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**HEALTH AND SAFETY POLICY**

**Reviewed December 2018**

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# GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Queen’s University of Belfast, is committed to the highest standards of excellence in education and research and this commitment applies equally to the management of the health and safety for staff, students and others who may be affected by matters within its control. The University will adopt best practice in all areas of health and safety management through continuous improvement in the control of risk.

The Senate, as the governing bodyof the University, has ultimate responsibility for the Health and Safety Policy and for monitoring the effectiveness of supporting systems.

The Vice-Chancellor has executive responsibility for ensuring the implementation and monitoring of the Health and Safety Policy, including the provision of adequate resources and for ensuring that the University complies with all relevant statutory requirements and associated codes of practice.

Health and safety is an integral part of the management of the University’s undertakings and a core function of University Managers who, through the organisational structures, will take all reasonable practicable steps to ensure that:-

* the risks to health and safety throughout its undertaking are properly assessed;
* there are safe systems of work in place;
* there is a safe environment in which to work;
* managers and supervisors have appropriate knowledge and competence to deal effectively with health and safety issues;
* staff, students and others are given adequate supervision, information, instruction and training in order to carry out their work and studies safely;
* there is an effective mechanism through whichSafetyRepresentativesare consulted in good time on health and safety matters.

The Occupational Health Service and the University Safety Service will provide all necessary professional support and advice to University Managers.

Staff and students have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Staff and student co-operation and commitment is essential to ensure successful implementation of the health and safety policy.

Professor Ian Greer

President and Vice Chancellor

**HEALTH AND SAFETY POLICY – ORGANISATION AND ARRANGEMENTS**

1. Responsibilities and Commitment

1.1 Introduction

Ensuring the Health and Safety of staff and students is an integral part of all activities within the University and all staff and students have a personal responsibility to help ensure that high standards of health and safety are achieved and maintained.

1.2 Senate

As the University’s governing body, the Senate retains the primary responsibility for ensuring health and safety at work of staff, students and visitors. Members of Senate are individually and collectively responsible for establishing and approving management arrangements for health and safety. Senate through its Planning and Finance Committee will ensure that those to whom they delegate authority have identified, put in place and applied appropriate measures to manage the risks to staff, students and to others arising from the undertakings of the University.

 See Appendix 1 for the full Statement of General Intent.

 See Appendix 2 for a general overview of the University Organisation and Structure

1.3 President and Vice-Chancellor

The Vice-Chancellor is directly accountable to Senate and has ultimate executive responsibility for the health and safety at work of staff, students and visitors. He will establish a formal structure of delegated management responsibility and accountability, and health and safety will be included in the six monthly review of senior managers. The Vice-Chancellor will provide an annual report to Senate which will include a Development Plan for improvement.

See Appendix 3 for details of the specific responsibilities of the Vice-Chancellor.

1.4 “Director of Safety”

The Registrar and Chief Operating Officer has been designated by the Vice-Chancellor as the Director with executive responsibility for Health and Safety (Director of Safety) and is directly accountable to them. They are specifically responsible for advising the Vice-Chancellor on all aspects of health and safety and for the implementation and monitoring of the Health and Safety Policy within the University with specific, direct access to the Vice-Chancellor on health and safety matters. The Registrar and Chief Operating Officer will also be responsible for the health and safety management within the unitary professional support directorates.

See Appendix 3 for details of the specific responsibilities of the ‘Director of Safety’.

1.5 Faculty Pro-Vice-Chancellors

Faculty PVCs will review the arrangements for management of health and safety in each School, with each Head of School ensuring that each has in place appropriate management arrangements and a health and safety plan at School level. They will ensure that Schools report annually on health and safety performance within the School.

1.6 Heads of School, Directors of Academic Support Directorates

Health and safety management within a School/Support Directorate is the responsibility of the Head of School/Director. It is the responsibility of the Head of School/Director to ensure that the health and safety management system within the School/Directorate adequately addresses the hazards within the School/Directorate and meets the needs of all staff, students and visitors. This should include the implementation and monitoring of a safety policy tailored to the needs of the School or Directorate. This Policy should be published and mechanisms put in place to ensure that all staff and students are aware of their own responsibilities. Within academic Schools, the tailored Safety Policy should be formally approved by the School Board, who should also receive an Annual Report and Development Plan which will be prepared by the Head of School. It is a fundamental requirement that all managers undergo appropriate training in the safety related aspects of their duties.

1.7 Employees and Students

 All employees and students are required by the University:-

* to take reasonable care of their own health and safety and that of others who may be affected by their own acts or omissions;
* to familiarise themselves with any relevant Health and Safety Policies/Procedures;
* to co-operate with the University and its officers to enable the University to comply with its statutory obligations;
* to use equipment, machinery, plant and substances in accordance with the instructions and training that they have received;
* to inform their manager or supervising member of staff of any dangers or shortcomings in the health and safety arrangements, even if there is no risk of immediate danger;
* not to intentionally and recklessly misuse or interfere with anything provided in the interest of health, safety and welfare.

Failure to comply or to co-operate with any health and safety measure required by the University may lead to disciplinary action being taken.

1.8 Members of the Public and Visitors

The University must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to the University. In order to meet these responsibilities, the University must take such steps as is reasonable to:-

* provide safe access/egress;
* control work processes such that visitors are safeguarded against hazards presented to them by the University’s activities;
* control hazardous areas by means of excluding or restricting access;
* ensure risk assessments are conducted for all major events (including those managed by outside bodies).

2. Committees

Various health and safety committees are in place for management review, policy development, consultation with employees and the provision of specialist technical advice (see Figure 2, Appendix 3).

 2.1 Health and Safety Management Group

The Health and Safety Management Group is responsible for making recommendations, through the University Operating Board, on policy and strategy relating to the management of health and safety, including:-

* the development of policy and procedures;
* the structures and systems for the effective management of health and safety;
* the plans and objectives for continuous improvement;
* the resources for the achievement of plans and objectives;
* the monitoring of the implementation of policies and procedures;
* the development of health and safety training programmes;
* the review of health and safety performance and making recommendation for improvement to management.

See Appendix 4 for the Terms of Reference and Composition of the Health and Safety Management Group.

2.2 Health and Safety Compliance Committee

The Health and Safety Compliance Committee, reporting to the Health and Safety Management Group, is responsible for reviewing health and safety risk and assessment of legal compliance as well as overseeing the development of health and safety policies/procedures for control and management of risk.

See Appendix 4 for the Terms of Reference and Composition of the Health and Safety Compliance Committee.

2.3 Biological & Infectious Agents Advisory Committee

The Biological and Infectious Agents Advisory Committee is appointed by the Vice-Chancellor as the statutory committee to oversee work involving genetic modification and the development of policies and procedures for work involving pathogenic organisms and infectious agents.

See Appendix 4 for the Terms of Reference and Composition of the Biological and Infectious Agents Advisory Committee.

2.4 Health and Safety Consultative Committee

This statutory committee provides the opportunity for employees to participate in the development of strategic health and safety policies for the University. Its purpose is to provide a forum for the formal consultation and communication with employee representatives on health, safety and welfare matters at work.

See Appendix 3 for the roles and responsibilities of Safety Representatives and Appendix 4 for the Terms of Reference and Composition of the Health and Safety

 Consultative Committee.

2.5. Local Safety Committees

Heads of School/Directors are responsible for ensuring that, within their School/ Directorate, there is an effective health and safety forum for consultation with staff and students regarding health and safety at work. This may include creating a Safety Committee.

3. University Safety Service

Reporting through the Health and Safety Management Group and to the Director of Estates, the function of the officers of the University Safety Service is to help achieve a high standard of health and safety throughout the organisation, providing appropriate specialist training and support services. The Service will also inform the Director of Safety where improvements in safety management should be made.

 The Unit’s general responsibilities are: -

* to provide guidance and advice on compliance with Health and Safety Policy,
* to provide information and advice to management on health and safety legislation, codes of practice, guidance and recognised standards,
* to provide appropriate health and safety training to meet requirements at all levels,
* to provide the appropriate occupational health and welfare services,
* to undertake independent investigations of reportable accidents,
* to facilitate health and safety auditing,
* to monitor health and safety performance throughout the University.

4. Estates Directorate

The function of the officers of the Estates Directorate is to provide technical support services such as guidance and support on Fire Safety, Electrical Safety, Construction Safety, etc., as detailed in the Health and Safety Policy. The officers of the Estates Directorate are also responsible for ensuring that all safety matters pertaining to external contractors on site are fully addressed.

5. Health and Safety Policies and Guidance

Detailed guidance be developed to support this Policy. These documents will provide detailed advice on the procedures to be followed and the standards expected by the University in the management of health and safety.

6. Health and Safety Training

Heads of School/Directors are responsible for ensuring that staff and students receive sufficient training to enable them to carry out their duties or studies safely. Heads of School/Directors must ensure that health and safety training needs are identified for employees and that training records are maintained.

7. Performance Measurement

The Occupational Health Service and the University Safety Service will, with the co-operation of Heads of School and Directors of the Support Directorates, establish and maintain a range of performance indicators that will be considered by the appropriate Health and Safety Committees and Management meetings. These may include, but not be limited to, the following:-

* accident statistics (including near-misses);
* annual numbers, cost and general details of insurance claims;
* numbers of workplace inspections conducted by departments and outstanding corrective actions;
* results of audits and the status of improvement plans;
* health and safety training performance;
* enforcement actions.

8. Audit

The Health and Safety Management Group will, with the co-operation of the relevant Heads of School and Directors ensure that a programme of safety audits is conducted by the University Safety Service on a regular basis. Safety audits should assess whether the Health and Safety Policy and the procedures have been implemented, and are adequate and effective in protecting the safety and health of employees and others to whom a duty is owed, and in preventing incidents.

The University Safety Service must ensure that issues that arise from such audits are recorded and management informed. The Director of Safety will review audit reports and ensure compliance with recommended actions.

9. Management Review

 9.1 Performance Review

The Health and Safety Management Group will review health and safety performance on an annual basis in order to evaluate:-

* progress made against planned objectives and the effectiveness of follow-up actions from earlier reviews;
* the effectiveness of the Health and Safety Policy and its ability to meet the overall needs of the organisation;
* the overall strategy of the Health and Safety Policy to ensure that it meets planned objectives.

9.2 Health and Safety Development Plan

Following the review, the Health and Safety Management Group will produce a Health and Safety Development Plan for the continuous improvement and development of Health and Safety within the University. Heads of School/Directors etc., will produce a Health and Safety Development Plan for the improvement and development of Health and Safety within the School/Directorate.

9.3 Health and Safety Policy Review

The Health and Safety Policy will be reviewed at least annually by the Health and Safety Management Group in order to ensure that it continues to meet the needs of the University and to recommend any changes considered necessary.

APPENDICES

 Appendix 1 General Statement of Intent

 Appendix 2 Organisation and Structure

 Appendix 3 Responsibilities

 Appendix 4 Terms of Reference of Health & Safety Committees

Appendix 1

**General Statement of Intent**

Queen’s University is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its staff, students and others (contractors, visitors and members of the public) in accordance with best practice including all relevant statutory requirements, associated Codes of Practice and Guidance.

In particular, it is the University’s policy to:

(a) Provide so far as is reasonably practicable:-

* A working environment that is safe, without risks to health and with facilities and arrangements that are adequate for the welfare of those persons using the premises.
* Safe plant, equipment and systems of work.
* Information, instruction, training and supervision as is necessary to ensure compliance with the University Safety Policy by staff, students, contractors and visitors.
* Arrangements for the safe use, handling, storage and transport of articles, materials and substances.

(b) Ensure that hazards and risks associated with activities and tasks are identified, assessed and controlled.

(c) Ensure that health and safety responsibilities are identified and understood at all levels.

(d) Ensure that staff and students have sufficient knowledge, skills and capability to safely carry out their duties and studies.

(e) Provide adequate resources to ensure that the policy can be implemented effectively.

(f) Set health and safety objectives and ensure that goals are met.

(g) Appoint competent Occupational Health and Safety personnel to assist management in implementing the Safety Policy.

(h) Monitor and audit compliance with the Safety Policy.

(i) Involve, as appropriate, University staff in safety management, the development of policy, the drafting of procedures, the review of performance and in the recommendations for improvement.

(j) Establish and maintain a Safety Committee structure and to actively encourage consultation between Management, Trades Union Safety Representatives and other employees and to assist in the implementation of the Safety Policy.

(k) Review the Safety Policy on a regular basis and bring any changes deemed necessary to the attention of Staff and Students.

Appendix 2

**University Structure and Organisation**

The administrative organisation of the University is shown in Figure 1 and is described in detail below.

2.1 Senate

The governing body of the University is Senate which is responsible for the ongoing strategic direction of the University, the management and administration of its revenue and property and the general conduct of its affairs including Health and Safety. Senate is chaired by the Chancellor as the head and chief officer of the University or, in his absence, a Pro-Chancellor.

Members of Senate are drawn from the academic staff, student body and lay members. It normally meets four times a year, and receives reports from a range of committees including: Planning and Finance Committee, Audit Committee and Remuneration Committee.

2.2 The Planning and Finance Committee

The Planning and Finance Committee has delegated authority from Senate for the development of subsidiary strategies to support the University's primary strategies in fulfilling its academic, financial, physical and human resources (including health and safety) objectives.

2.3 The University Executive Board

The University Executive Board, comprising the Vice-Chancellor, Pro-Vice-Chancellors, Faculty PVCs and other senior management including the Registrar, is the executive board of the University and has responsibility for producing strategies and policies for approval by Senate. The Vice-Chancellor is the Chief Academic and Administrative Officer. The Registrar is the Head of a unified administration responsible for the provision of a comprehensive range of support services.

Members of the University Management Board have collective and individual responsibility to assist the Vice-Chancellor and Registrar (Director of Safety) in overseeing the implementation of the Health and Safety Policy both in their own individual areas of responsibility and throughout the University.

2.4 The University Operating Board

The University Operating Board, which consists of The Registrar, Faculty Directors of Operations and the Directors of the nine professional servicies areas, has responsibility for the operational implementation and management of approved policies and strategies including implementing the Health and Safety Policy both in their own individual areas of responsibility and throughout the University.

2.5 Schools, Colleges and Institutes

Within the three Faculties of the University, there are various Schools and Institutes each with its own Head of School or Director respectively. In addition there are two teacher training colleges, Stranmillis College and St Mary’s College, each with its own Principal. Within each School etc. there are various Departments or Units each with its own Head of Department or Unit Director.

2.6 Professional Services Directorates

Within each of the professional service areas, headed by a Director, are various administrative units, divisions or departments, each with its own unit, divisional or departmental manager (see over).

Figure 1. University Administrative Structure

HEALTH

& SAFETY

MANAGEMENT GROUP

PLANNING

& FINANCE

COMMITTEE

HEALTH

& SAFETY COMPLIANCE

COMMITTEE

HEALTH

& SAFETY

CONSULTATIVE COMMITTEE

LOCAL

SAFETY

CONSULTATIVE

COMMITTEES

SENATE

Heads of School / Directors

Registrar / Faculty

Pro Vice-Chancellors

Vice-Chancellor

Staff / Students

GOVERNANCE

POLICY

CONSULTATION

MANAGEMENT BOARDS

UNIVERSITY

EXECUTIVE BOARD

RESPONSIBILITY

UNIVERSITY OPERATING BOARD

BIOLOGICAL & INFECTIOUS AGENTS ADVISORY COMMITTEE

Figure 2. Safety Management and Committee Structure

Appendix 3

Appendix 3

**Health and Safety Responsibilities**

Vice-Chancellor

The Vice-Chancellor, as the Chief Academic and Administrative Officer, is directly accountable to Senate and has ultimate executive responsibility for the health and safety at work of staff, students and visitors.

The specific responsibilities of the Vice-Chancellor are: -

* to assist Senate in ensuring that there is an effective policy for the management of health and safety within the University,
* to ensure that the Senior Management of Queen’s University understand, accept and fulfil their health and safety responsibilities in accordance with the University’s policy and decisions,
* to report to the Senate on the effectiveness of the safety management system,
* to ensure that both the policy for the management of health and safety within the University is reviewed periodically and updated where necessary and to recommend to the Senate improvements in the safety management system and priorities for addressing such improvements,
* to ensure that adequate staff and resources are deployed in order to meet health and safety requirements and to make recommendations to the Senate where necessary,
* to ensure that responsibilities are clearly defined, properly assigned and correctly discharged at all levels,
* to ensure that there are objectives set for the improvement of health and safety,
* to appoint a Director with Executive Responsibility for Health and Safety (Director of Safety) to be specifically responsible for the implementation and monitoring of health and safety matters within the University.
* to appoint a competent person or persons to advise the university on health and safety matters.

Director of Safety

The Registrar has been appointed by the Vice-Chancellor as the Director with Executive Responsibility for Health and Safety (Director of Safety).

The Safety Director’s responsibilities include the following: -

* to ensure the University’s health and safety policy is implemented,
* to report to the Vice-Chancellor on the effectiveness of the safety management system,
* to make recommendations to the Vice-Chancellor and University Management Board on improvements to University’s health and safety policy and safety management system in order to meet health and safety objectives and to advise upon the methodology and priorities for implementing such improvements,
* to ensure there are systems in place for the identification of hazards that arise from the activities conducted within the University,
* to ensure the University’s health and safety management plan is developed and implemented.

Heads of School, Directors of Professional Services Directorates, Institute Directors etc

Heads of School, University College Principals, Institute Directors, and Directors of Academic Support Directorates and other Non-Faculty Units have particular health and safety duties in respect of the areas and operations for which they are each responsible and over which they have control.

These include: -

1. To establish local arrangements for the management and co-ordination of health and safety, including organisational arrangements and allocation of specific duties within their overall area of responsibility.

2. To establish local health and safety objectives and to implement these in accordance with the University Safety Policy.

3. To develop and implement a local Health and Safety Development Plan.

4. To make recommendations through the University Health & Safety Management Group on improvements to the health and safety management system and the priorities for addressing such improvements.

5. To communicate the Safety Policy to employees and to ensure that it is understood; that action is taken to organise for it and that it is implemented effectively.

6. To ensure that risks from activities and tasks within Schools and Support Directorates are assessed and that safe practice is planned into work activities.

7. To work with staff, including health and safety professionals and safety representatives, in reviewing, inspecting and improving work systems with the object of improving health and safety performance.

8. To monitor the work of employees in order to encourage their interest and involvement in safety and deal appropriately with any failure to meet the health and safety standards required of them.

9. To take such action as may be appropriate to correct deficiencies in the day-to-day operation of the safety management system including reviewing reports, statistics and other such information as may be available.

10. To ensure that the places of work (and the access and egress to such places) within the Head of School / Director’s allocated area of responsibility are regularly monitored and inspected such that they are maintained in a safe condition and without risk to health and safety.

11. To ensure competency of their staff by providing such information, instruction and training as is necessary for them to conduct their jobs safely.

12. To ensure that plant and systems of work are provided and maintained such that they are safe and without risk to health.

13. To ensure that workplace examinations, maintenance, inspections and testing are conducted in accordance with the appropriate plan or schedule.

14. To ensure that arrangements are in place such that substances and articles can be used, stored and transported safely.

15. To ensure that their staff are aware of, and compliant with, all legislation which is applicable to their areas of responsibility.

16. To review health and safety within the areas for which they are responsible at School Management Board / Senior Officers’ Meetings.

17. To ensure that accidents/incidents and dangerous occurrences that occur within the School / Directorate are investigated and reported.

18. To ensure appropriate First Aid cover.

19. To ensure appropriate arrangements for Fire Safety.

Heads of Department, Heads of Unit, Unit Directors etc.

Health and safety duties of Heads of Department, Heads of Unit and Unit Directors etc. include:

1. The day-to-day implementation and monitoring of health and safety matters within the Department, Unit or Division.

2. To establish health and safety objectives for the Department, Unit or Division and to implement these in accordance with the University Health and Safety Policy and any additional local arrangements within the School or Directorate.

3. To develop and implement the health and safety management plan for the Department, Unit or Division.

4. The allocation of duties to staff within the Department etc

5. To communicate the University’s Health and Safety Policy to University employees and students and to ensure that it is understood; that action is taken to organise for it and that it is implemented effectively.

6. To regularly review health and safety matters within their areas of responsibility.

7. To ensure that risks from activities and tasks within their Departments or Units are assessed.

8. To plan safe practice into Department, Unit or Division work activities.

9. To ensure that they are aware of, and compliant with, all legislation that is applicable to their areas of responsibility.

10. To ensure competency of their staff by providing such information, instruction and training as is necessary for them to conduct their jobs.

11. To monitor the work of employees in order to encourage their interest and involvement in safety and to deal appropriately with any failure to meet the health and safety standards required of them.

12. To ensure that the places of work (and the access and egress to such places) within their allocated areas of responsibility are regularly monitored and inspected such that they are maintained in a safe condition and without risk to health and safety.

13. To provide and maintain plant and systems of work that are safe and without risk to health.

14. To make arrangements to ensure that substances and articles can be used, stored and transported safely.

15. To ensure that workplace examinations, maintenance, inspections and testing are conducted in accordance with the appropriate plan or schedule.

16. To take such action as may be appropriate to correct deficiencies in the day-to-day operation of the safety management system including reviewing reports, statistics and other such information as may be available.

17. To ensure that there is appropriate first aid cover for their area of responsibility (as defined in the regulations on first aid) at all times during their operations and to ensure that first aiders are adequately trained.

18. To ensure that evacuation officers and fire wardens are appointed within their area of responsibility and to ensure that they are adequately trained.

19. To investigate and report any accidents/incidents and dangerous occurrences including near misses that occur within their particular area of responsibility.

20. To work with staff, including health and safety professionals and safety representatives, in reviewing, inspecting and improving work systems with the object of improving health and safety performance.

Safety Representatives

Safety Representatives appointed under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 or the Health and Safety (Consultation with Employee Regulations) 1996, amongst other things, may participate in the:

* investigation of potential hazards, dangerous occurrences and causes of accidents,
* investigation of complaints on health, safety, or welfare matters by employees represented.

In addition:

* they may make representations to management on general matters of health, safety and welfare and matters arising,
* carry out inspections of workplaces,
* carry out inspections following notifiable accidents, dangerous occurrences or diseases,
* represent employees in consultation with inspectors of enforcing authorities,
* may attend safety committee meetings.

Appendix 4

 **Terms of Reference for Health and Safety Committees**

 1. Health and Safety Management Group

 2. Health and Safety Consultative Committee

 3. Health and Safety Compliance Committee

 4. Biological & Infectious Agents Advisory Committee

Appendix 4

1. Health and Safety Management Group

**Terms of Reference:**

The Group is responsible for:

Making recommendations to the University on policy and strategy relating to management of Health and Safety, including, *inter alia*:

1. Policy development
2. Structures and systems for the effective management of Health and Safety;
3. Plans and objectives for continuous improvement;
4. Adequate resources for the achievement of plans and objectives;

Monitoring the implementation of policies and procedures, as agreed by Senate and/or the Planning & Finance Committee;

Developing Health and Safety training programmes;

Reviewing Health and Safety performance and making recommendations for improvement to management;

Reporting to the Planning & Finance Committee, through the normal management structure on Health and Safety issues.

**Composition:**

(Chair and 13 Members)

Chair: Vice Chancellor’s Representative (Pro-Vice-Chancellor or Senior Academic)

Registrar (Safety Director)

1 Faculty PVC

2 Senate Representatives

Director of Human Resources

 Director of Estates

1 Head of School

 Occupational Health Advisor

 Head of University Safety

Chair of Health and Safety Consultative Committee

Chair of Technical Safety Advisory Committee

Chair of Biological and Infectious Agents Advisory Committee

University Trade Union Safety Representative

Student Representative

**In Attendance:** (as required**)**

Compliance Committee Representatives

Radiation Protection Adviser

 Safety Officers

 Biological Safety Officer

Fire Safety Officer

 Estate Services Manager

Other University Officers as required

**Serviced by:**

 Estates Directorate

**Reports to:**

 Planning and Finance Committee, Operating Board

**Receives reports from:**

 Health and Safety Consultative Committee

 Compliance Committee

 Biological and Infectious Agents Advisory Committee

 Schools and Support Directorates

Other committees and advisory groups as appropriate

**Meetings:**

 The Health and Safety Management Group normally meets three times each year.

Appendix 4

2. Health and Safety Consultative Committee

**Terms of Reference:**

The Committee provides the opportunity for employees to participate in the development of strategic health, safety and welfare policies for the University. Its purpose is to:

* Provide a forum for the formal consultation and communication with employees on health, safety and welfare matters at work
* Assist in the development of safety management structures, systems of work and procedures
* Review Health and Safety aspects of future developments in processes, machinery acquisitions, equipment and materials and the introduction of any new measures which may affect employees’ Health and Safety.
* Review and assisting in the development of safety training programmes.
* Review the effectiveness of Health and Safety communications within the workplace
* Review the arrangements made by the employer for appointing or nominating competent persons for advice on health, safety and welfare at work.
* Review accident and occupational health trends.
* Review the outcome of safety audits.
* Review Health and Safety proposals and plans;
* Review resources for the achievement of plans and objectives;

**Composition:**

(Chair and 17 Members)

Chair: Senior Academic

 Director of Human Resources or Representative

Director of Estates or Representative

Occupational Health Advisor

 Head of University Safety

 Chair of Compliance Committee

Biological & Infectious Agents Advisory Committee Representative

1 Head of School

 1 School Manager

 8 Trade Union Safety Representatives (AMICUS,ATGWU, NIPSA, RCN, AUT

 safety reps as appointed by T.U. Safety Representatives Committee)

 1 Student representative

**In Attendance:** (as required)

Radiation Protection Adviser

Safety Officers

 Fire Safety Officer

 Estate Services Manager

Compliance Committee Representatives (Biological, Chemical, Radiation and Laser Safety)

 Other University Officers as required

**Serviced by:**

 Estates Directorate

**Reports to:**

 Health and Safety Management Group

**Receives Reports from:**

Health and Safety Management Group

Compliance Committee / Project Groups

 Biological & Infectious Agents Advisory Committee

 Schools and Directorates, as required

 Other committees and advisory groups as appropriate

**Meetings:**

 The Health and Safety Consultative Committee normally meets three times each year.

Appendix 4

3. Health & Safety Compliance Committee

**Terms of Reference:**

The Committee will perform a strategic role in assessing and reporting progress on the implementation of Health and Safety policies and procedures across all Schools and Directorates. Its purpose is to:

* Review the Health and Safety policies, guidance notes, arrangements, management and operational procedures in all areas of Health and Safety (except biological safety) to confirm they are suitable and appropriate, and monitor statutory compliance and Health and Safety performance in their implementation.
* Make recommendations to the Health and Safety Management Group on policy and arrangements required under current or proposed Health and Safety regulations.
* Recommend the establishment of Project Groups to review and report back to the Committee on specific issues.
* Where appropriate recommend the commissioning of specific reports necessary for specialist advice.

The Committee will report on key Health and Safety compliance issues on an agreed frequency to the Health and Safety Management Group.

The Committee will make recommendations on strategic actions and resources required to address priority Health and Safety Issues and report on the implementation of compliance strategies.

**Composition:**

Chair: Director of Estates

Director of Human Resources

SMDBS Management Representative

Faculty Management Representative

Faculty Management Representative

Faculty Management Representative

Head of Administration and Resources (Estates)

Head of Estates Services

Senior Manager Student Plus

Chair, Health and Safety Consultative Committee

Occupational Health Advisor

Head of University Safety

2 Trade Union appointed Safety Representatives

**In Attendance:**

Relevant University Officers or external experts, as required

**Serviced by:**

 Estates Directorate

**Reports to:**

 Health and Safety Management Group

**Receives reports from:**

Health and Safety Management Group

 Health and Safety Consultative Committee

Project Groups

Other committees and advisory groups as appropriate

**Meetings:**

 The Health and Safety Compliance Committee normally meets three times each year.

Appendix 4

4. Biological & Infectious Agents Advisory Committee

**Terms of Reference:**

The Committee provides specialist advice and guidance on the use of genetically modified organisms and infectious agents at work. Its purpose will include:

* to review the policy on and arrangements for biological Health and Safety matters including control of hazards associated with pathogenic organisms
* to make recommendations to the Health and Safety Management Group on policy and arrangements required under current or proposed biological Health and Safety regulations, Approved Codes of Practice and Guidance,
* to act as the Statutory Committee for oversight of Genetic Modification,
* to form Project Groups to review and report back to the Committee on specific issues,
* to oversee the investigation of incidents arsing from or associated with biological agents at work and the preparation of reports and recommendations to the Health and Safety Management Group,
* to commission specific reports necessary for specialist advice.

**Composition:**

Chair: Senior Academic

 3 (max.) School Senior Academic Staff (biological)

 2 Technical staff

Occupational Advisor

Safety Manager

2 Trade Union Safety Representatives

**In Attendance:**

University Biological Safety Officer

 School Biological Safety Officers / Representatives

(as required) Other University Officers or external experts as required

**Serviced by:**

 Estates Directorate

**Reports to:**

 Health and Safety Management Group

**Receives reports from:**

Health and Safety Management Group

 Health and Safety Consultative Committee

Project Groups

Other committees and advisory groups as appropriate

**Meetings:**

 The Biological & Infectious Agents Advisory Committee normally meets three times each year.