

## HEALTH AND SAFETY COMMITTEE

### MEMBERSHIP AND TERMS OF REFERENCE 2025-26

#### 1. Role

The University Health and Safety Committee is established as the organisational custodian of the University of Leicester Health and Safety Management Strategy and Policies. The Committee exists to provide guidance and reassurance to all university stakeholders in relation to the Health and Safety management arrangements established to manage our key risks and activities.

It is important to note that the Committee does not merely exist as a consultative forum, but is established to ensure that significant actions are identified and implemented in such a way as the University can demonstrate that Health and Safety are being effectively managed as a strategic priority.

Attendees at Committee are expected to add value to the process and contribute to the outputs produced as a result of the Committee's activities.

#### 2. Responsibilities

The Committee shall be responsible for the overseeing of strategic Health & Safety Management. The Committee will also consider those aspects of environmental management which impact on health and safety of people.

With this in mind, the Committee will have functions including, though not restricted to:

- a. Assisting in the development, monitoring and review of organisational health and safety policy and procedures and safe systems of work.
- b. Receive reports and influence the Universities approach to the phased introduction to ISO 45001
- c. Consideration of the University Health and Safety Strategic Delivery Plan through oversight of plans to ensure adequate resourcing and implementation at all levels of the University.
- d. Oversight of the development of departmental Health and Safety Work Plans to ensure the Health and Safety Strategy is being delivered in line with agreed timelines.
- e. Ensuring the Health and Safety Strategic Delivery Plan is actively engaged and embedded in all areas of the University's undertakings through oversight of a regular series of audits and reviews of safety practice and procedure in the University.
- f. Reviewing key risks associated with University activities relating to health and safety and reviewing the arrangements in place for managing these risks.
- g. Monitor the University's compliance with fire precautions (workplace) regulations across both residential and non-residential estates.
- h. Receiving and reviewing reports resulting from accidents and incidents, and assessing any corrective or remedial actions implemented to prevent a recurrence.
- i. Reviewing University management arrangements against any legislative changes or as a result of major incidents elsewhere.

- j. Considering reports arising from audit and monitoring activities, and agreeing any necessary corrective actions.
- k. Considering the response to any third party or enforcement interventions (HSE, Local Authority), and review any actions taken as a result.
- l. Considering health and safety matters raised by members of the university community and assess their implications for the organisation.
- m. Ensuring roles, responsibilities and accountabilities for Health and Safety are clearly documented and agreed.
- n. Approve health and safety policy for recommendation to Council
- o. Ensuring the Health and Safety sub committees are structured, resourced and report in a manner consistent with the University Health and Safety Strategic Delivery Plan.
- p. Ensure the work and outputs of the Health and Safety Committee are aligned to and consistent with those of the People EDI and Wellbeing Committee.
- q. To consider, record and address the potential academic freedom and freedom of speech implications of decisions made (in accordance with the Higher Education Freedom of Speech 2023, point 190 regulatory advice 24)

### **3. Measures and Outputs**

- a. Health and Safety Strategic Delivery Plan
- b. Departmental Health and Safety Work Plans
- c. Reports submitted by Committee members
  - A report from each of the Colleges
  - Professional Services
  - Occupational Health
  - Health and Safety Services
- d. Annual review of Health and Safety Competence and Training Plan
- e. Risk Register review and report by exception
- f. Audit and Monitoring Reports submitted by the Health and Safety Services team.
- g. Sub-Committee minutes

### **4. Reports to**

Audit and Assurance Committee at least 3 times per year.

### **5. Membership**

- a. Pro Vice-Chancellor and Head of the College of Science and Engineering (Chair)
- b. Director of Estates and Campus Services
- c. Director of Health, Safety and Sustainability
- d. Deputy Director of Estates
- e. Director of Operations, College of Life Sciences
- f. Director of Operations, College of Science and Engineering
- g. Director of Operations, College of Social Sciences, Arts and Humanities
- h. Director of Operations, College of Business
- i. Academic Representatives x 2
- j. Occupational Health Manager
- k. Assistant Director of HR
- l. Head of Technical Services Development and Strategy
- m. Director of Student Services and Belonging

- n. One lay member of Council Appointed by Council
- o. UCU Health and Safety Representatives
- p. UNITE Health and Safety Representatives
- q. UNISON Health and Safety Representatives

*Members of the Health and Safety Team will join the meeting as and when required to discuss specific agenda items.*

**Duration of appointment** a-m are *ex-officio*. Members appointed under n shall serve for up to 3 years renewable.

**Secretariat**

Governance Office

**Frequency of meetings**

The Committee will normally meet at least three times in each academic year.

**Quorum**

Eight, including at least one trade union representative and one College Director of Operations.