

## **HARPER ADAMS UNIVERSITY COLLEGE**

### **Health & Safety Committee**

#### **Terms of Reference**

##### **Constitution**

1. The Board of Governors has established a committee of the Board of Governors known as the Health & Safety Committee.

##### **Membership**

2. The Committee shall be appointed by the Board of Governors. The Committee will consist of not more than 15 members. The University College Secretary will chair the committee.
3. Members will normally represent a range of activities necessary for the Committee to obtain information and provide policy guidance on health and safety matters across the College.

##### **Authority**

4. The Committee is authorised by the Board of Governors to determine, on behalf of the Board or, where necessary advise the Board on matters relating to health and safety
5. The Committee may seek from other College committees information necessary for the proper performance of its duties.

##### **Duties**

6. The duties of the Health & Safety Committee shall be:
  - a) to formulate health & safety policies and planning for the College
  - b) to review health & safety processes and procedures, including appropriate risk management measures, to ensure that they comply with relevant legislation and meet current College requirements
  - c) to oversee the collection of relevant health & safety information in support of policy formulation and the review of processes and procedures
  - d) to request, receive and consider reports from the Health & Safety Operational Group or other health and safety sub-groups
  - e) to undertake any other health & safety related review or activity requested by the Board of Governors
  - f) to monitor, and provide an annual report to the Audit Committee, on internal arrangements that relate to key risks identified in the College's Risk Assessment and Action Plan that have been delegated to the Committee by the Board of Governors
  - g) to present an annual report of its activities to the Board of Governors

### **Attendance at meetings**

7. External consultants advising the College on health and safety issues may be invited to attend meetings of the committee.

### **Frequency of meetings**

8. Meetings shall normally be held at least three times each academic year. The Chairman of the Health and Safety Committee may request additional meetings if they are considered necessary.

### **Reporting procedures**

9. Minutes of the meetings of the Committee will be submitted for consideration to meetings of the Finance & General Purposes Committee. Special reports from the Health & Safety Committee may be presented to the Board of Governors as required. Reports from the committee should contain recommendations (costed where necessary) for the Finance & General Purposes Committee or the Board of Governors to consider.

### **Clerking arrangements**

10. The Clerk to the Governors (for the time being) will be the Clerk to the Health & Safety Committee.

## Health & Safety Committee

### Membership 2010/2011

#### Members

Clerk to the Board of Governors	-	Dr C E Baxter (Chairman)
Up to 14 other members representing a range of College activities:		
Laboratories	-	Dr V Talbot
Engineering/Workshops	-	Mr D White
College Farm	-	Mr S Kirby
Estates and Facilities	-	Mr P Moran
Vice Principal	-	Professor P Mills
College Radiological Safety Officer	-	Dr N W Hall
College Biological Safety Officer	-	Dr L McIntyre
Other office based activities	-	Mr Clive Wells
Catering	-	Mr D Nuttall
Conferences/Short Courses	-	Miss L Chapman
SU President	-	Mr P Dodd
Student Services Manager	-	Mrs B Hancock
Representative of the Association of University Teachers	-	Dr M Crook
Health & Safety Officer	-	Mrs J Walker

#### In Attendance

Assistant to University College Secretary	-	Mrs E Powell
External consultants	-	as required

November 2010