



**ROBERT GORDON
UNIVERSITY ABERDEEN**

Health & Safety Committee - Constitution

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| Approved by | Staff Governance Committee | | |
| Date Approved | tbc | Status | Draft |
| Policy Owner | OHES | Impact | Yes |
| Version | 1 | Date of next review | April 2023 |

| Version Number | Purpose/Change | Date |
|----------------|--|------|
| 1 | Creation of Health and Safety Forum | 2008 |
| 2 | Creation of replacement Health and Safety Committee | 2011 |
| 3 | Membership review following dissolution of Faculties | 2016 |
| 4 | Wording and link updates | 2021 |

Health and Safety Committee Constitution

1. Strategic Purpose

- 1.1 To contribute to the provision by the university of a safe and secure environment for work, study and visit, both on- and off- campus, to ensure that the university's reputation is of the highest standing relative to its strategic intent.

2. Scope

- 2.1 The H&S Committee will consider and advise the university on the health, safety and welfare aspects of all RGU policy, procedure and practice relating to staff, students, visitors, contractors and others within RGU campuses and related off-site activities.

3. Remit / Terms of Reference

- 3.1 The role of the H&S Committee will be to:

Ensure effective and representative two way communication and consultation between staff, students, trade unions, other stakeholders and the management of the university.

Advise the university on emerging issues, significant changes, proposals and recommendations regarding the university's policy, procedures and practices having properly assessed the issues and implications.

Monitor the H&S performance of the university and review the completion of any actions arising from routine audits, incident investigations or external regulatory interventions.

Recommend to both the Executive and SGC, steps which can be taken to promote and sustain a positive H&S culture within the university, having properly considered options and implications.

4. Membership

- 4.1 The number of management representatives on the H&S Committee must not exceed the number of employee representatives and vice-versa.

4.2 Permanent Committee Membership

Convenor:

Vice-Principal Corporate Operations

Secretariat:

PA to Vice-Principal Corporate Operations

Management Representatives:

Director of Student Life

Director of Estates - representing all departments

Head of School - Pharmacy and Life Sciences

Head of School - Engineering

Head of School - Gray's School of Art

Employee Representatives:

EIS appointees (2)

Unison appointees (2)

UCU appointees (2)

Student Representatives:

Student Union President(s)

Contractor Representatives:

Catering (local manager)

Facilities Maintenance (local manager)

Health Board (partner/ manager from Garthdee Campus)

International College (local manager)

Nursery (local manager)

Advisory Representatives:

Director of Human Resources

Head of Occupational Health & Environmental Safety

Additional Co-opted Members:

In attendance by invitation – examples only

Any RGU manager or employee for relevant agenda item

Director of Library Services

Accommodation Services Manager

Risk and Compliance Officer

Fire Safety Adviser

Occupational Health Provider representative

Local H&S Coordinator (specific / outstanding issues)

Other competent persons as and when required (RPS, LSO, etc)

5. Frequency of Meetings

5.1 The H&S Committee will meet at least 3 times a year and the meeting schedule will be published one year in advance. It is expected that meetings will not be cancelled or rearranged without good

justification and the Convenor will have the deciding authority on this point.

6. Attendance

- 6.1** The expectation is that all permanent members of the H&S Committee will attend each meeting. However if this is not possible then a nominated substitute can attend provided they have been:

Nominated by the permanent member & approved by the H&S Committee (RGU staff).

Nominated by the permanent member (non-RGU organisations).

- 6.2** In order to enable the efficient and accurate flow of information the nominated substitute should be identified to the H&S Committee and their attendance notified within 2 weeks of the draft agenda being issued.

Where a substitute has been agreed it will be the responsibility of the Committee member being substituted to ensure the substitute is fully briefed and able to fully contribute to the meeting.

As a minimum expectation any meeting of the committee will require a quorum of at least 4 management and 4 employee representatives in attendance.

7. Publication & Communication of Agenda and Minutes of Meetings

- 7.1** The draft agenda will be circulated by the secretariat 4 weeks before the planned meeting date. Any items members wish to add to the agenda should be submitted to the Convenor via the secretariat not less than 2 weeks before the meeting date.

The draft minutes of the meeting will be produced by the secretariat within 4 weeks following the meeting date and circulated to all members for comment.

Comments on the draft minutes should be submitted to the Convenor via the secretariat within 2 weeks following the draft circulation. The final approved minutes will then be published once ratified by the Committee at its subsequent meeting.

The outcomes of the meetings will be reported to the Executive within the Quarterly H&S Report. This report is also subsequently considered by the Staff Governance Committee.

The agenda and minutes will be made available to staff and students on the university website. Contractors will be supplied with electronic copies through their nominated contacts.

8. Standing Committee Agenda Items

- 8.1** The committee has agreed that the standing agenda includes:

Apologies for absence

Minute of previous meeting

Report from Head of OHES – progress against annual H&S plan

Consideration of current statutory developments

Consideration of current policy developments

Consideration of audit reports and actions

Consideration of fire safety risk assessments and actions

Consideration of quarterly reports and accident / incident investigations

Consideration of reports from enforcing authorities and actions

Consideration of strategic H&S issues arising at local membership level

AOCB

Date of next meeting - reminder only as pre-set

9. Review

9.1 This policy will be reviewed every two years or as required.

