

## Health and Safety Consultative Committee (HSCC)

*(a committee that reports to the Vice-Chancellor or nominee)*

### Terms of reference

- (i) To provide the means by which the University can fulfil its regulatory duty to consult with employees in a timely way on matters to do with Health and Safety as outlined in the Safety Representatives and Safety Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

Specifically this **must** include:

- the introduction of any measure at the workplace which may substantially affect the health and safety of the employees the safety representative concerned represent;
  - the arrangements for appointing or, as the case may be, nominating competent persons in accordance with regulations 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1992;
  - any health and safety information the University is required to provide to the employees the safety representatives concerned represent by or under the relevant statutory provisions;
  - the planning and organisation of any health and safety training the University is required to provide to the employees the safety representatives concerned represent by or under the relevant statutory provisions; and
  - the health and safety consequences for the employees the safety representatives concerned represent of the introduction (including the planning thereof) of new technologies into the workplace.
- (ii) To receive information and updates about future plans and strategic developments at the University the impact of which may have health and safety implications.
- (iii) To receive information, reports and key performance metrics on health safety and welfare from the Strategic Safety, Health and Wellbeing Committee (SHaW), Human Resources, Occupational Health or any other University committee.
- (iv) To receive an overview of progress with developments or consultation on health and safety matters which takes place outside of the committee.
- (v) To establish working groups on projects or other matters of joint interest and to report back to the committee as and when they are required. [Such groups can be convened at any time and are not restricted to committee meetings.]

### Committee Composition

The Committee will have equal representation from the University and campus Trade Unions.

The University reserves the right to determine its representatives and has identified the following:

Deputy Vice-Chancellor (Chair)

Director of Human Resources and Organisational Development

Director of Estates, Facilities and Commercial Services

Chief Administrative Officer and Secretary

Health and Safety representatives from currently recognised campus Trade Unions:

UNITE  
UCU  
UNISON

At least one University Health and Safety Advisor will be in attendance [other specialist competent advisors may be asked to attend where the agenda requires].

#### Procedure

A Committee Secretary will be provided by the University to record the meetings.

All members will normally be University employees.

The meeting of the Health and Safety Consultative Committee [HSCC] will be separate from the Joint Consultative Committee [JNCC] and as such will have its own schedule of meetings, agenda and minutes.

The Chair of the Committee shall alternate between a representative of the University and a Trade Union health and safety representative.

The Secretary will produce minutes of the meetings and these will be circulated and agreed at the next meeting.

The Committee shall meet once a term. The Committee may also be convened in addition to those scheduled where there is sufficient business.

The University management will report directly to the Vice-Chancellor via the Director of Human Resources and Organisational Development. The Vice-Chancellor will also receive a copy of the minutes.

The Trade Union Health and Safety Representatives will report to their constituencies in accordance with their practices as appropriate.