HARPER ADAMS UNIVERSITY

Health & Safety Committee

Terms of Reference

Constitution

1. The Board of Governors has established a committee of the Board of Governors known as the Health & Safety Committee.

Membership

- 2. The Committee shall be appointed by the Board of Governors. The Committee will consist up to 20 members. The University Secretary will chair the committee.
- 3. Members will normally represent a range of activities necessary for the Committee to obtain information and provide policy guidance on health and safety matters across the University.

Authority

- 4. The Committee is authorised by the Board of Governors to determine, on behalf of the Board or, where necessary advise the Board on matters relating to health and safety
- 5. The Committee may seek from other University committees, information necessary for the proper performance of its duties.

Duties

- 6. The duties of the Health & Safety Committee shall be:
 - a) to formulate health & safety policies and planning for the University
 - to review health & safety processes and procedures, including appropriate risk management measures, to ensure that they comply with relevant legislation and meet current University requirements
 - c) to oversee the collection of relevant health & safety information in support of policy formulation and the review of processes and procedures
 - d) to request, receive and consider reports from the Health & Safety Operational Group or other health and safety sub-groups
 - e) to undertake any other health & safety related review or activity sT/F.62 e7o&4(olTQ0.00000912 0 612

Attendance at meetings

Health & Safety Committee

Membership 2020/2021

Members

Clerk to the Board of Governors

Up to 20 other members representing a

range of University activities:

Laboratories Dr V Talbot University Farm Mr S Kirby

Board of Governors Mrs Rebecca Payne Estates and Facilities Mrs L Moroz-Hale Professor M Lee Deputy Vice-Chancellor Drone Safety Officer Mr Jonathan Gill HSE Laser Safety Officer Mr S Wane

Dr C E Baxter (Chairman)

Insurance/Procurement Officer Mrs Helen Armishaw

University Biological Safety Officer Mr Tom Leigh Other office based activities Mr C Wells Catering Mr D Nuttall Conferences/Short Courses Mrs L Plant Farm Business Management Ms C de Silva SU President Mr T Oatey

Student Services Manager Mrs R Hayhurst H&S Representative of the UCU Dr V Talbot Health & Safety Officer Mrs E Osborne Rep of HR Department Mrs E Kelsall Domestic Services Manager Mrs M Pryce Dr G Millburn CERC Engineering Mr Mark Vickers

October 2020