Operations Group Health & Safety Committee

The remit of the Operations Group Health & Safety Committee, which encompasses Estates Facilities, Estates Projects, Campus Services and Information & Communication Technologies (ICT) is to advise and assist the Group’s Directors in the effective discharge of their health and safety duties and responsibilities as delegated to them by the Chief Operating Officer. This Committee will play a key role in ensuring the Group complies with its legal requirements and strives to continuously improve safety performance.

Terms of Reference

The Committee fulfils an essential role in the overall arrangements for managing health and safety within the Operations Group and is responsible for:

a) Promoting, via good communications and leading by example, a positive health and safety culture;
b) Ensuring that policies and guidance exist covering all health and safety legislation affecting the services of the Operations Group;
c) Considering and providing feedback in respect of new policy being formulated by the Safety Department;
d) Directing and facilitating the implementation of new health and safety policy;
e) To advise on and support the Division in setting and delivering high standards of health and safety practice;
f) Contributing to the development of and implementation of an Operations Group annual Health and Safety Action Plan setting out clear objectives/outcomes, responsibilities, timescales and resources required;
g) Ensuring that a register of risk exists and that all work activities undertaken by Operations Group employees are appropriately risk assessed and, managed in accordance with Imperial College policy and procedure;
h) Ensuring a mechanism is in place which enables managers across the Group to determine the training needs of their employees and ensure they are competent to undertake their contracted duties;
i) Ensuring procedures are in place to appoint and manage competent contractors engaged to support the delivery of Operations Group business undertaking;
j) Ensure good communications, co-operation and collaboration with business partners / agencies with whom Imperial College shares and/or provides accommodation;
k) Having in place a programme of monitoring and performance review which compares practice against policy, performance objectives and the action plan;
l) Commissioning workplace inspections and audits and, reporting the findings to the Operations Directors;
m) Regularly review ill health, accident and incident data.
Constitution

The Committee will be chaired by the Estates Facilities Head of Health Safety & Fire or the Estates Projects Construction Safety Manager on a rotating basis, and will incorporate representation from:

- Campus Services;
- Estates Projects;
- Estates Facilities
- ICT

Ex-officio members of the Committee: The Committee, depending on their work programme may invite the following to attend: The Safety Director / Specialist H&S Advisers, Asbestos Manager, Occupational Health Advisor, The College Disabilities Officer.

Frequency: The Committee will meet each College term or more frequently at the discretion of the ‘Chair’ and with the Committee’s agreement.

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

Administration: The Chief Operating Officer will make support available to the Committee as necessary.