

Appointment of Council Representatives to the Union Health and Safety Committee

A note by the Council Chair

Introduction

- The Union's Health and Safety Policy stipulates that there shall be a Union Health and Safety Committee, and that it shall have 'Two Representatives elected by and from Union Council'
- This committee meets 3 times a year, with the first this year being on the 14th November, and the following ones being in February and May.
- Meetings of the Health and Safety Committee are approximately 2 hours long.

Points to Note

- Expressions of interest in attending these meetings are invited from Council members.
- An election shall be held to determine Council's representatives to the Health and Safety Committee.

Appendix A – Extract from the Health and Safety Policy

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

9.2 The committee shall have the following responsibilities:

- 9.2.1 Reviewing the Health and Safety Policy.
- 9.2.2 Monitoring the Health and Safety Policy.
- 9.2.3 Implementing the Health and Safety Policy.
- 9.2.4 The development of safety procedures where required and the monitoring of compliance to relevant safety procedures
- 9.2.5 Monitoring the development of new legislation and Codes of Practice and ensuring compliance as appropriate
- 9.2.6 Drawing up a strategic plan for improving the management of Health and Safety.
- 9.2.7 Receiving reports on accidents, incidents, breaches of the Health and Safety policy, etc.

- 9.2.8 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.
 - 9.2.9 Consulting with staff and the College on Health and Safety issues.
 - 9.2.10 Reviewing Risk Assessments and Method Statements on a cyclical basis
 - 9.2.11 Monitoring and reviewing the Union's approach to Health and Safety Training
 - 9.2.12 Monitoring and reviewing the Union's approach to the communication of the Health and Safety Policy and Health and Safety issues.
- 9.3 The following people shall be members of the Committee:
- 9.3.1 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.
 - 9.3.2 Two Trustees elected by and from the Board of Trustees
 - 9.3.3 Deputy President Clubs & Societies
 - 9.3.4 Department Safety Officer (Secretary)
 - 9.3.5 Student Activities Manager
 - 9.3.6 Commercial Services Manager
 - 9.3.7 One Representative from Trade Union if required
 - 9.3.8 A Representative from the College's Safety Office
 - 9.3.9 A Representative from the College's Facilities Management Department
 - 9.3.10 Two Representatives elected by and from Union Council
- 9.4 The Chair shall be one of the elected Trustees
- 9.5 The Health and Safety Committee shall meet at least every 4 months.