

HEALTH, SAFETY AND ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

1. To oversee the development and monitor the implementation of the College's Health & Safety Management System, Environmental Management System and associated procedures and codes of practice.
2. To keep under review the College's compliance with health, safety and environmental legislation.
3. To monitor trends in occupational ill health, near misses, accidents, dangerous occurrences and environmental incidents, and to consider their implications for the College against national benchmarks.
4. To ensure that the recommendations of inspections and audits carried out internally by the Occupational Health, Safety and Estates Facilities Departments and externally by the Health and Safety Executive (HSE), Environment Agency (EA) and other regulatory authorities are implemented.
5. To receive regular reports from the Director of Safety, the Director of Occupational Health and the Director of Estates Facilities.
6. To receive regular safety reports from the College's Faculties, Divisions and Campuses.
7. To review its own terms of reference and constitution and those of its subordinate committees annually.

Constitution

Chairman:

The College Secretary & Registrar

Membership

One member from each of the Faculties/Business School, appointed by the Dean and to comprise either the Dean, or a Vice-Dean

The Director of Estates Facilities

The Director of Human Resources

The Associate Provost (Institutional Affairs)

Co-opted Members:

Up to three external members with experience of health, safety and environmental management, co-opted by the Committee.

The Imperial College NHS Head Trust of Health and Safety

In attendance:

The Director of Safety
The Deputy Director of Safety and BioRisk Manager
The Radiation Protection Manager
The College Safety Auditor
The Chief Fire Officer
The Director of Occupational Health
Faculty Operating Officers
Deputy President (Finance & Services)
The Director of Student Support

Other advisors may be invited to attend on an *ad hoc* basis.

Secretary:

The Scholarships and Governance Officer

Reporting

8. The Health, Safety & Environment Committee reports to the Provost's Board and is to provide it and, through it, the Risk Committee, and the Council with an annual report on the College's health, safety and environmental performance.
9. The Committee has the following sub-committees:
 - a. The Health and Safety Consultative Committee, which 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.
 - b. The Nuclear Safety Committee, which is intended to meet the requirements of Site Licence Condition 13(2) (LC13(2)) for the Consort Research Reactor. The Committee advises the College on all matters which may affect safety on or off the licensed site.

Meetings

10. The Committee shall meet not less than three times a year.

Quorum

11. The quorum shall be the Chairman or deputy he appoints and three other members.