

Scottish Campuses Health and Safety Committee

Terms of Reference

1. Constitution and Purpose

- 1.1 The Committee is mandated by Section 2(7) of the Health & Safety at Work (etc.) Act 1974 and recognised by the Secretary of State under Statutory Instrument 1977 No. 500 Health and Safety - The Safety Representatives and Safety Committees Regulations 1977.
- 1.2 It has the purpose of keeping under review the measures taken to ensure the effective management of the health and safety of employees and also that of students, visitors, contractors, and other persons who could be affected by the various work activities of the University which could, through their own work activity(ies), adversely affect the health and safety of themselves and/or others.

2 Remit

- 2.1 On behalf of the University Executive, to oversee the implementation and operation of the University's health and safety policy and arrangements, to ensure that key risks are identified, and that appropriate control measures are implemented and to report to the University Executive as appropriate.
- 2.2 To ensure that a suitable health and safety management structure is in place within the University, to maximise the protection of the health of staff, students, and visitors.
- 2.3 To encourage the sharing of best practice within the University community with regard to occupational health and safety and wellbeing and providing a forum for discussion of issues of concern.
- 2.4 To monitor health and safety performance throughout the Scottish Campuses, to ensure satisfactory legislative compliance.
- 2.5 To ensure that the University Executive is fully informed with regard to significant issues and developments in health and safety to ensure compliance with legislative and common law requirements.
- 2.6 To consider external safety audit reports and, where appropriate, to report thereon to the University Executive and/or instigate corrective action.
- 2.7 To consider reports submitted by Schools and Professional Services and Safety Representatives and take any action considered appropriate in the circumstances of the case.

- 2.8 To consider environmental matters (such as waste disposal) where these have safety implications and to instigate and monitor such action as is required under statute or is otherwise necessary to manage the same.
- 2.9 To advise on the development of, and ensure adherence to, policies, codes of practice, safety rules and safe and healthy systems of work.
- 2.10 To monitor the effectiveness of the health and safety content of employees' training and advise the University Executive on training requirements in the area of health and safety.
- 2.11 To monitor the adequacy of communications and publicity regarding health and safety in the workplace.
- 2.12 To establish appropriate working groups or sub-committees from time to time as necessary to consider issues or deal with matters within the Committee's remit.
- 2.13 To take such other actions as are required by the University Executive in relation to the maintenance of health and safety within the Scottish Campuses.

3 Composition and Membership

- 3.1 **Ex-Officio Members:** The Vice- Principal and Provost, The University Secretary in their role as University Director of Health & Safety.

School Representatives: One representative from each School, this should normally be the Chair of the School H&S Committee (or nominee).

Campus Representatives: One representative from the Borders and Orkney campuses, this should normally be a member of the respective H&S Committee.

Trade Union Representatives: One representative nominated by each of the University's recognised Trade Unions.

Management Representatives: The Global Director of Human Resources (or nominee), the Global Director of Estate & Facility Services (or nominee), the Global Academic Registrar (or nominee) and the Director of Safeguarding Services (or nominee), the Global Director of Governance & Legal Services (or nominee)

Student Representatives: One representative from the Student Union. This will normally be the CEO or President (who remains a member of the Committee for the length of their term in office). The President of the Sports Union.

Other individuals: Persons from within or out with the University may be invited to attend or support the work of the Committee as required by the Chair.

3.2 The Committee's current membership is as follows:

- Deputy Principal for Education and Student Life – Malcolm Chrisp (Chair)
- Vice-Principal and Provost – Mark Biggs
- University Secretary – Ruth Moir
- Global Director of Governance & Legal Services – Sue Collier
- Global Director of Human Resources – Richard Claughton
- Global Director of Estates and Facilities – Lynda Johnstone
- Global Academic Registrar – Samantha Kane
- Head of SafeGuarding Services – Les Allan
- Head of Operations, EGIS – Caroline Brown
- Head of Operations, SOSS – Darren Cunningham
- Head of Operations, MACS and EPS – Claire Porter
- Manager, SOTD and Borders Campus – Jane Robertson
- Manager, EGIS and Orkney Campus – Caroline Brown/Sandy Kerr
- Global College Representative – Tim Burns
- UCU Representative/s – Adnan Ilyas
- Unite Representative – John Fox
- Unison Representative – to be confirmed
- Student Union President – Scott Anderson
- Student Union VP Welfare – Georgia Noble
- Sports Union President – Amber Taylor

Other person/s from within or out with the University who may be invited to attend or support the work of the Committee as required by the Chair:

- Head of Wellbeing, Registry – Carol J Murray
- Health & Safety Manager, SafeGuarding – Paul Cyphus
- SafeGuarding & Resilience Manager, SafeGuarding - Hannah Booth
- Physician, Medical Centre, Riccarton Campus – Catriona Finlayson and/or Victor De Lima
- Director of Operations, Oriam, Estates & Facilities - Lorna Curtis

4 Equality and Diversity Statement

- 4.1 The Committee exercises its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Committee. The Committee, in carrying out its business, will also act to promote equality or opportunity for all.

5 Quorum and Voting

- 5.1 The quorum is 50% of the members of the Committee, which shall include a representative from at least two of the three trade unions and at least one student representative member

5.2 Only members of the Committee shall be entitled to vote

5.3 The Chair of the Committee shall have a deliberative and a casting vote.

5.4 When the Committee is inquorate, the members present may wish to continue with the business of the meeting, noting the discussions and comments raised. The absent member(s) may then be invited to provide comments for inclusion in the minutes. Where items require formal approval, the absent member(s) must be invited to provide comments and approval by correspondence. An item will be deemed approved when a quorate number of members have confirmed approval.

5.5 It is intended that decisions are normally reached by consensus following a full debate. There are no occasions stipulated in the Charter and Statutes which require a formal vote. Therefore, the Chair will normally seek agreement to the proposal in question, and only call for a vote either if there is a clear expression of dissent or if it is a matter of particular significance.

5.6 A member participating in a meeting remotely by way of audio-visual conferencing or other means which enables that member to communicate with each of the other members simultaneously shall be accounted for as being present and shall be included in the quorum.

6 Committee Chair

6.1 The Chair of the Committee shall be a member of the Global Operations Executive or member of the University Executive appointed by the University Executive. Where the Chair is an Executive Dean, the School may nominate an additional member of the Committee.

6.2 In the absence of the Chair of the Committee, members shall elect from among the members of the Committee present a person to act as Chair for the meeting or until such time as the Chair of the Committee arrives.

7 Frequency of meetings

7.1 The Committee shall meet at least three times a year.

7.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Committee.

8 Attendance at Meetings

8.1 The following officers are normally expected to be in attendance at meetings:

- i) The Health & Safety Manager
- ii) The Safeguarding and Resilience Manager
- iii) Occupational Health Service Representative
- iv) Student Representative
- v) Oriam Representative
- vi) The Committee Clerk

8.2 Other officers may be asked to attend when appropriate.

8.3 The Committee will maintain a record of attendance at each of its meetings and will include this information in its annual report to the University Executive.

8.4 Any member not attending three or more meetings consecutively (without good reason) may have their membership reviewed by the Chair and the University Secretary. Members are required to submit their apologies to the Clerk of the Committee at the earliest opportunity.

9a) Reserved Business

9.1 There may be occasions when the Committee's business is designated reserved and/or commercially sensitive. On such occasions, with the approval of the Chair, any persons in attendance may be asked to withdraw from the meeting during consideration of a particular reserved item of business.

9.2 The record of matters with which the Chair and the Committee are satisfied should be dealt with on a reserved basis and will be recorded separately.

9b) Conflict of Interest

9.3 Where it is identified that a member of the Committee has a conflict of interest with respect to a given matter, the Chair may, on the advice of the Secretary, request that the member in question withdraw from participation in relevant business. Depending on the nature of the business, this may allow for participation in discussions without taking part in decision-making or may require complete non-participation and/or withdrawal from that part of the meeting.

9.4 All instances of identified conflicts of interest shall be recorded in the minutes.

10 Reporting Procedures

- 10.1 The Committee will submit regular reports to the University Executive based on the Committee minutes. The Chair will approve the content of reports before release including the redaction of any information deemed necessary for reasons of confidentiality.
- 10.2 The Chair of the Committee will report to the University Executive on any matters which the Committee considers ought to be brought to the attention of the University Executive and on any matters requiring the approval of the University Executive.
- 10.3 Matters requiring approval will be highlighted within the Committee's report.
- 10.4 The Committee will submit an annual report of its work to the University Executive in a style and at a time as may be determined by the University Executive.
- 10.5 The Committee's records (agenda, papers, minutes) are included in the University's Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)A) with the exception of information which is deemed to be covered by a specific exemption under the Act.
- 10.6 Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A.

11 Forward Planning

- 11.1 The Committee will review its Terms of Reference and submit recommendations on these to the University Executive, annually for approval.
- 11.2 The Committee will set its meeting dates two years in advance, aligned to the schedule of meetings of the University Executive, and will maintain an annual workload plan for the Committee.
- 11.3 The Committee will maintain a forward agenda plan of its business.

Supporting Information

Groups feeding into the Committee

1. Genetic Modification Committee
2. Diving Working Group
3. Biological Working Group
4. Radiation Working Group

Effectiveness and lifespan

Lifespan ongoing. Effectiveness reviewed five-yearly.

The Committee will regularly monitor its own effectiveness against its core purpose and responsibilities.

Actions that may be taken by the Committee

The Committee may:

- Note
- Receive
- Consider
- Endorse
- Approve
- Recommend
- Reject

Minuting style

Traditional / formal minutes in accordance with internal University guidance.

Resources

Secretary Ruth Moir, University Secretary

Clerk Nathan Bircham, Graduate Apprentice for Policy and Governance

Meetings At least three times per academic year