests of all University of Glasgow students.
- 2.4** The Committee shall be responsible for the overseeing of strategic Health & Safety Management and promotion of workforce wellbeing. The Committee will also consider those aspects of environmental management which impact on health and safety of people, the built environment and wider natural environment, specifically the management and disposal of hazardous waste. With this in mind,

the Committee will have functions including, though not restricted to:

2.5 Review of:

- Occupational injury and ill health statistics and trends
- Health and safety training courses and attendee data
- Work-related sickness absence data
- Safety audit reports
- Reports into serious incidents at work
- Reports arising from inspections and/ or enforcement action by relevant Enforcing Authorities
- Reports submitted by employee trades unions and partnership bodies. Making recommendations on improvement of health and safety performance and minimisation of occupational injury and ill-health as appropriate

2.6 Consideration of :

- Minutes and reports submitted by local health and safety committees within the colleges and non-academic services
- Occupational Health activity reports
- Reports from other relevant health, safety or wellbeing or as appropriate

2.7 Consideration of the impact of:

- The effect and implementation of new health and safety law and regulations
- Changes to the workplace, workforce, technology and working practices
- The working practices and safety standards of University-appointed contractors and their employees in relation to the health and safety of employees

2.8 Monitoring of:

- The organisation's health and safety performance against legal and statutory requirements
- The organisation's health and safety performance against Glasgow University, Scottish Government and National strategy, guidelines and standards
- The impact of health and safety communication and publications on health and safety performance

2.9 Assisting in the development, monitoring and review of organisational health and safety policy and procedures and safe systems of work.

2.10 Overseeing the development of an organisational Health and Safety Action Plan that identifies necessary actions arising from the various monitoring processes, and costs, prioritises and realistically timetables these actions.

2.11 Receiving and commenting on the Annual Health, Safety & Wellbeing Report.

2.12 Accountability:

- The University of Glasgow Health, Safety & Wellbeing Committee is accountable to the University of Glasgow Court and, as such, will inform, report and make recommendations to Court
- The Committee will also provide assurance through the Senior Management Group in the form of regular topical reports

2.13 Approval of the Remit of Sub-groups to this Committee.

3 Membership

3.1 The Committee will include effective management representation from the following:

- College of Arts (1)
- College of Medical, Veterinary and Life Sciences (1)
- College of Science and Engineering (1)
- College of Social Sciences (1)
- University Services (1)

3.2 The membership will also include:

- The Convenor, or nominated depute

Partnership representation will comprise:

- **8** Trades Union appointed Safety Representatives
- 2 SRC members

Ex-officio Specialist advisory members, acting in a purely advisory capacity and not contributing to decision-making, as detailed below:

- Director of Health, Safety & Wellbeing
- Occupational Health Manager
- Radiation Protection Advisor
- Head of Service (SEPS)
- Director of Estates & Buildings
- Director of HR

3.3 Other specialist advisors will be invited to attend as appropriate to inform and advise the group. They will include but not be restricted to:

- Specialist Health & Safety Advisors
- Environmental Advisor
- Medical Advisor
- Corporate Communications
- Staff Development Services
- Insurance/ Risk Management

3.4 Total membership will be 18 with additional ad hoc advisory members.

3.5 The Convenor, Director of Health, Safety & Wellbeing and a nominated Trades Union Health & Safety Representative will form the Executive of the Health, Safety & Wellbeing committee.

3.6 Membership and remit will be reviewed at least annually.

4 Meetings

4.1 Meetings will be held quarterly and timetabled to enable minutes to be circulated to the next meeting of the University of Glasgow Court. Extraordinary meetings can be called by agreement through the Executive Members.

4.2 The Executive have the right to alter or vary these arrangements to cover holiday months or other circumstances.

4.3 Additional meetings of the Committee will be called by two or more of the Executive.

4.4 Clerking services to the Committee will be provided by Health, Safety & Wellbeing.

The role of the Clerk will include timeous preparation and circulation of the minutes, agenda and other relevant papers to the Committee membership and other relevant parties.

4.5 Meeting dates will be timetabled on a yearly basis. Items for the agenda must be submitted to the Clerk no later than two weeks prior to the meeting date.

4.6 The agenda and relevant papers will be circulated no less than 1 week prior to the relevant meeting. Minutes will also be posted on the Health, Safety & Wellbeing website.

4.7 Minutes will be kept of the proceedings of the Committee. These will be circulated, in draft form normally within five working days to the Executive of the Committee who will respond within five working days thereafter. The minutes will be circulated to all committee members within 20 working days of the meeting they refer to, prior to consideration and ratification at a subsequent meeting of the Committee.

4.8 The approved minutes will be submitted to the Court for information and to consider recommendations.

4.9 The Annual Health, Safety & Wellbeing Report, approved by this Committee will be submitted to the Senior Management Group and Court each year.

4.10 Items requiring urgent attention of the Senior Management Group or Court will be raised by University Services management representative or Lay Court member respectively.

5 Authority

5.1 Instigation of suitable working groups to develop appropriate control measures (safe systems of work, training, policies, working arrangements etc.) for specific risks.

5.2 Approval/ Ratification of:

- Health, Safety & Wellbeing Annual Report
- control measures and associated organisational policies and documentation for the purposes of health and safety risk minimisation

Committee decisions will be through a consensus of opinion.

Where consensus cannot be achieved, the matter in hand will be referred to Court.

5.3 The Executive will be empowered to consult and make recommendations on behalf of the Committee where decisions are required before the next Committee meeting. The Executive must report all such decisions to the Committee for ratification.

6 Quorum

6.1 8 members will be considered to be a quorum providing there are at least 3 management and 3 partnership and 1 SRC representatives present.

6.2 This number does not include the minute clerk or the Convenor (or, in their absence, nominated Depute) who must also be present.

6.3 All members are expected, wherever possible, to have a nominated depute to attend in their absence.

6.4 In the event of the Committee being inquorate the meeting will proceed as a minuted discussion meeting with decisions being deferred to the next quorate meeting.

7 Accountability

7.1 The Committee is accountable to the Court.