

## Faculty and Directorate Health & Safety Committee

### 1. Constitution

- 1.1 The Vice-Chancellor has established committees in each Faculty and Directorate or equivalent, known as the Faculty/Directorate Health & Safety Committee (FDH&SC), which report to the University Health, Safety, Safeguarding & Wellbeing Board (HSSWB).
- 1.2 Depending on the level of risk, size or complexity of an area it may be appropriate to have alternative committee arrangements, e.g. health and safety covered as a standing item on the agenda of senior management team meetings.

### 2. Scope

- 2.1 FDH&SC is responsible for ensuring that effective local health and safety arrangements are in place, in line with the University's Health & Safety Policy and Procedures It monitors the implementation of the Policy and Procedures in the area in question and the performance of the area in Health & Safety.

### 3. Membership

- 3.1 The membership shall be as follows:

#### Ex Officio

- Faculty Operating Officer or Professional Service Director (*Chair*)
- Faculty/Directorate (or equivalent) Health & Safety Manager(s)
- Health & Safety Local Officer(s) and other named responsible persons (e.g. Display Screen Assessors)
- Trade Union Safety Representatives (one per trade union), if appointed
- 1 x student representative (where appropriate), nominated by the Students' Union

### 4. Attendance at meetings

- 4.1 The Associate Director of Health and Safety and other staff from central Health & Safety Services may attend meetings where appropriate. At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

### 5. Delegated Authority

The Committee is authorised by the Vice-Chancellor to approve:

- 5.1 Plans for implementing the University's Health & Safety Policy and specific local procedures in the area;

- 5.2 Action plans to improve Health & Safety performance and mitigate risk in the area following reviews or following in year monitoring of progress;
- 5.3 Local codes of practice, induction and training materials;
- 5.4 The area's Health and Safety Risk Register and related risk assessments. The Risk Register should be reviewed and updated at least twice annually prior to being sent to the Health & Safety Services; and
- 5.5 The area's Health & Safety self assessment, which should be reviewed and updated annually prior to being sent to Health & Safety Services which will report to HSSWB on their completion and any themes.

## **6. Other Duties**

The other duties of the Committee shall be to:

- 6.1 Monitor the area's progress in implementing its plans for Health & Safety and improving performance in Health & Safety, including performance against institutional and local Health and Safety KPIs;
- 6.2 Monitor the effectiveness of the area's arrangements for Health and Safety;
- 6.3 Review reports on work related accidents and incidents including statistics and trends in the area to identify unsatisfactory arrangements and recommend corrective action;
- 6.4 Consider reports of safety audits, inspections and risk assessments relating to the area. Where there are recommendations ensure that action is taken;
- 6.5 Review the adequacy of the area's provision of first aiders, fire wardens, DSE assessors and supervisors (e.g., laser safety, radiation protection) at least annually;
- 6.6 Review the area's health and safety training matrix, monitor the completion of health and safety training and identify any specific training needs;
- 6.7 Consider reports and correspondence from Health & Safety Services, outside agencies and enforcing authorities;
- 6.8 Consider reports and recommendations from trade union safety representatives, members of staff and students;
- 6.9 Make recommendations to the area's senior management team on Health & Safety matters;
- 6.10 Communicate with staff and students to raise awareness and engagement with Health & Safety; and

6.11 Ensure active consideration of equality, diversity and inclusion in the conduct of the Committee's business.

## **7. Standing Orders**

7.1 The Committee must adhere to the [Standing Orders](#) for Academic and Executive Committees.

7.2 The following changes from the Standing Orders have been approved:

7.2.1 To comply with health and safety requirements, minutes of the Committee's meetings should be made available to staff in the area through an appropriate mechanism (e.g. circulation by email or publication on a Teams site).

August 2024

Document owner: University Secretary