Introduction

The remit of the Estates Facilities Health, Safety & Environment Committee is to advise and assist the Heads of Department in the effective discharge of their health, safety and environmental duties and responsibilities as delegated to them by the Director of Estates Facilities. This Committee will play a key role in ensuring the Directorate complies with its legal and moral duties as defined in law, College policy and industry best practice and, that it strives to continuously improve safety, health and environmental performance.

Terms of Reference (Please note all statements below apply equally to safety, health & environment.)

The Committee fulfils an essential role in the overall arrangements for managing health, safety and environment within Estates Facilities Directorate and in this respect will:

a. Promote a positive culture across the Directorate by, for example:
   
   I. Ensuring effective communication systems are in place.
   II. Disseminating best practice advice and guidance.
   III. On an occasional basis, conducting its own inspections and audits.

b. Monitor, review and advise on the local arrangements for the implementation of College policies, procedures and codes of practice;

c. Discuss, review and consider the implications of new legislation, College policy and best practice on the Directorate's operations;

d. Monitor, review and advise on the risks arising from safety, health and environment appearing on the Estates Facilities Risk Register, which sets out the principal hazards and risks present in the Directorate;

e. Consider the implications of any new initiatives being proposed by the Chief Operations Officer and advise on the appropriate mitigating action;

f. Monitor, review and advise on the induction and specialist training requirements for all Estate Facilities staff;

g. Monitor, review and advise the Directorate in respect of its programme of inspections and audits in place to monitor compliance with legislative and College requirements. Consider reports provided by consultants and recommend action as appropriate;

h. Act as the Estate Facilities forum for consultation with staff;

i. Ensuring that there is proper coordination, cooperation and communication with other users of shared and/ or adjacent space, for example through the consideration of reports from building user Directorates;
j. Monitor and review the arrangements for dealing with emergencies and the provision of emergency arrangements relating to the reporting of accidents, incidents and all non-compliances;

k. Receive and review reports of accidents, near misses and work related health problems, determine follow up action and monitor progress with implementation;

l. Consider reports from trades unions and other appointed employee representatives;

m. Ensure procedures are in place to appoint and manage competent contractors engaged to support the delivery of the Estates Facilities business undertaking;

**Constitution**

All Heads of Service are expected to be present at Committee meetings which will be chaired by the Estates Facilities Health & Safety Manager.

**Ex-officio members of the Committee:** The Committee, depending on their work programme may invite the following to attend: The Safety Director / specialist Health, Safety & Environment advisers, Asbestos Manager, Director of Occupational Health, the Head of the Disability Advisory Service.

**Frequency:** The Committee will meet each College term or more frequently at the discretion of the ‘Chair’ and with the Committee’s agreement. The meetings will be co-ordinated to precede the meeting of the College Consultative Committee to enable any key issues to be forwarded for its attention.

**Reporting:** This Committee reports into the Director of Estates Facilities, Nick Roalfe, who is designated the ‘lead’ Director in the Operations Directorate for health, safety and environment and, deputises for the Chief Operating Officer at the Imperial College Health, Safety & Environment Committee.

**Administration:** The Director of Estates Facilities will make support available to the Committee as necessary.