

Imperial College London

Health & Safety Consultative Committee

Terms of Reference

Last reviewed: 13 May 2015

This document is based on the Health and Safety Executive publication *Consulting workers on health and safety L146 2012*.

1. Function

1.1 The function of the College Health and Safety Consultative Committee is to keep under review the measures taken to ensure the health and safety of staff, students, contractors, visitors and members of the public who may be affected by the many and varied activities undertaken by the College within its own premises and outside.

1.2 The Committee has been constituted in accordance with the Safety Committees and Safety Representatives Regulations 1977 for the purpose of consultation on matters pertaining to health and safety between management and union representatives.

1.3 The recognised Trade Unions have agreed to represent the interests of College staff whether or not they are members of one of the Unions.

2. Objective

2.1 The objective of the committee is the promotion of co-operation between the College and its staff in instigating, developing and carrying out measures to ensure the health and safety of its staff, students, contractors, visitors and members of the public.

3. Specific Functions

The specific functions of the Committee include:

- 3.1 the study of accident and notifiable disease statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- 3.2 consideration of aggregated absence statistics and reasons for such absences on a similar basis;
- 3.3 examination of management's safety audit reports;
- 3.4 consideration of reports and factual information provided by Inspectors from the Health and Safety Executive;
- 3.5 consideration of reports which health and safety representatives may wish to submit following inspections;
- 3.6 assistance in the development of safety rules and safe systems of work;

- 3.7 a watch on the effectiveness of the health and safety content of employee training;
- 3.8 a watch on the adequacy of safety and health communication and publicity in the workplace;
- 3.9 the provision of a link with the appropriate enforcing authority.

4. Membership

Management

- Director of Human Resources (Chair)
- One representative from each of the Faculties, appointed by the Faculty Dean, usually the Faculty Operations Officer
- The Director of Estates Facilities, representing Support Services

Trade Unions

- At least two representatives appointed by each of the three College recognised trade unions – UCU, Unison, and Unite

In attendance

- Director of Safety
- Radiation Protection Manager
- Director of Occupational Health
- Head of Central Secretariat
- Chief Fire Officer
- Head of Learning and Development Centre
- Learning & Development Consultant (Safety)
- Imperial College Union Deputy President (Welfare)
- Other advisors, may be invited to attend on an *ad hoc* basis, eg College Health and Safety Auditor

Secretary

- Scholarships and Governance Officer

5. Reporting

- 5.1 The Health and Safety Consultative Committee reports to the College Health, Safety and Environment Committee.

6. Meetings

- 6.1 The Committee shall meet not less than three times a year. Dates and times of meeting will be published annually in the College Year Card.

7. Quorum

7.1 The quorum shall be the Chairman, two Management representatives and one from each of the recognised Trade Unions.

8. Agenda

- Apologies for absence
- Minutes of the previous meeting
- Matters arising
- Minutes of the previous Health, Safety and Environment Committee meeting
- Report from Trade Union representatives
- Revised/new Health and Safety policies and codes of practice
- Matters of Note from each Faculty
- Matters of Note from Support Services
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- Report from Student Union representative
- Report from Director of Safety – to include statistics on accidents, effectiveness of health and safety training, audit findings, and communications
- Report from the Chief Fire Officer
- Report from Director of Occupational Health – to include statistics on ill-health and sickness absence
- Report from the Safety Training Advisory Committee (STAC)
- Any other business

8.1 The reports from each of the Faculties should include feedback from accident and incident investigations, information on new research initiatives, new processes being introduced as well as changes in organisation within the Faculty.

8.2 The report from Support Services should include feedback from accident and incident investigations, information on Major Projects (both those being undertaken and those at design stage), refurbishment works, maintenance procedures (including asbestos and Legionella management).

8.3 The report from the Safety Training Advisory Committee should comprise a periodic update on the College's safety training requirements and provision, STAC's work plan to address these and recommendations for action beyond the remit of STAC.