

## University Health & Safety Arrangements: Chapter 1



### **Safety, Health & Environment Committee Terms of Reference and Membership**

Key word(s):	Strategic committee reporting to the Board of Governors Part of the University's Procedure for managing health & safety, and environmental sustainability
Target audience:	Senior managers and anyone interested in the University's top level framework for managing health & safety, and environmental sustainability.

### **Terms of Reference**

Reporting to the Board of Governors, the Safety, Health & Environment Committee (SHE Committee) will:

- Advise the Board of Governors/University on matters relating to safety, health and environmental sustainability arising from its activities.
- Submit to the Board/University for its approval, policies and action plans to ensure the University fulfils its safety, health and environmental sustainability obligations to staff, students and others.
- Monitor compliance and implementation of safety, health and environmental sustainability policies and action plans and to recommend to the Board/University any action necessary to improve performance.
- Promote co-operation and communication between the University, its staff and students in all matters relating to safety, health and environmental sustainability.

This Committee will meet at least 3 times a year.

<b>Membership</b>
Registrar, Secretary & Chief Operating Officer (in the Chair)
Associate Vice-President for Compliance and Risk (Deputy Chair)
Chair of Occupational Health, Safety & Training Advisory Group
Chair of Radiation Safety Coordinating Committee
Chair of Fire Safety Advisory Group
Chair of Biological and Genetic Modification and Biohazard Safety Advisory Group
Chair of the Environmental Sustainability Leadership Group
UCU Safety Representative
UNISON Safety Representative
Unite Safety Representative
Member nominated by the Student Union Council
<b>In attendance</b>
Director of Compliance & Risk
Director of Estates & Facilities
Director for the Student Experience
Director of Human Resources
Head of Research Governance, Ethics and Integrity
Head of Occupational Health Services
Head of Safety Services (Secretary to Occupational Health, Safety and Training Advisory Group)
Biological Safety Advisor (Secretary to the Genetic Modification and Biohazard Safety Advisory Group)
Radiological Protection Advisor (Secretary to Radiation Safety Coordinating Committee)
University Safety Co-ordinator (Secretary to Fire Safety Advisory Group)
Head of Environmental Sustainability (Secretary to ESLG)

Head of Staff Learning and Development
Learning and Development Partner
Representative of the Office of the General Counsel
Compliance and Risk Officer
Secretary to the Committee
Assistant Secretary to the committee

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Title	Chapter 1: University Safety, Health & Environment Committee
Date first approved:	5 Sept 2012
Approving body:	SHE Committee
Implementation date:	June 2018
Version:	2018, v2.0- Appointment of Deputy Chair 2016, v1.3 – Membership list updated 2015, v1.2 – Membership list updated 2014, no change 2013, v1.1 – Membership list updated 2012, v1.0
Next review date:	Upon significant change
Owner	Mrs Josh Arnold, University Safety Co-ordinator, Secretary to the Committee