

Committee Terms of Reference:

HEALTH, SAFETY AND ENVIRONMENT OPERATIONAL GROUP

Reports to: the University Executive

Receives reports from: Biological Safety and GM Committee; Departmental H&S Committee's. Faculty Executive

Occurrence: 4 times a year

Terms of reference last reviewed: January 2026; last revised: January 2026; and next due for review: October 2026

<u>Members:</u> • University Secretary and Director of Welsh Language (Chair) • One safety representative from each of the University's three recognised Trade Unions • One student representative, nominated by the Undeb Aber • Health, Safety and Environment Manager • Head of Human Resources and Organisational Development • Director of Student Journey • Chief Digital Officer • Head of Academic Operations • Operations Manager, Estates, Facilities and Residences • Farms Manager • Head of Commercial Operations and Business Performance • Representative from the University's Research Committee. 15 members <u>Quorum:</u> 7 members.	<u>In attendance:</u> Health, Safety & Environment Officer (Minute taker) At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.
--	--

Through their attendance, members will be expected to represent the views and interests of the areas or functions they represent. To maintain quorum and continuity, each member shall appoint a deputy for meeting attendance.

Remit:

The Health, Safety and Environment Operational Group provides a consultative forum to monitor, review and support the effective implementation of the University's health, safety and environmental compliance arrangements. It facilitates consultation with nominated Trade Union safety representatives in accordance with the Safety Representatives and Safety Committees Regulations 1977, and escalates operational issues, risks and assurance to the University Executive, or other governance committees via the University Executive.

Terms of reference:

1. To consider and recommend for approval by the University Executive, or by a governance committee via the University Executive:
 - a. The annual report on health, safety and environment activities at the University, which shall ultimately be presented to the University Council.
 - b. The Health, Safety and Environment Operational Group's terms of reference, which are to be reviewed on a periodic basis.
 - c. Policy and procedural documents relating to health, safety and environment matters.
 - d. The University's Health, Safety and Environment Strategies.
 - e. The Health, Safety and Environment Operational Plan and priority list, including progress updates.
2. To consider and have authority to approve on behalf of the University Executive:
 - a. Guidance documents relating to health, safety and environment matters.
 - b. Forms and template documents relating to health, safety and environment matters, including for internal ownership and monitoring.
3. To receive reports for information and advise the University Executive, or a governance committee via the University Executive, as appropriate on:
 - a. Audit reports on health, safety and environment matters at the University, including the biennial Insurance Surveyors' Report.
 - b. Reports on Radiation Protection, Fire Safety, Asbestos, Genetic Modification, Biological Safety, Biocides, and other specialist areas.
 - c. Information on changes in legislation and good practice relating to health, safety and environment issues.
 - d. The Health, Safety and Environment Risk Register.
 - e. Incident and accident data (to include details of reportable incidents).
 - f. Any enforcement actions.
 - g. Key Performance Indicators (KPIs) relating to health, safety and environment matters at the University.
 - h. Reports from Faculty and Professional Service Department Health, Safety and Environment Committees, including monitoring safety arrangements and improvements in those areas.
 - i. Any health, safety or environment concerns raised.

Operation

The University Executive shall receive regular reports as appropriate, at least on a quarterly basis on the Committee's activities. Such reports shall come forward to the University Executive via the University Secretary.