

## **Committee Terms of Reference: HEALTH, SAFETY AND ENVIRONMENT OPERATIONAL GROUP**

Reports to: the University Executive

Occurrence: 5 times a year

*Terms of reference last reviewed: October 2018; last revised: October 2018; and next due for review: October 2020*

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Members:

- Director of Estates, Facilities and Residences (Chair)
- One safety representative from each of the University's three recognised Trade Unions
- One student representative, nominated by the Students' Union
- Health, Safety and Environment Manager
- Human Resources Manager
- Head of Student Support and Careers Services
- Deputy Director of Information Services
- Senior representative from each of the University's academic Faculties
- Farms Manager

13 members.

Quorum: 7 members.

In attendance:

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

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Remit:

The Health, Safety and Environment Operational Group provides a consultative forum to discuss and monitor the implementation of the University's health, safety environment strategy and policy including management arrangements. . In so doing, the Health, Safety and Environment Operational Group shall act as a consultative committee for nominated safety representatives from the recognised Trade Unions, in accordance with The Safety Representatives and Safety Committees Regulations 1977. The Health, Safety and Environment Operational Group is responsible for advising the University Executive, or another governance committee via the University Executive.

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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, 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.

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### 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 Director of Finance and Corporate Services.