Appendix 2: H&S Committees

1. University Court

1.1 Membership

A Chairman, elected by the Court from its lay members
The Principal or, in the absence of the Principal, a Vice-Principal
An Assessor nominated by the Chancellor
An Assessor nominated by the Rector after consultation with the Students' Association
The Lord Provost of Dundee City Council or an Assessor nominated by him or her to serve throughout the Lord Provost's term of office
Two Assessors elected by the Graduates' Council
Two Professors and two Readers, Senior Lecturers or Lecturers elected from among its members by the Senatus
Two members of Academic Council elected by the Academic Council
A member of non-academic staff elected by the non-academic staff
The President of the Students' Association of the University
A matriculated student elected by the student body, that failing the Deputy President of the Students' Association
Seven other persons, not holding full-time appointments from Court, as may be co-opted by the Court

1.2 Specific Remit for H&S

To ensure that arrangements are in place for the proper management and assessment of risk within the University and that appropriate arrangements are in place in respect of the health and safety of students, staff and other persons affected by University operations.

2. Human Resources Committee

2.1 Membership

Lay member of Court (Convener)
Lay members of Court
Graduates' Association Member of Court
Court Member elected by non-academic staff
Court Members elected by Senate
Vice Principal (Learning & Teaching)

Officers normally in attendance:

University Secretary
Director of Human Resources
Deputy Director of Human Resources (Secretary)
Other officers at the discretion of the Director of Human Resources

2.2 Specific Remit for H&S

To monitor and review all health and safety arrangements within the University affecting staff, students and visitors and to advise the Court on statutory and other requirements relating to its responsibilities for health and safety.

3. University Health, Safety and Welfare Committee

3.1 Membership

University Secretary (Convener)

VP Research (convener of Biological Agents and Radiation Protection Committees)

Dean- ask VP (AP&P) to nominate

Campus Services Director

HR Director

P, G & LA Director

Student Services Director
Head of Safety Services
DUCU Reps x2
Unison Reps x2
Unite Reps x2
President DUSA

In attendance:
Deputy Head of Safety Services and Fire Safety Adviser

3.2 Remit

1. Report to HR Committee on the management of Health, Safety and Welfare
2. Inform HR Committee and University Executive Group of the University’s obligations to the management of health and safety
3. Consult Trade Union H&S Representatives on the management of Health, Safety and Welfare
4. Approve plan to promote compliance
5. Approve policy and procedures
6. Approve training programme
7. Approve inspection programme
8. Review inspection reports
9. Review incident and ill health reports
10. Review reports from Auditors and Enforcing Authorities
11. Review reports from School/Professional Service H&S Management Committees
12. Consider report from Head of Safety Services
13. Consider report from University Fire Safety Adviser
14. Consider report from University Radiation Protection Adviser
15. Consider report from University Biological Agents Committee
16. Consider report from University Radiation Protection Committee
17. Consider report from Trade Union H&S Representatives
4. University Biological Agents Committee

4.1 Membership

   VP Research (Convener)
   Parasitologist
   Microbiologist
   Virologist
   Immunologist
   Head of Safety Services
   Life Sciences H&S Adviser
   Medical School H&S Adviser
   NHS Representative
   Director Biological Services
   “Super Users”
   Staff representative
   Research post-graduate representative

4.2 Remit:

1. Report to University Health, Safety and Welfare Committee on risks posed to people and the environment by work with biological agents, and the measures implemented to control these risks to an acceptable level.

2. Give authorisation for work involving biological agents to proceed after consideration of:
   Risk Assessment
Laboratory facilities

Staff and student training and supervision

Procedures

Statutory Notification, License and Consent requirements

3. Assess the training needs to work with pathogens and Class 2 and 3 genetically modified micro-organisms and monitor the effectiveness of training programmes

4. Review inspection reports of Containment Level 2 and 3 facilities, and to ensure issues are resolved

5. Review incident and ill health reports involving work with biological agents, and to ensure issues are resolved

5. University Radiation Protection Committee

5.1 Membership

Vice Principal Research (Convener)
University RPA
University RPO and RWA
NHS Tayside RPA
NHS Tayside RPO
Medical School H&S Adviser
Life Science H&S Adviser
Science & Engineering H&S Adviser
Super Users
Staff representative

Research post-graduate representative
5.2 Remit
1. Report to University Health, safety and Welfare Committee on risks posed to people and the environment by ionising and non-ionising radiation created by the undertakings of the University, and the safety measures adopted to control these risks to an acceptable level.

2. Give authorisation for work involving ionising and non-ionising radiation to proceed after consideration of:

   - Risk Assessment
   - Laboratory Facilities
   - Staff and Student Training and Supervision
   - Local Rules
   - Statutory Notification and Consent Requirements

3. Formulate, develop and revise radiation safety policy and procedures

4. Assess the training needs to work with ionising and non-ionising radiation and monitor the effectiveness of training programmes

5. Review incident reports involving ionising and non-ionising radiation and to ensure issues are resolved

6. Review inspection reports of laboratories using ionising and non-ionising radiation and to ensure issues are resolved

6. H&S Advisers Working Group

6.1 Membership

Head of Safety Services (convener)

Director HR

Deputy Head of Safety Services

University Fire Safety Adviser
6.2 Remit

1. Report to University Health, Safety and Welfare Committee on the management of health, safety and welfare within Schools and Professional Services

2. Draft policy and procedures

3. Develop, implement and monitor effectiveness of risk assessment databases

4. Develop, implement and monitor effectiveness of training plans

5. Develop, implement and monitor effectiveness of workplace inspection programme

6. Review incident and ill health reports

7. Share best practice

8. Organise H&S campaigns

7. School/Professional Service H&S Management Committee

Membership

to include Dean, School Manager and School H&S Adviser

Remit

1. Report to University Health, Safety and Welfare Committee on the management of health, safety and welfare within Schools and Professional Services

2. Oversee implementation of University Health, Safety and Welfare Policy