



HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G010
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Faculty or Department Health, Safety and Environment Committee Guidance	Issue	3
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**Faculty/Department/Professional Service Department
Health, Safety and Environment Committee Terms of Reference Guidance**

- Reports to:** Faculty or Departmental Health, Safety and Environment Committees should report to the appropriate Faculty Executive.
Professional Service Department Health, Safety and Environment Committees should report to the appropriate Professional Service Department Senior Management Group.
Minutes and/or action points from each meeting should be distributed to all members, and available to staff within the Faculty/Department/Professional Service Department where appropriate in accordance with standard communication methods. Faculties and Professional Service Departments may wish to raise any significant issues or discussion points through their Health, Safety and Environment Operational Group Representatives.
- Occurrence:** It is recommended that such Committees meet at least once a term (3 times a year), or more frequently if deemed appropriate. The regularity of Faculty/Department/Professional Service Department Health, Safety and Environment Committee meetings are at the discretion of the Pro Vice-Chancellor for Faculty/Head of Professional Service Department.
- Membership:** The membership or composition of the Faculty/Department/Professional Service Department Health, Safety and Environment Committee is at the discretion of the Pro Vice-Chancellor for Faculty/Head of Professional Service Department who has responsibility for Health and Safety matters within their Faculty/Professional Service Department, in line with the University's agreed Health and Safety Policy. The composition shall ensure appropriate representation of all departments or areas within the Faculty/Department/Professional Service Department, and reflect an appropriate level for the Committee in respect of the positions of the individuals involved. Each Faculty/Department/Professional Service Department will have differing risk levels and areas, which should be reflective in the membership.
Pro Vice-Chancellors for Faculties/Heads of Professional Service Departments may wish to assume the role of Chair for such Committees, or nominate another individual from within the Faculty/Department/Professional Service Department to assume that role. Departmental representatives of the University's Health, Safety and Environment Operational Group should also be included in the membership of their respective Faculty/Professional Service Department Health, Safety and Environment Committee.
A member of the Health, Safety and Environment Team should be invited to attend all Faculty/Department/Professional Service Department Health, Safety and Environment Committee meetings in an advisory capacity.
- Quorum:** One half of the actual committee members (rounded up to the next whole number) shall constitute a quorum.
- Remit:** The Faculty/Department/Professional Service Department Health, Safety and Environment Committee is responsible for advising the Faculty or Department Executive/Senior Management Group. It provides a forum to discuss and monitor Health, Safety and

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Environmental matters within the Faculty/Department/Professional Service Department. It should act as a consultative committee for nominated safety representatives from within the Faculty/Department/Professional Service Department to discuss any health, safety or environment concerns raised by staff and identify appropriate actions where appropriate. Professional Service Departments located within the same building(s) may wish to establish one committee responsible for discharging the following responsibilities on behalf of all departments in that building.

Terms of Reference

1. To receive and implement health, safety and environment policies, procedures and guidance documentation within the Faculty/Department/Professional Service Department.
2. To identify, monitor and review Faculty/Department/Professional Service Department hazards as identified within its hazard profile and risk matrices.
3. To propose health, safety and environment Faculty/Department/Professional Service Department objectives to the Faculty or Department Executive/Senior Management Group.
4. To review and monitor health, safety and environment training within the Faculty/Department/Professional Service Department.
5. To receive any enforcement action from relevant enforcement agencies such as Health and Safety Executive; Mid and West Wales Fire and Rescue Service; Natural Resources Wales; Ceredigion County Council; and Environment Agency.
6. To receive Faculty/Department/Professional Service Department incident reporting data, trends and investigation reports, to consider and review the effectiveness of any remedial actions taken to prevent recurrences.
7. To consider and review audit and inspection reports in relation to the Faculty/Department/Professional Service Department, and supporting any improvements or findings identified.
8. To review Faculty/Department/Professional Service Department risk assessments on hazard topics to assist with monitoring performance and ensuring legal, policy and procedural compliance.
9. To receive information and guidance on new or emerging legislation, best practice or working activities which may affect the Faculty/Department/Professional Service Department employees' health, safety and working environment.
10. To review and make recommendations to improve emergency procedures within the Faculty/Department/Professional Service Department.
11. To request inspections of Faculty/Department/Professional Service Department workplaces or areas if the Committee identifies trends or grounds to request assurances, and with considerations for the Faculty/Department/Professional Service Department's risk profile.