

**GLASGOW CALEDONIAN UNIVERSITY
HEALTH AND SAFETY FORUM
TERMS OF REFERENCE AND COMPOSITION**

(approved by Health and Safety Committee on 14 September 2004 with minor amendment at Health and Safety Forum on 27 October 2004)

Terms of Reference

- 1 To consider all relevant aspects of the implementation of University health and safety policy within schools/departments and to advise and report the significant findings to the University Court Health and Safety Committee as appropriate.
- 2 To review and evaluate health and safety management arrangements within each of the schools/departments across the University in order to share best practice.
- 3 To develop and co-ordinate a consistent approach to local implementation plans geared to meeting the requirements of University strategy, policies and procedures.
- 4 To consider reports from the University Court Health and Safety Committee and specialist advisers as appropriate.
- 5 To receive and consider the significant results of school/departmental inspections and audits.
- 6 To receive and consider reports of health and safety inspections by enforcing authorities and to monitor the response of schools/departments to the matters raised.

Meeting schedule: The frequency of meetings shall be a minimum of three per annum.

Composition

Chair- Director of People and Organisational Development
Chair of Glasgow School for Business and Society health and safety committee
Chair of the School of Engineering and Built Environment health and safety committee
Chair of the School of Health and Life Sciences health and safety committee
Chair of each Professional Support Department health and safety committee
General Manager of the Students' Association
General Manager of Catering
Trades Union representative
(If members cannot attend, a representative can be sent)

By invitation

Health and Safety Adviser
Occupational Health Adviser (open invitation)
Fire/Asbestos Adviser
Radiation Protection Adviser
Laser Safety Adviser
Disability Group representative

AR/RC/EPMG/HSG ToR