

Membership

<u>Ex-Officio</u>	Independent member of Council (Chair) Pro-Vice-Chancellor of Science Pro-Vice-Chancellor of Medicine & Health Sciences Pro-Vice-Chancellor of Arts and Humanities Pro-Vice-Chancellor of Social Sciences Registrar and Secretary
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To provide professional advice, the following individuals may be required to attend all, or part of, the meetings of the UHASE Safety Executive:

Director of Safety Services
Occupational Health Adviser
Director of Estates and Buildings Division
Director of Student Services
Other Senior Managers depending on the business on the agenda.

Terms of Reference

1. To take executive action on health and safety issues
2. To report to Council, via ET, with respect to health and safety matters at UEA.
3. To establish health and safety policies and rules of applicability across the University and to ensure consultation with staff representatives on these.
4. To ensure the implementation of University health and safety policies and rules.
5. To commission audits to determine the level of compliance and effectiveness of University safety policies and rules.

~~6. To ensure regular consultation with safety representatives, including trade union representatives, regarding changes to safety management arrangements. This consultation will include:~~

~~Consultation on draft University policies or sets of University safety rules.~~

- ~~i. Managers with unique roles, under the proposed draft documents, to be available to attend at Safety Executive.~~
- ~~ii. After initial approval by Safety Executive the draft policy or rules sent by e-mail, for consultation, to all staff safety representatives with a closing date for comments.~~
- ~~iii. Draft policy or rules to be also placed on the intranet with a facility for staff or students to individually return comments. Staff and students to be notified of consultation document by info-link.~~
- ~~iv. Drafts return to Safety Executive with consultation comments and any proposed amendments.~~

Consultative Committee

~~At least annually a Consultative Committee will meet. This committee consists of the Chair of the Safety Executive, the Director of Safety Services, the Occupational Health Adviser and staff safety representatives (one safety rep from each of the four Trade Unions and one staff member representing each of the five Faculties/central Divisions grouping). The Consultative Committee discusses accident statistics, training, audits, development of safety management arrangements, issues raised by safety representatives and plans for the following year.~~

- ~~76.~~ To ensure that there is an annual review of this Statement of Health and Safety Policy and the arrangements documented within it.

CONSULTATIVE COMMITTEE

(Reports to the University Health and Safety Executive)

Membership

<u>Ex-Officio</u>	A Pro-Vice-Chancellor or the Registrar & Secretary (Chair) A Safety Representative from UCU A Safety Representative from UNISON A Safety Representative from Unite the Union
With	A Human Resources Manager Director of Safety Services Occupational Health Advisor

Other individuals may be invited to attend a meeting if their knowledge or input will benefit discussion of issues at that meeting.

Terms of Reference

To consult with Safety Representatives as required under Regulation 4A of the Safety Representatives and Safety Committees Regulations 1977, namely on:

- (a) The introduction of any measure at the workplace which may substantially affect the health and safety of the employees the safety representatives concerned represent;
- (b) UEA's arrangements for appointing or, as the case may be, nominating persons in accordance with regulations 7(1) and 8(l)(b) of the Management of Health and Safety at Work Regulations 1999;
- (c) Any health and safety information required to be provided to the employees the safety representatives concerned represent by or under the relevant statutory provisions;
- (d) The planning and organisation of any health and safety training UEA is required to provide to the employees the safety representatives concerned represent by or under the relevant statutory provisions and;
- (e) 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.

**BIOLOGICAL HAZARDS AND GENETIC
MANIPULATION COMMITTEE**

(Committee of the University Health & Safety Executive)

Membership

Head of BIO (Chair)	Professor Tamas Dalmay
Biological Safety Officer (GM & BSO)	Dr Jonathan Todd
Science and MED School Laboratory Managers	Mrs Judith Mayne <u>Dr Fiona Cotterill</u> <u>Miss J. Waters</u>
Safety Officer Wolfson Laboratory School of MED Representative	Dr Kevin Tyler
School of ENV Representative	Vacancy
School of CHE/PHA Representative	Dr Andrew Hemmings <u>Mr M. Myles</u>
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3 Union Representatives	Mrs Sue King (UNISON) Ms Rachel Henderson (UCU) Mr James Goillau (UNITE)

To provide advice, attendance (but not membership)
Required by:

University Director of Safety Services <u>Thompson attends as well</u>	Ms Karen Thompson <u>Mr Paul Donson (Mrs K.</u>
Occupational Health Adviser NNUH	TBC <u>Mr G. Jyde</u> TBC
Secretary	Ms Helen Rowe

Terms of Reference

1. To initiate, formulate and approve on behalf of UHASE ~~the Safety Executive~~, policies and procedures for managing biological and GM hazard risks directly associated with laboratory or field work for teaching and research
2. To arrange the review and approval of GM, CL 2 and CL3 projects as required under legislation.
3. To nominate, to Safety Executive, for appointment the University Biological Safety Officers (GM and Microbiological)

Council 02.07.07: Minute 45

RADIATION PROTECTION COMMITTEE
(Reports to the University Health & Safety Executive)

Membership

Ex-officio School Radiation Protection ~~officers~~ Supervisors ~~(currently from BIO, CHE and ENV~~ from whom a Chair is chosen)
~~Science~~ Schools Laser Safety Officers
~~Trades~~ Union Representatives

To provide advice, attendance (but not membership) required by:

University Radiation Protection Adviser
University Radiation Protection Officer
~~Director of Safety Services~~
Occupational Health Adviser

Terms of Reference

1. To initiate, formulate and approve on behalf of the ~~Safety Executive~~ UHASE, policies and procedures for managing radiation hazard risks.
2. To monitor and review arrangements for radiation protection at UEA.

Council 02.07.07: Minute 43

FIRE SAFETY COMMITTEE
(Reports to the University Health & Safety Executive)

Membership

<u>Ex-officio</u>	Director of Estates (Chair) Campus Services Manager Assistant Director – Operations, Estates Designated Competent Person from each of the following areas: Building Design Fire Alarm and Fire Communication Systems Fire Fighting Equipment Operations Manager, Estates Accommodation Manager Student Disability Co-ordinator <u>Fire Safety Officer</u> Safety Services Officers Trades Union Representatives Student Representatives (Undergraduate and Postgraduate)
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Terms of Reference

1. To advise the Safety Executive on policies and procedures for managing fire risk.
2. To monitor and review arrangements for fire safety at UEA and to advise the Safety Executive on matters requiring executive action.
3. To appoint, on behalf of the Safety Executive, Competent Persons to assist in ensuring that the University complies with its Fire Management Policy

Council 02.07.07: Minute 43

HUMAN TISSUE COMMITTEE
(Reports to the University Health & Safety Executive)

Membership

Ex-officio ~~Dean of the Medicine and Health Sciences~~ Pro-Vice-Chancellor of Health (Chair)

Designated Individual (Anatomy)
Designated Individual (Research)
BSO Human Tissues
School of BIO Representative
School of MED Representative
School of CHE and PHA Representative
School of HSC Representative
Trades Union Representatives
~~Student Representatives (Undergraduate and Postgraduate)~~

To provide advice, attendance (but not membership) may be required by:
Director of Safety Services
Occupational Health Adviser

Terms of Reference

1. To initiate, formulate and approve on behalf of ~~the Safety Executive~~ UHASE, policies and procedures for managing the use of human tissues in research or teaching.
2. To monitor and review arrangements for using human tissues in teaching and research at UEA.

Council 02.07.07: Minute 43