

Appendix 2 – Committees

The following bodies within the University exercise management control of health and safety.

1. University Court

The roles and responsibilities of the Court are defined within the [University's Statutes](#).

2. People and Organisational Development Committee

The roles and responsibilities of the People and Organisational Development Committee (PODCo) are defined within the [University's governance structure](#).

3. Audit Committee

The roles and responsibilities of the Audit Committee are defined within the [University's governance structure](#).

4. University Health, Safety and Welfare Committee

The Health, Safety and Welfare Committee is a sub-committee of the People and Organisational Development Committee.

4.1 Membership

Management members

- University Secretary
- Vice Principal (Research)
- Director/Deputy Director of Estates and Campus Services
- Director/Deputy Director of People
- Director of Academic and Corporate Governance
- Director/Deputy Director of Student Services

Trade Union Representative members

- DUCU Representatives x 2
- Unison Representatives x 2
- Unite Representatives x 2

Non-management ex-officio members

- Head of Safety Services

In attendance

- Deputy Head of Safety Services
- Fire Safety Adviser
- Safety Services Administrator (minutes)
- School Dean when required for relevant agenda items

The chair for committee meetings alternates between the University Secretary and the Trade Union Representatives.

The policy of the committee is that members who are unavailable for a particular meeting should nominate an alternate/deputy, who they should brief in advance, to ensure that appropriate committee representation occurs. If a committee member cannot find an alternate/deputy who is available to attend, views on agenda items should be provided by email in advance of the meeting.

4.2 Quorum

A quorum for the committee has been set as at least three members of management and three union members to be present, with the head of health and safety or his deputy being in attendance.

4.3 Remit

- Report to People and Organisational Development Committee on the management of Health, Safety and Welfare
- Inform People and Organisational Development Committee and University Executive Group of the University's obligations to the management of health and safety
- Consult Trade Union health and safety Representatives on the management of Health, Safety and Welfare
- Approve plan to promote compliance
- Approve policy and procedures*
- Approve training programme
- Approve inspection programme
- Review inspection reports
- Review incident and ill health reports
- Review reports from Auditors and Enforcing Authorities
- Review reports from School/Professional Service Health & Safety Management Committees
- Consider report from Head of Safety Services
- Consider report from University Fire Safety Adviser
- Consider report from University Radiation Protection Adviser
- Consider report from University Biological Agents Committee
- Consider report from University Radiation Protection Committee
- Consider report from Trade Union health and safety Representatives

*Policies submitted to the committee for approval must be presented at the committee by an appropriate member of the proposing business unit.

In line with the schedule of delegation for the University, the policy approval process is:

Minor changes / updates to policies

- Defined as small changes to existing policies, such as administrative changes or minor updates that do not affect policy requirements
- Produced by Health, Safety and Wellbeing team or other professional services teams

- Taken to Health and Safety Working Group (which includes union health and safety representatives)
- Once discussed/approved by this group, changes are published unless the group wishes for the updated/changed policy to go to Health, Safety and Welfare Committee

Major changes / updates or new policies

- Defined as major changes /updates to existing policies that do affect policy requirements or for new policies
- Produced by Health, Safety and Wellbeing team or other professional services teams
- Taken to Health and Safety Working Group
- Once discussed/approved by this group, the updated/changed policy goes to Health, Safety and Welfare Committee for approval
- Once approved, the policy is published unless the Health, Safety and Welfare Committee wish for the policy to be discussed further at PODCo.

4.4 Frequency of Meetings

The committee will meet no less than three times a year.

5. University Biological Agents Committee

5.1 Membership

- Vice Principal (Research) (Convener)
- Parasitologist (Academic)
- Microbiologist (Academic)
- Virologist (Academic)
- Immunologist (Academic)
- University Biological Safety Adviser (UBSA)
- Deputy UBSA
- Life Sciences Biological Safety Adviser
- Medical School Biological Safety Adviser
- Medical School GM Safety Adviser
- Dental School Representative
- Director Biological Services

The Committee may co-opt other people as appropriate to discuss particular aspects of biological safety.

5.2 Quorum

The quorum for this committee is the Convener, UBSA or Deputy UBSA, one representative from the School of Life Sciences and one representative from the School of Medicine.

5.3 Remit

- Report to University Health, Safety and Welfare Committee on risks posed to people and the environment by work with biological agents and the measures implemented to control these risks to an acceptable level

- Approve policies relating to safe work with biological agents within the University
- Give authorisation for work involving biological agents to proceed after consideration of:
 - Risk Assessment
 - Laboratory facilities
 - Staff and student training and supervision
 - Procedures, including storage and disposal of biological materials under all circumstances
 - Statutory Notification, License and Consent requirements
- Assess the training needs to work with pathogens and Class 2 and 3 genetically modified micro-organisms and monitor the effectiveness of training programmes
- Review Codes of Practice and Safe Operating Procedures relating to work at Containment Level 2 and 3
- Review inspection reports of Containment Level 2 and 3 facilities and to ensure issues are resolved
- Review incident and ill health reports involving work with biological agents and ensure issues are resolved

5.4 Frequency of Meetings

The committee will meet no less than twice a year.

6. University Radiation Protection Committee

6.1 Membership

- Vice Principal (Research) (Convener)
- University Radiation Protection Adviser
- University Radiation protection Officer
- University Radiation Waste Adviser
- Medical Physics Radiation Protection Adviser
- Medical Physics Senior Clinical Scientist
- Life Science health and safety Adviser
- Science & Engineering health and safety Adviser
- End User
- Staff representative

6.2 Remit

- Report to University Health, safety and Welfare Committee on risks posed to people and the environment by ionising and non-ionising radiation created by the undertakings of the University and the safety measures adopted to control these risks to an acceptable level.
- Give authorisation for work involving ionising and non-ionising radiation to proceed after consideration of:
 - Risk Assessment
 - Laboratory Facilities
 - Staff and Student Training and Supervision
 - Local Rules
 - Statutory Notification and Consent Requirements
- Formulate, develop and revise radiation safety policy and procedures

- Assess the training needs to work with ionising and non-ionising radiation and monitor the effectiveness of training programmes
- Review incident reports involving ionising and non-ionising radiation and to ensure issues are resolved
- Review inspection reports of laboratories using ionising and non-ionising radiation and to ensure issues are resolved

6.3 Frequency of Meetings

The committee will meet no less than twice a year.

7. Health & Safety Advisers Working Group

7.1 Membership

- Head of Safety Services (convener)
- Director or Deputy Director People
- Deputy Head of Safety Services
- University Fire Safety Adviser
- University Hazardous Waste Manager
- University Health and Safety Technician
- School and Professional Services H&S Advisers
- Trade Union health and safety Representatives
- Head of Campus Security or Deputy

7.2 Remit

- Report to University Health, Safety and Welfare Committee on the management of health, safety and welfare within Schools and Professional Services
- Draft policy and procedures
- Develop, implement and monitor effectiveness of risk assessment and other safety-related databases
- Develop, implement and monitor effectiveness of training plans
- Develop, implement and monitor effectiveness of workplace inspection programme
- Review incident and ill health reports
- Share best practice
- Organise health and safety campaigns

8. School/Directorate H&S Management Committees

8.1 Structure

Schools and Directorates must have a health and safety committee that acts independently of other committees. It is not appropriate for health and safety to be a standing item on another management committee. However, efficient use of time can be made by arranging meetings that run consecutively. For example, members of the health and safety committee meet first, then that meeting ends and

members of management remain and are joined for a subsequent management meeting. One advantage of this arrangement is that serious issues that come from the health and safety committee can be discussed immediately at the management meeting.

8.2 Membership

The committee should be balanced, with a range of employee types from across the School/Directorate and student representation (for Schools). It is important that the committee is not biased towards management staff and ideally should have less management roles present so that management show a commitment to employee input to the committee. Representation from the recognised campus unions on committees is strongly encouraged and all three campus unions should be made aware of committee meetings and invited to send a representative. The unions will consult each other and send appropriate representation. The intention is not that all unions need to be represented at each committee meeting.

A suggested structure is:

- Dean/Director (chair)
- School Manager / Directorate Senior Administrator
- Clerical staff representative
- Manual staff representative
- Technical staff representative
- Student representative (Schools)
- Union representation*
- External representation (from a different School or Directorate)*
- School/Directorate health and safety adviser
- Biological Safety Adviser (if appointed)
- Radiation Protection Supervisor (if appointed)
- Minute taker**

*This may be the same person/people

**The person taking the minutes should not be required to participate actively in the meeting. Hence, the clerical representative should not also take the minutes.

The committee should meet at least once a semester, with minutes uploaded to the dedicated OneDrive directory maintained by Safety Services. Minutes will be available via this shared resource to members of the Safety Advisers Working Group and the Health, Safety and Welfare Committee. Matters that require discussion at meetings of the Group and Committee should be alerted to the Head of Safety Services. The minutes should also be reported at School/Directorate management committees.

8.3 Remit

The items below are considered a minimum remit for the committee and should form the basis of standing items of business. The School/Directorate can add to these items as necessary to cover important items of business, either as standing items or as stand-alone items.

- Report to University Health, Safety and Welfare Committee on the management of health, safety and welfare within the School/Directorate
- To monitor implementation of University Safety Policy Arrangements through formal inspections, day to day checks, concerns raised and incident investigations

- To review and give advice on local rules to implement University Safety Policy Arrangements
- To liaise and form working relationships with the campus unions via their representatives
- To review training needs and compliance with mandatory training requirements
- To review emergency procedures
- To review outstanding actions relating to fire safety arrangements (as highlighted in the building fire risk assessment or via other means)
- To review contents of the buildings Fire Logbook (fire alarm testing, building evacuation, means of escape check, staff training etc.)
- To review changes in the workplace or working practices that could affect the health, safety or welfare of staff, students or others

8.4 Making Decisions

When discussing issues, the committee should:

1. Discuss if action is needed
2. Recommend agreed actions
3. Record the discussion in the minutes of the meeting and prepare a separate action plan, both of which should be accessible to everyone in the School/Directorate
4. Follow up the actions; then
5. Review them at a later date