

University Health & Safety Arrangements: Chapter 2



Occupational Health, Safety & Training Advisory Group (OHSTAG)

Terms of Reference and Membership

Key word(s):	Occupational Health, Safety Part of the University's Procedure for Managing Health & Safety
Target audience: :	Senior managers, School and Local Safety Advisors Trade Union Safety Representatives

Name of Advisory Group and Scope:

Occupational Health, Safety and Training Advisory Group, OHSTAG:

- all matters relating to general occupational health, safety, and associated training, relevant to the University and that not covered by other specific advisory groups on Genetic Modification and Biohazards, Fire, Radiation and Safeguarding

Reports To:

The University Health, Safety and Wellbeing Committee (HSW)

Purpose:

Consider all matters within the scope of the Advisory Group, and provide the University Health, Safety and Wellbeing Committee with:

- Assurance and specialist commentary from Faculties and Directorates on compliance with legal requirements, University arrangements and local rules, provided by progress reports on defined metrics.
- Recommendations to address shortfalls identified through monitoring activities, and to attain higher standards of performance.

Within the scope of the Advisory Group, disseminate relevant information to Faculties and Directorates in order to assist in meeting compliance and facilitate continuous improvement in safety performance.

Terms of reference:

With regard to matters within the scope of the Advisory Group:

- Collect and collate information and data on agreed metrics from Faculties and Directorates, in order to demonstrate compliance with legal requirements and that risks are being controlled and mitigated appropriately.

Metrics may include:

- Monitoring accidents/incidents, breaches of governance, non-conformances along with subsequent investigation findings and progress on implementation of recommendations.
- Monitoring inspection and audit programmes (internal / external), including progress against agreed schedules, significant findings and progress on remedial actions.
- Analysis over time the effect of implementing recommendations from investigation, inspection and audit findings, and identification of areas for further improvement.
- Statutory testing of equipment, systems and procedures, including progress against schedules and actions arising from findings.
- Analysis of results from statutory testing and monitoring programmes to inform future requirements in maintenance, checks, provision of information and training.
- Ensure that information and recommendations from monitoring and analysis are disseminated to relevant part of the University to ensure sharing of lessons learnt and good practice.
- Monitoring training to ensure competence of those engaged in activities, and make recommendations where appropriate.
- Notifications to regulatory bodies, statutory interventions and enforcement actions, and monitoring resulting actions.
- Discuss proposals and planned changes to work activities, equipment, facilities and processes that would significantly impact the University’s risk profile, and inform relevant parties of the planned changes and implications.

- Provide information to relevant parties on pertinent communications with and outcomes from visits by regulatory bodies / enforcement agencies.
- Inform and update members with regard to:
 - forthcoming changes in legislation, regulations and guidance
 - conclusions and recommendations from Public Inquiries and Reports
 - results of enforcement actions in other institutions and organisations
 - other high profile events in external organisations

Make recommendations (*to HSW*) on how the University should adopt these measures, communicate to relevant parties and advise where appropriate.

- Utilise those with specialist knowledge including Technical Working Groups and Technical Advisory Groups, or set up working groups when required, in order to achieve specific objectives.
- Recommend to the Health, Safety and Wellbeing Committee any necessary actions to promote cooperation and communication between the University, its staff and students on any matters within the Advisory Group's scope.
- Submit to the Health, Safety and Wellbeing Committee for its approval, arrangements to ensure the University fulfills its obligations to staff, students and others with respect to all aspects of matters within the scope of the advisory group.
- Review these terms of reference every three years or on significant change and recommend appropriate revision as necessary.

Frequency of meetings:

The advisory group will meet a minimum of three times per annum

Composition and membership:

Members

Vice President for Social Responsibility (in the Chair)

Director of Compliance and Risk (Deputy Chair)

Head of Occupational Health

Head of Radiation Safety Unit

Head of Staff Learning and Development

Nominee of the Director of Estates and Facilities

UCU Safety Representative (or nominee)

UNISON Safety Representative (or nominee)

UNITE Safety Representative (or nominee)

Nominee of the Students' Union

Head of Safety Services

In attendance

University Safety Coordinators
Compliance and Risk Officer
Health and Safety Training Advisor

By invitation

Representative of the Faculty of Humanities
Representative of the Faculty of Science and Engineering
Representative of the Faculty of Biology, Medicine and Health
Representative of the Directorate for the Student Experience
Risk Manager (from Insurance Office)

Quorum:

Majority of the members

Document control box	
Title	Chapter 2: Occupational Health, Safety & Training Advisory Group Terms of Reference and Membership,
Date approved:	SHE Committee, 11 June 2015
Approving body:	Safety, Health & Environment Committee
Implementation date:	1 Sept 2012
Version:	V2.0 (September 2020) v1.3 March 2016 (personnel update) v1.2 Sept 2015 v1.1 October 2013 v1.0 Sept 2012
Next review date:	September 2023
Owner	Occupational Health, Safety & Training Advisory Group Chair : Professor Nalin Thakker Secretary : Dr Patrick Seechurn, Head of Safety Services