**Health and Safety Committee**

**Terms of Reference**

1. **Function**
	1. The function of Imperial College Health and Safety is to keep under review the measures taken to ensure the health and safety of staff, students, contractors, visitors and members of the public who may be affected by the many and varied activities undertaken by the Union.
2. **Objective**
	1. The objective of the committee is the promotion of a positive safety culture which ensures the health and safety of staff, students, contractors, visitors and members of the public.
3. **Specific Functions**
	1. The specific functions of the Committee **include**:
		1. The review and study of statistics on accident records, ill health, sickness absence
		2. Consideration of accident investigations and subsequent actions
		3. Undertaking inspections of the workplace
		4. Ensuring that adequate risk assessments are in place
		5. Ensuring that health and safety training is undertaken
		6. Reviewing emergency procedures
		7. Monitoring changes in the workplace affecting the health, safety and welfare of employees.
		8. Reviewing and examining safety audit reports
4. **Membership**
	1. Deputy President (Finance and Services) (Chair)
	2. Deputy President (Clubs and Societies)
	3. Head of Finance and Resources (DSO)
	4. Head of Student Experience
	5. Student Activities Manager
	6. License Trade & Venues Manager
	7. Events and Conferences Manager
	8. Two representatives elected by and from Union Council
	9. One representatives from CSPB
	10. A representative from College’ Safety Department
	11. A Representative from the College’s Facilities Management Department
	12. A representative from College’s Fire Department
5. **Reporting**
	1. The Union Health and Safety Committee reports to the Finance and Risk Committee
6. **Meetings**
	1. The committee shall meet not less than four time a year. Dates and times of the meeting will be published annually in the Union year card.

Malcolm Martin

Head of Finance & Resources