

Health and Safety Committee: School of Education and Social Work

TERMS OF REFERENCE

Overview

The role of the Health and Safety Committee is to give a strategic overview of the management of health and safety policies and practices within the School of Education and Social Work (ESW) and associated activities.

We believe in encouraging a positive safety culture and to that end work with committee representatives to ensure that all staff within the School have an opportunity to shape the way that health, safety and the working environment of the School is managed.

The committee will ensure:

Our people: We believe that well trained staff with the right tools can achieve the highest standards in safety. As such, we ensure that the competencies of our staff are managed, and that all staff have access to the right training and support.

Our property: Our facilities require due care and attention and therefore require the delivery of appropriate specialist training. Through the Health and Safety Committee, we ensure that adequate attention is given to the management of our building and environment.

Composition

The requisite quorum is three and must include the School's Health and Safety Coordinator or School Administrator and a representative from the University's Health and Safety Team.

Terms of Reference

- **Accidents and incidents**
The Committee shall review all accident and incident data submitted with a view to analysing trends to ensure adequate controls are put in place.
- **Policies and procedures**
All health and safety related policies and procedures to be reviewed on an annual basis - or following significant incidents - as directed by the Head of School and in conjunction with university policies.

- **Induction and training**

The Health and Safety Committee will periodically review the information given to all new members of staff on induction as well as training provided for specific roles and/or activities, including:

- General induction
- First aid
- Fire Safety
- Health and safety training courses.

- **Response to changes**

The Committee will review and respond to:

- changes in legislation and guidance
- changes in work practices and procedures
- the introduction of new equipment
- the adoption by staff of new activities (related to teaching, research and other)

- **Risk Assessments**

The Committee will monitor the completion and undertake regular reviews of Risk Assessments and the implementation of recommended actions.

- **Audits and inspections**

The Committee will review the actions and outcomes of all internally and externally conducted audits/inspections.

- **Notices**

The Committee will respond to any formal notices (Environment Agency, etc) within an appropriate timeframe.

- **Fire Safety**

The Committee will periodically monitor and review fire safety actions, including the appointment and training of fire wardens and the maintenance of School-owned equipment.

- **Emergency Response and Business Continuity Planning**

To review, update and amend the School Business Continuity Plan, following any change in process, procedure, or change in building use, design, to be conducted on at least an annual basis.

Meeting Arrangements

The Committee will report to the University Health and Safety Committee on a termly basis, reporting back key findings and issues as directed by the Committee.

The Health and Safety Committee will meet annually, but additional meetings may be arranged as and when required.

Health and Safety Committee Report Structure

