

University Occupational Health and Safety Information Sheet

FACULTY/PROFESSIONAL SERVICES DIRECTORATE HEALTH, SAFETY AND WELLBEING COMMITTEE

Each Executive Officer is required to establish a Safety, Health and Wellbeing Committee comprising of the Faculty/Directorate Safety Manager/Coordinator and staff and student representatives. The purpose of the Committee is to review health and safety performance and ensure appropriate and consistent implementation of safety, health and wellbeing management arrangements across each Faculty/Directorate. Committees are chaired by the relevant Executive Officer, or nominated deputy. The Head of SHaW (or nominated representative) should be invited to attend. As a minimum requirement, the Committee should meet at least three times per year.

The Faculty/Directorate Committee supports the work of Departmental Safety Committees, as well as assisting Executive Officers to fulfil their duties and responsibilities by ensuring communication and sharing of best practice between Faculties/Directorates with similar hazards and risks.

The main remit of these groups are to:

- Promote a strong safety culture among staff and students;
- Share best practice;
- Identify areas for improvement using new and innovative practices and techniques;
- Identify any opportunities to be more effective and efficient in relation to the management of safety, health and wellbeing;
- Provide guidance, advice or support to colleagues in similar roles;
- Ensure effective communications between Faculties/Directorates on common issues;
- Identify any key issues or concerns and discuss potential solutions which supports continual improvement;
- Set high standards for safety, health and wellbeing which can then be replicated across the Faculty/Directorate and the University;
- Give sufficient consideration to OHS risks in all key business decision making;
- Review emergency arrangements, business continuity plans and fire safety arrangements;
- Review new and revised OHS Management Standards and provide feedback to the Head of SHaW during consultation exercises;
- Approve an annual appraisal of the SHaW performance in relation to each Faculty/Directorate and the University's significant partnerships, collaborations and wholly owned companies;
- Review risks and issues which have been reported/escalated from Departmental Safety, Health and Wellbeing Committees;
- Monitor and review health and safety audit findings, safety inspections, learnings from major incidents, accidents and significant near misses and emerging trends such as increased sickness absence rates;
- Review matters highlighted following inspections by external bodies, i.e. insurance providers, loss adjusters, trade union safety representatives, regulatory bodies and emergency services personnel, to ensure recommendations have been fully addressed;
- Review the Faculty/Professional Services Directorate Risk Registers and Risk Profiles as well as the associated Safety, Health and Wellbeing Action Plans at least annually;
- Review safety, health and wellbeing induction and training for all staff and students within each Faculty/Directorate.