

FACULTY OF HUMANITIES

FACULTY OFFICE HEALTH AND SAFETY COMMITTEE

TERMS OF REFERENCE

This paper outlines the terms of reference of the Faculty of Humanities Faculty Office Health and Safety (H&S) Committee.

1. Scope of the Faculty Office H&S Committee

The Faculty Office H&S Committee covers the staff, activities, processes, and physical locations of the Faculty Office.

This Committee covers the locations occupied by the Faculty Office; currently:

- 176 Waterloo Place
- Crawford House
 - Comms and Marketing meeting room
 - Former reception – now breakout space
 - Individual offices – Comms and Marketing (office 10), Research and Business Engagement (office 1-6, 8, 9) – office 7 is currently vacant.
 - Mezzanine Level Open Plan Office.
 - Area formerly used as Precinct Library.
- T&L Support Services offices within Ellen Wilkinson.

Faculty Office staff located outside of these locations will have different arrangements. While line managers must exercise a duty of care toward their staff, remotely located staff will need to follow procedures and guidance set locally that relate to the building they are assigned to.

2. Frequency of meetings

The Committee will meet at least four times per year and may, by agreement with members, meet more frequently as required.

3. Membership

Membership of the Committee will be location based as well as function based, and will be comprised of:

- Head of Planning, Compliance and Governance (Chair).
- Executive and Compliance Support Officer.
- Local Safety Advisor from 176 Waterloo Place.
- Building Safety Representative(s) from Faculty Office functions located in Crawford House.

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- Building Safety Representative(s) from Faculty Office functions located in Ellen Wilkinson.
- University Safety Co-ordinator for Humanities (by invitation).

4. Remit of the Committee

The remit of the Faculty Office H&S Committee will be:

- To implement and monitor health and safety policy across the Faculty Office for all staff and visitors.
- To monitor, review and share health and safety practice across the Faculty Office.
- To monitor compliance across the Faculty Office with statutory and University safety requirements.
- To address and / or escalate specific issues regarding safety health and safety within the scope of the Committee.
- To review health and safety audits and inspections and to seek to implement any best practice.
- To cascade information, actions, or issues from the Faculty Office H&S Committee Faculty Compliance Committee and University Safety Services.

5. Standing items for inclusion on the Agenda

In addition to the minutes of the previous meeting, matters arising and any other business, standing items on the Committee agenda will be as outlined below. It is appreciated that on occasion there will be nothing to report against these items.

- Items of legislation / requirements and other targeted information since the previous meeting.
- Issues from local safety advisors.
- Fire risk assessments and fire evacuations.
- Risk profile.
- Emergency provision.
- Equipment.
- Compliance issues.
- Effectiveness of information instruction and training.
- Correspondence and communication
- PEEPs.
- Accidents, incidents and near-misses.
- Progress against health and safety objectives – HASMAP and Annual Monitoring Report.
- HASMAP Updates.
- Inspections (planned and unplanned).

- Local H&S staffing.

6. Storage of Committee papers

Minutes of meetings, agendas and supporting papers will be retained for the lifetime of the Committee plus 50 years in accordance with the University's Records Retention Policy.

10. Review of Terms of Reference

The Terms of Reference of the Committee will normally be reviewed on biennial basis at the first meeting of the academic session.