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**Terms of Reference: Health & Safety Committee (HSC)**

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<b>Date of Approval:</b>	May 2010, Senior Management Team
<b>Last Reviewed:</b>	October 2016
<b>Date for Review:</b>	October 2017
<b>Version Number:</b>	V3.0
<b>Chair:</b>	Principal & Chief Executive
<b>Secretary:</b>	HR Manager

**Purpose of the Committee**

The Health & Safety Committee (HSC) is responsible for overseeing health and safety matters at the University College of Osteopathy (UCO).

**Terms of Reference**

1. To be responsible for the design, operation and implementation of effective and efficient health and safety systems congruent with the needs of the UCO, in full compliance with current UK health and safety legislation.
2. To review all new health & safety related legislation and ensure procedures are put in place to meet the requirements.
3. To monitor existing health & safety legislation and ensure the UCO meets or exceeds all requirements.
4. To review all risk assessments and make recommendations on actions to be taken.
5. To review and recommend all health & safety related policies and procedures to the Senior Management Team.
6. To monitor and review the effectiveness of all health & safety related policies and procedures.
7. To consider and respond to the concerns of patients, students and staff about issues influencing health and safety within the UCO.
8. To act as the focus of a communication network for the conveyance and distribution of findings, information, policies and procedures relevant to the promotion and implementation of best practice health and safety systems within the school, in compliance with current legislative guidelines.

**Frequency of meetings**

Twice annually.

**Quorum**

The meeting is quorate if the Chair, the Secretary, the Head of Estates and two other members are present.

## Terms of Reference: Health & Safety Committee (HSC)

### Composition and conditions of membership

- Principal & Chief Executive (*Chair*)
- Head of Estates
- Facilities Supervisor
- Clinic Representative/s (a member of staff working at the clinic site for more than one day per week)
- Osteopathic Representative/s (a member of the teaching faculty)
- Part Time Course Representative (appointed person for PT weekends)
- Support Staff Representative/s
- Student Union President
- HR Manager (*Secretary*)

Additional members may be co-opted as appropriate. All employees should be given the opportunity to be co-opted onto the committee.

### Reporting and subcommittees

#### Reports to:

The Health & Safety Committee reports to the Senior Management Team and Board of Directors as appropriate on matters concerning health and safety at the UCO.

It prepares a review of health and safety issues and actions for the SMT annually.

#### Receives reports from:

The Health & Safety Committee does not receive any direct reports from sub-committees, but may request that working parties be set up to address certain issues as appropriate.

### Amendment Record:

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Oct 2016	Major – Amendment to reflect current practice.	SMT
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and to update staff role and committee titles.	PRAG Chair