

Council  
25 October 2016

## **Elections to Health and Safety Committee**

A note from the Council Chair

### **Introduction**

- a) The policy stipulates that there shall be 'Two Representatives elected by and from Union Council'
- b) The Health and Safety Policy was passed at Trustee Board on 31 October 2013.  
This document can be found [here](#)

### **Points to note**

- a) The Deputy President Clubs & Societies and Deputy President (Finance & Services) are members as of the Committee.
- b) Meetings of the Health and Safety Committee will be taking place as follows:
  - Tuesday 15 November
  - Tuesday 14 February
  - Tuesday 11 April

The meetings all commence at 15.00 and are in the Union Building

### **Timetable**

The timetable for both are as follows:

The election will be run to the following timetable:

Nominations Open 8 November 00.01

Nominations Close 9 November 23.59

Manifestos Due 10 November 12.00 (Word Limit 250)

Voting Open 10 November 12.00

Voting Close 11 November 12.00

- c) Nominations are made through <https://vote.union.ic.ac.uk/login.php> . Seconders are not required.
- d) Abigail de Bruin – Council Chair, will be the Returning Officer for the election.

## **Appendix 1 – Excerpt from the Health & Safety Policy**

### **9.0 Health & Safety Committee**

1.1 The Union shall have a Health and Safety Committee, which shall report on its activities to the Union's Finance and Risk Committee

1.2 The committee shall have the following responsibilities:

1.2.1 Reviewing the Health and Safety Policy.

1.2.2 Monitoring the Health and Safety Policy.

1.2.3 Implementing the Health and Safety Policy.

1.2.4 The development of safety procedures where required and the monitoring of compliance to relevant safety procedures

1.2.5 Monitoring the development of new legislation and Codes of Practice and ensuring compliance as appropriate

1.2.6 Drawing up a strategic plan for improving the management of Health and Safety.

1.2.7 Receiving reports on accidents, incidents, breaches of the Health and Safety policy, etc.

1.2.8 Compiling and reviewing Health and Safety statistics, including the number of days staff have taken off due to accidents, incidents and breaches of the policy.

1.2.9 Consulting with staff and the College on Health and Safety issues.

- 1.2.10 Reviewing Risk Assessments and Method Statements on a cyclical basis with staff and the College on Health and Safety issues.
- 1.2.11 Monitoring and reviewing the Union's approach to Health and Safety Training
- 1.2.12 Monitoring and reviewing the Union's approach to the communication of the Health and Safety Policy and Health and Safety issues.
- 1.3 The following people shall be members of the Committee:
  - 1.3.1 5 staff representatives, who shall not be members of the Senior Management Team, one to from each of the Commercial Services Department, the Retail Department, Membership Services, Finance and Central Services Departments. Staff representatives shall serve on the committee for a period of 2 years. The Health and Safety Committee shall determine other conditions of service.
  - 1.3.2 Two Trustees elected by and from the Board of Trustees
  - 1.3.3 Deputy President Clubs & Societies
  - 1.3.4 Department Safety Officer (Secretary)
  - 1.3.5 Student Activities Manager
  - 1.3.6 Commercial Services Manager
  - 1.3.7 One Representative from Trade Union if required
  - 1.3.8 A Representative from the College's Safety Office
  - 1.3.9 A Representative from the College's Facilities Management Department
  - 1.3.10 Two Representatives elected by and from Union Council
- 1.4 The Chair shall be one of the elected Trustees
- 1.5 The Health and Safety Committee shall meet at least every 4 months.