

HARPER ADAMS UNIVERSITY

Health & Safety Committee

Terms of Reference

Constitution

1. The Board of Governors has established a committee of the Board of Governors known as the Health & Safety Committee.

Membership

2. The Committee shall be appointed by the Board of Governors. The Committee will consist up to 20 members. The University Secretary will chair the committee.
3. Members will normally represent a range of activities necessary for the Committee to obtain information and provide policy guidance on health and safety matters across the University.

Authority

4. The Committee is authorised by the Board of Governors to determine, on behalf of the Board or, where necessary advise the Board on matters relating to health and safety
5. The Committee may seek from other University committees, information necessary for the proper performance of its duties.

Duties

6. The duties of the Health & Safety Committee shall be:
 - a) to formulate health & safety policies and planning for the University
 - b) to review health & safety processes and procedures, including appropriate risk management measures, to ensure that they comply with relevant legislation and meet current University requirements
 - c) to oversee the collection of relevant health & safety information in support of policy formulation and the review of processes and procedures
 - d) to request, receive and consider reports from the Health & Safety Operational Group or other health and safety sub-groups
 - e) to undertake any other health & safety related review or activity

Attendance at meetings

Health & Safety Committee

Membership 2020/2021

Members

Clerk to the Board of Governors	-	Dr C E Baxter (Chairman)
Up to 20 other members representing a range of University activities:		
Laboratories	-	Dr V Talbot
University Farm	-	Mr S Kirby
Board of Governors	-	Mrs Rebecca Payne
Estates and Facilities	-	Mrs L Moroz-Hale
Deputy Vice-Chancellor	-	Professor M Lee
Drone Safety Officer	-	Mr Jonathan Gill
HSE Laser Safety Officer	-	Mr S Wane
Insurance/Procurement Officer	-	Mrs Helen Armishaw
University Biological Safety Officer	-	Mr Tom Leigh
Other office based activities	-	Mr C Wells
Catering	-	Mr D Nuttall
Conferences/Short Courses	-	Mrs L Plant
Farm Business Management	-	Ms C de Silva
SU President	-	Mr T Oatey
Student Services Manager	-	Mrs R Hayhurst
H&S Representative of the UCU	-	Dr V Talbot
Health & Safety Officer	-	Mrs E Osborne
Rep of HR Department	-	Mrs E Kelsall
Domestic Services Manager	-	Mrs M Pryce
CERC	-	Dr G Millburn
Engineering	-	Mr Mark Vickers

October 2020