

HEALTH AND SAFETY COMMITTEE

Terms of Reference

The Health and Safety Committee is a standing Committee of Council.

It is responsible for monitoring both health and safety performance and the development and delivery of strategic health and safety objectives.

Membership: Lay Governor (Council Member) x1 - Chair
Lay Governors x4
Academic Board nominees x2
Ex-officio: Chair of the Operational Health and Safety Committee
Chaplain and Interfaith Adviser
Director of Human Resources
Students' Union General Secretary
Students' Union Communities and Welfare Officer
Students' Union Deputy Chief Executive

Secretary: Head of Health and Safety

In attendance: Head of Health and Safety, Health and Safety Adviser and the Fire Safety Adviser

Quorum: Three members including the Chair

Frequency of meetings: Twice a year

Sub Committees and Groups: Nursery Sub-Committee

1 Responsibilities delegated to the Committee by Council

- 1.1 To receive, consider and comment upon reports from the Operational Health and Safety Committee on the level of assurance that may be had that the School is compliant with all health & safety regulations and follows best practice in all aspects of health and safety, so ensuring that the members of Council fulfil their legal obligations.
- 1.2 To receive, consider and comment upon reports from the Operational Health and Safety Committee on the implementation of and progress in achieving strategic health and safety policies and performance standards.
- 1.3 To receive, consider and comment upon/approve reports and recommendations from the Operational Health and Safety Committee for agreeing strategic objectives for health and safety and the development of appropriate strategies for delivering these objectives across the School,
- 1.4 To receive, consider and comment upon proposals from the Operational Health and Safety Committee arising from its annual review of the health and safety policy
- 1.5 To receive, consider and comment upon reports from the Operational Health and Safety Committee on the implementation of the School's safety policy and progress being made to achieve the performance standards.
- 1.6 To receive, consider and comment upon reports on the operation of the School's occupational health and safety and travel risk control systems.

2 Authority to take decisions

- 2.1 None

3 Authority to make recommendations to Council

3.1 See sections 4.1. and 4.2

4 Reporting requirements

4.1 The committee shall submit an annual H&S Report to Council and report additionally to Council as required.

4.2 The Committee shall submit an annual report from the LSE Nursery and report additionally to council as required.

5 Review

5.1 The Committee shall review their terms of reference in the Lent term of each academic year and shall recommend any changes for the following academic year to Council for consideration in the Summer term.

5.2 The Committee shall undertake a self-assessment review of its effectiveness once every three years.

General terms and conditions applying to the delegation of powers by the Court, Council or Academic Board to committees

Committees may not change their terms of reference without the approval of Court, Council or Academic Board (the approving body) as appropriate. This includes the quorum.

The Committee shall comply with the terms of the delegated authority as set out above. The approving body may revoke or vary the delegation by notice.

It is the duty of each committee to keep the approving body informed of its work as appropriate, or on request. Committees will be responsible for determining whether issues of significance they are progressing should be reported to the approving body for information/guidance.

With the permission of the Committee Chair, the Committee may invite School Officers to attend specific meetings or the discussion of a specific item. Such attendance will be recorded in the minutes.

Committees may handle expenditure decisions within existing budgets, but all proposals from committees involving additional expenditure beyond approved budgets should be referred to the Academic Planning and Resources Committee or Finance Committee, as appropriate.

Committees may establish and appoint members to its sub-committees, delegating such responsibility to them as it considers appropriate within the terms of its own delegated responsibilities and consider reports from them on the matters within their terms of reference. Committees may not delegate any of their formal decision making functions.

Committees may appoint non-voting co-optees for specific purposes (primarily expertise) for specified periods (not permanently). Appointment of Co-optees shall not distort the balance of the membership structure of the committee either by virtue of their total number or by their disproportionate representation of a particular constituency.