

Terms of Reference

- To oversee the implementation and operation of BMS in the central area and University health and safety policies and arrangements, to ensure that key risks are identified and that appropriate control measures are implemented.
- To ensure that a suitable health and safety management structure is in place, to maximise the protection of the health of staff, students and visitors.
- To encourage the sharing of best practice with regard to occupational safety and health, to promote wellbeing.
- To provide a forum for discussion of issues of concern.
- To monitor health and safety performance throughout BMS in the central area and to ensure satisfactory legislative compliance.
- To ensure that senior management is fully informed with regard to significant issues and developments in occupational safety and health, to ensure compliance with legislative and common law requirements.
- In order to fulfil its remit the Committee may obtain external professional advice as necessary.

In attendance:

- Other individuals from out with the membership of the committee may also be invited to attend meetings from time to time to provide the Committee with information on specific items on the agenda.

Administration

- A minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with a Chair of the Committee prior to circulation.
- Any member of staff wishing to bring a Health, Safety and Wellbeing issue to the Table may do so via any committee member.
- Papers to be tabled should be emailed to the secretary a minimum of one week prior to the meeting. Only in the case of extreme urgency and with the agreement of the Chair will papers be tabled at meetings of the Committee.
- Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required.
- Non-contentious or urgent matters not on the agenda may be considered at a meeting subject to the agreement of the Chair of the meeting and the majority of members present.

Quorum

The quorum is 6. This number must include the Chair and the Health and Safety Co-Ordinator/Administrator

Reporting

The Committee shall report after each meeting by making its minutes available to all staff via the web site.

Meetings

The Committee should meet regularly, every 3-4 months.