

Health and Safety Committee – Terms of Reference

2023-24

Parent body

Council

Purpose

Health and Safety Committee [HSC] has oversight of, monitors and reviews the effectiveness of the College's policies and activities as they pertain to matters of health and safety. Equality and diversity shall be considered in all aspects of its discussion and decision-making.

Terms of reference

Authority

The committee has delegated authority from Council to:

- a. Oversee, monitor, review and advise in relation to matters pertaining to health and safety at the College.
- b. To receive reports concerning health and safety matters from the relevant officers of the College.

Duties

1. To monitor and review the effectiveness of College policies relating to health and safety, and to facilitate their implementation.
2. To monitor the effective delivery of good training, communication and publicity with respect to health and safety throughout the College, and to bring any deficiencies to the attention of Council.
3. To consider and advise Council on College policies relating to health, safety and fire and on compliance with current and impending health and safety legislation.

4. To receive reports by the Environment and Sustainability Review Group which have implications for the College's discharge of its obligations under health and safety legislation.
5. In pursuance of the above tasks, to receive reports:
 - a. On accidents, near misses, dangerous occurrences and occupational ill-health, (whether being notified or not), and statistics relating to such incidents.
 - b. On inspections, investigations, consultations and correspondence carried out by the Safety Officer and by Union Safety Representatives.
 - c. On health and safety issues generally on an annual basis, from the Head of Health and Safety and from each Department.
 - d. From enforcement agencies and regulatory authorities.

The Health and Safety Committee is constituted in accordance with the College's statutory obligations, which include specific requirements relating to consultation between Management and Trades Union Safety Representatives, who must be equal in number in the membership of the Committee. The detailed arrangements for the Committee were last considered by Council on 23 April 2015.

Meetings

- a. Terms of office for non-ex-officio members shall be three years, renewable for three further years.
- b. Members shall receive an induction to working on the committee before attending the first meeting.
- c. The committee shall have three meetings per year, which will be timetabled on an annual basis and will take account of the schedule of meetings for the Estates and Infrastructure Committee and the Council to ensure appropriate reporting.
- d. The minutes, agendas and papers for each meeting shall be sent to members at least ten working days in advance. Only exceptionally and with the agreement of the Chair will papers be tabled at meetings.
- e. The quorum of the Committee shall be as set out in Paragraph 4 of the Standing Orders.

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Reporting

The committee regularly reports to Council by circulating the minutes of each meeting and by producing periodic reports.

Members

Composition	Member	Term
Warden	Professor Frances Corner	ex officio

Management Representatives (voting)

Composition	Member	Term
Director of Governance and Legal Services (Deputy Chair)	Matthew Brooks	ex officio
Director of Estates and Facilities	Mark Hughes	ex officio
Director, People and Organisational Development	Susan Edwards	ex officio
Associate Director (Student Support Services)	Rocchi Acierno	ex officio
One member of the Professional Staff (normally from a technical background)	Alex Thompson	to 2026 (eot)
One member of the academic staff	Sevasti-Melissa Nolas	to 2026

Trades Union Safety Representatives (voting)

Two appointed by each of: UNISON; UCU; Students' Union (6 in total)

Composition	Member	Term
UNISON	Maria Wright	ex officio
UNISON	Elaine Medley	ex officio
UCU	Vincent Pisters Moystad	ex officio
Chief Executive of the Student's Union	Ed Nedjari	ex officio
GSU*	Isabelle Tarran	to 2024
GSU*	Gammorah Britton-Gibson	to 2024

* Sabbatical officer of Goldsmiths Students' Union, or, in default, a delegate approved by Committee

Others in attendance as required

Composition	Member	Term
Health and Safety Officer	Verity Hendrick	ex officio
Members of staff working in technical areas, appointed by the Registrar and Secretary from time to time to advise the Committee on particular issues	Robert Francis	ex officio
Head of Organisational Development	Angela Tsui Shan Wong	ex officio
Deputy Director of Estates and Facilities	Everton Williams	ex officio
Secretary	Katie Yates	

Terms of office on committees are for three years, renewable for three further years. If the letters "eot" appear against a person's name in a membership listing, this indicates that he or she will reach the maximum term as a member of the body concerned on 31 August in the year specified.

VERSION CONTROL

Full revision of ToR	September 2023	Governance Secretariat
Approval	20 September 2023	Nominations and Governance Committee
Approval	4 October 2023	Council
Updated membership	13 October 2023	Governance Secretariat
Updated membership	11 December 2023	Governance Secretariat