**Example Terms of Reference**

**… Enter *Name of School or Dept* … Health & Safety Committee**

(Approved by (*enter name of School or Dept*) Health and Safety Committee on *(enter date)*)

**Terms of Reference**

1. To consider all relevant aspects of the implementation of University and *School/Departmental* *(delete as appropriate)* Health and Safety Policy within the *… Name of School or Dept* … and to advise and report the significant findings and recommendations to the *School Dean/Head of Department* *(delete as appropriate)* and the Senior Management Group (SMG).

2. To review and evaluate health and safety management arrangements (For example, planning, risk assessment etc) within the *School/Department* *(delete as appropriate)*.

3. To develop and co-ordinate a consistent approach to local implementation plans geared to   
meeting the requirements of the *School/Departmental* *(delete as appropriate)* strategy, policies and procedures.

4. To review, evaluate and assist in the development of *School/Departmental* *(delete as appropriate)* policies, procedures and other relevant documentation (eg. risk assessments   
 etc).

5. To review and evaluate the effectiveness of the health and safety content of staff training.

6. To review and evaluate the adequacy of health and safety communication to staff, students   
 and others.

7. To consider reports from specialist advisers as appropriate.

8. Monitor Health and Safety throughout the *School/Department* *(delete as appropriate)*,   
 including consideration of accident, incident, near miss and occupational health statistics   
 and trends and the results of *School/Departmental* *(delete as appropriate)* inspections and   
 audits.

9. To receive and consider reports of health and safety inspections by enforcing authorities and   
 to monitor the response of the *School/Department* *(delete as appropriate)* to the matters   
 raised.

10. Where relevant, to receive and consider reports from sub-committees.

11. To advise the *School Dean/Head of Department* *(delete as appropriate)* and SMG on any   
 resource issues arising from health and safety matters.

**Meeting schedule:** *(enter frequency)*

***Note:*** *Each health and safety committee should aim to have between two to four meetings per*

*annum.*

**Composition**

(Enter Committee members)

**Note:** The aim should be to have adequate representation of all the relevant departments/activity

areas within the School/PSD, including Management and trade union health and safety

representatives (where appointed). Representation from the student body should be on the School H&S Committee or the School Board. Where the latter applies, the School should ensure there is a clear link between the Board and the H&S Committee on any student issues raised.

**By Invitation**

*(Enter invited members where relevant, for example, Specialist advisers such as the University*

*Health and SafetyAdvisor, Occupational Health etc and any other relevant department, for example,*

*the Facilities Management Department).*