

Joint Safety Advisory Committee Terms of Reference

Purpose

The primary purposes of the Committee is to promote co-operation between the University and its employees in all matters concerning health, safety and wellbeing at work, to advise the University on health and safety policy and any measures to be taken to ensure the health, safety and wellbeing at work of its employees and students and to promote and advocate good practice in health, safety and wellbeing. To do this the Committee will:

- Formulate and keep under review health and safety policies, including general policy and specific policies for identified risks; and/or any measures to be taken to ensure the health and safety and welfare at work of its employees and students;
- Ensure the full implementation of the health and safety policy by means of monitoring and audit;
- Promote good practice in health, safety and wellbeing
- Foster a positive attitude to health, safety and wellbeing as an integral part of University activities;
- Promote co-operation between the University and its employees in all matters concerning health, safety and welfare at work;
- Receive the Executive Group's termly report to UEB;
- Receive from Heads of College and the Registrar and Secretary their annual health and safety plans and reports on the implementation of these plan and monitoring of compliance.
- Receive reports from the expert advisory groups on matters within each group's expertise;
- Receive reports from the Health and Safety Unit, Estates Office and other relevant bodies on compliance with policy;
- Receive reports from the relevant statutory authorities outside the University;
- Receive reports from Trades Union Safety Representatives;
- Act as the forum for consultation between the University and safety representatives:
 - before the introduction of any University measures that may substantially affect the health and safety and welfare of their members, including changes to patterns of work;
 - relating to the appointment of health and safety professionals;
 - relating to the planning of health and safety training that may affect their members.

Reporting arrangements

The Chair of the Committee will report, on behalf of the Committee, to the Health and Safety Executive Board and through them to the University Executive Board after each meeting.

Frequency of meetings

The committee will meet, as a minimum, three times per year

Composition of the committee –

- The Chair (The Vice-Chancellor or a nominee)
- Five nominees from College Boards
- The Director of Estates (or a nominee)
- The Director of Human Resources (or a nominee)
- An equal number of representatives nominated by the Trade Unions (By agreement the recognised trades unions extend their representation to all staff in particular grades and do not limit their representations to those with Trades Union membership.)

Additionally

- The Assistant Director Human Resources, Workplace Wellbeing (in attendance)
- Chairs of the Advisory Groups (in attendance as required)