

Health & Safety in Halls Committee Terms of Reference

1. Constitution

- 1.1 The Vice-Chancellor's Executive has established a committee known as the Health and Safety in Halls Committee (HSH) which reports to the University Health, Safety, Safeguarding & Wellbeing Board (HSSWB).

2. Scope

- 2.1 HSH is responsible for the implementation of the University's Health & Safety Policy and Procedures in the context of our Halls of Residence.

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- Head of Accommodation Services (*Chair*)
- Accommodation Managers (one per campus)
- Estates and Facilities Health & Safety Manager
- University Fire Safety Officer
- Contracted FM Provider Representatives (one per contract), where appointed
- Resident representatives (one per residential group)

4. Attendance at meetings

- 4.1 Staff from Health & Safety Services and Estates and Facilities Directorate may attend meetings where appropriate. At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Frequency of meetings

- 5.1 The Committee will normally meet once a term in an academic year.
- 5.2 The Chair may call additional meetings if necessary.

6. Delegated Authority

The Committee is authorised by the Vice-Chancellor's Executive to approve:

- 6.1 Plans for implementing the University's Health & Safety Policy and specific local procedures in the area;
- 6.2 Action Plans to improve Health & Safety performance and mitigate risk in the area following reviews or recommendations from in year monitoring;

6.3 Local codes of practice, induction and training materials.

7. Other Duties

The other duties of the Committee shall be to:

- 7.1 Monitor the effectiveness of the area's arrangements for Health and Safety (Fire Safety is included in this term);
- 7.2 Review reports on work related accidents and incidents including statistics and trends in the area to identify unsatisfactory arrangements and recommend corrective action;
- 7.3 Consider reports of safety audits, inspections and fire risk assessments relating to the halls. Where there are recommendations ensure that action is taken;
- 7.4 Review the adequacy of the area's emergency procedures, including provision of first aiders and fire wardens, at least annually;
- 7.5 Consider reports and correspondence from the University Health & Safety Unit, outside agencies and enforcing authorities;
- 7.6 Communicate with residents to raise awareness and engagement with Health & Safety arrangements; and
- 7.7 Ensure active consideration of equality, diversity and inclusion in the conduct of the Committee's business.

8. Standing Orders

- 8.1 The Committee must adhere to the [Standing Orders](#) for Academic and Executive Committees.
- 8.2 The following changes from the Standing Orders have been approved:
- 8.3 To comply with health and safety requirements, minutes of the Committee's meetings should be made available to residents through an appropriate mechanism (e.g. circulation by email, publication in an accessible web environment or posting on local noticeboards).

August 2024

Document owner: University Secretary