



HEALTH & SAFETY COMMITTEE

The Health and Safety Committee is established under Ordinance XVI.(c). The Ordinance describes the Composition and Terms of Reference as:

Composition

<i>Ex-officio</i>	Name
The Chair (appointed by Council)	Prof. H Gareth Roberts
The Vice-Chancellor	Prof. Iwan Davies
A Pro Vice-Chancellor	TBC
President of the Students' Union	Henry Williams
University Secretary	Dr Kevin Mundy
Director of Property & Campus Services	Lars Wiegand
Director of Human Resources	Tracy Hibbert
<i>Appointed</i>	
2 appointed by the Council from members of the Council who are not members of the Senate	Eric Hepburn Tudur Williams
2 appointed by Senate who shall be Deans of College or Heads of School	Prof. Paul Spencer To be appointed.
<i>Co-opted</i>	
Chair of The Chemical & Biological H&S Sub-Committee	Mr Merf Williams
Chair of the Radiation H&S Sub-Committee	Dr David Assinder
<i>Staff Representatives (up to 10 representatives)</i>	
<i>Unison</i>	Gareth Parry
<i>UCU</i>	Dr Paul Mullins
<i>Unite</i>	Steve Roberts
<i>Students Union</i>	
2 Representatives	Mair Rowlands / Henry Williams
<i>6 Health & Safety Co-ordinators or Representatives to represent all sectors and activities at the University</i>	
College of Environmental Sciences and Engineering	Alan Jones
College of Human Sciences	Dr Huw Roberts / Huw Ellis
College of Arts, Humanities and Business	Rachel Parry / Dr Gary Robinson
Property & Campus Services and Residences	Wayne Jones
Student Services	Jan Roberts
<i>Officers in attendance</i>	
University Health and Safety Officer	Suzanne Barnes
University Health and Safety Officer	Emma Riches
University Radiation Protection Officer & Biological Safety Officer	Dr John Latchford
Secretary to the Committee	Gareth W Jones

Schedule of Standing Agenda Items (other items will appear as necessary)

All meetings	<ul style="list-style-type: none">• Report from the Health, Safety & Emergency Management Task Group• In-year KPI reports• Policy development*• Review of H&S Policy Statement and its Responsibilities and Arrangements addendum*• Audit Reports*• Risk Item Report*• Serious incident reports * as appropriate/applicable
October/November	<ul style="list-style-type: none">• The Annual Health and Safety Report for the previous academic year• Report from Property and Campus Services• Report by the Students' Union
February/March	<ul style="list-style-type: none">• Reports from the Specialist Sub-Committees
May/June	<ul style="list-style-type: none">• Undertake an annual review of the performance and effectiveness of the Committee

Reporting to Council

- (1) The Minutes of each meeting will be presented at the next (applicable) meeting of Council.
- (2) Each scheduled meeting of Council should receive appropriate in-year statistical indicators of health and safety performance

Terms of Reference

- (1) To recommend such action as is thought necessary to fulfil the legal obligations of the University regarding matters of health and safety and to ensure that reasonable steps are taken to promote the health and safety of staff, students, authorised visitors and members of the public lawfully entering the University precincts.
- (2) To advise the University on questions of safety policy, to oversee the implementation of the approved University Safety Policy and to recommend to the Council any amendments required in the statement of that policy.
- (3) To report annually to the Council on the University's health and safety performance.
- (4) To appoint such sub-committees as it may deem necessary.
- (5) To report to the Council.
- (6) To undertake an annual review of the performance and effectiveness of the Committee.

Quorate: Unless otherwise ordered by the Council the quorum for a Committee shall be three.

ANNEX A: How the Committee discharges its Terms of Reference (ToR)

Ref.	ToR	Assurance Statement
(1)	To recommend such action as is thought necessary to fulfil the legal obligations of the University regarding matters of health and safety and to ensure that reasonable steps are taken to promote the health and safety of staff, students, authorised visitors and members of the public lawfully entering the University precincts.	<p>Through receipt and consideration of reports from the Health, Safety & Emergency Management Task Group and other University Officers, the Committee is offered assurances that suitable controls are in place.</p> <p>The production of KPIs and detailed Annual Reports provide clear indications of performance against national sector trends.</p>
(2)	To advise the University on questions of safety policy, to oversee the implementation of the approved University Safety Policy and to recommend to the Council any amendments required in the statement of that policy.	<p>The Committee formally considers, revises the University Policy and the Responsibilities & Arrangements section, every three years. Council subsequently considers and approves these.</p> <p>Themed Sub-Policies (Policy Standards) are considered and approved by the Committee, under authority from Council. These are subject-specific, addressing key legislative requirements and are reviewed on a schedule of 3-5 years.</p>
(3)	To report annually to the Council on the University's health and safety performance.	<p>Oct/Nov Committee will receive and consider a detailed Annual Report on H&S Performance. A summary of this Report is then provided to Council.</p> <p>Further, in-year performance data on accidents and illness are also provided to each scheduled meeting of Council.</p>
(4)	To appoint such sub-committees as it may deem necessary.	Two specialist Sub-Committees are currently operating; namely, the Chemical & Biological H&S Sub-Committee, and the Radiation H&S Sub-Committee.
(5)	To report to the Council.	Minutes of each Committee meeting are reported at the following meeting of Council (unless meeting schedules necessitate that papers go to the next available Council meeting.
(6)	To undertake an annual review of the performance and effectiveness of the Committee.	Introduced for 2018/19.