

Terms of Reference for
College of Life and Environmental Sciences (CLES)

Health and Safety Committee

1. Membership

College Senior Management:

Dean of College (Chair)	Professor Dan Charman
Secretary	Maria Rose
College Manager	Linda Peka
Assistant College Manager (Streatham)	Nick Tongue
Assistant College Manager (Penryn)	Dr Gail Reeves

Discipline Safety Coordinators:

Biosciences	Margaret Grapes
Geography	Dr Steve Haley
SHS	David Childs
Psychology	Charlie Dibble
Penryn	Dr Michelle Hares

Academic Representatives:

Radiation Protection Supervisor	Dr Steve Porter
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Specialist Coordinators:

Aquarium	Jan Shears
CAT3 laboratory	Dr Steve Michell

Safety/Union Representatives:

Unite Health and Safety Representative	Anna Ames
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2. Frequency

The CLES Health and Safety Committee will meet termly. The dates of the College meetings will be set up via a meeting invitation from Maria Rose (Secretary) at the beginning of each academic year

3. Key Role

- a) To seek assurance for the College that all necessary health and safety systems, process and protocols are in place as required.
- b) To approve any College health and safety local rules / safety documents / plans
- c) Ensure that all staff have attended all relevant mandatory training.
- d) Ensure that the College has all necessary staff in supporting safety roles are in place (e.g. first aiders, Fire Marshalls, Radiation Protection Supervisors etc.)
- e) Present and react to the results of any internal audits / inspections.
- f) Receive updates / reports from staff in supporting safety roles.
- g) Monitor actions arising from Health and Safety Walkabout Inspections or other audits, govern action plans and sign off action plans when all actions are complete.

- h) Receive a quarterly report (for approval prior to submission to the University Health and Safety Committee) from the ACMI and make plans for improvement based on the results and findings.
- i) Agree future health and safety projects required within the College.
- j) Ensure decision making for safety improvement is risk based (managing the highest College risks first, so far as is reasonably practicable) and integrate safety risks into the College planning process to ensure funding for safety improvements is considered as part of the overall college planning process.
- k) Develop internal communication strategies to disseminate University and College Health and Safety standards, processes or guidelines.

4. Reports to the Committee

Report will be received from the discipline coordinators which will include:

- Incident, accident and ill-health referral data.
- Number of new staff who have attended safety induction.
- Results and findings of either internal or external audits or inspections.
- Action taken from any previous inspections.
- Numbers of staff in supporting roles (first aid, fire etc.) compared to numbers needed.
- Any other improvements made to the health, safety and welfare of staff and students in the reporting period.
- Receive any additional verbal reports from members of the committee who have specific duties (for example):
 - Microbiology Safety Officer
 - Senior Radiation Protection Supervisor

All these above reports will us/follow the H&S committee reporting template available from <http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/hsmanagement/>

5. Onward Reporting

Disciplines will ensure their discipline safety committee meeting are aligned the dates of the College meeting. The dates of the College meetings will be set up via a meeting invitation from Maria Rose at the beginning of each academic year.

College safety meetings reports will be reported, by the ACMI (Streatham), to the University Health and Safety Committee on a termly basis. These meetings are set up via Kate Lindsell (Assistant Director for Health, Safety and Wellbeing) who acts as the secretary for the committee.

Minutes from all of these meeting (College and Disciplines) will be posted on the CLES safety web page <http://lifesciences.exeter.ac.uk/healthsafety/collegeinfo/>

The College will identify, at the beginning of each academic year, areas that they will put additional focus on improving these will all be agreed by the committee. At the end of each academic year the committee will communicate to all staff the yearly improvements.