

UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE OF THE COUNCIL

A meeting of the University Health and Safety Executive Committee will be held on Wednesday, 4 March, 2015 from 10.00am to 11.30pm, in CMR1.2, University House.

Ken Sloan
Registrar and Chief Operating Officer

A G E N D A

Notes: The following items and reports are for consideration at the meeting. A summary sheet is provided with each paper setting out in broad terms the content of the paper and the action which the committee is invited to take on each specific item.

Restricted business (denoted by an asterisk {}) is confidential to members and attendees of the University Health and Safety Executive Committee.*

1. Apologies and Conflicts of Interest

TO CONSIDER:

That, should any members or attendees of the University Health and Safety Executive Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 4 November (attached)

3. Chair's Business

4. Matters Arising from the Minutes

Terms of Reference and Membership (minute 05/14-15 refers).

TO RECEIVE:

An oral report from the Deputy Registrar on the progress made at an extraordinary meeting held by the Deputy Registrar with the Director of Governance and Assurance Services, Director of Estates and Dr John Ferrie in attendance.

Inspection Summary and Forward Programmes (minute 08/14-15 refers).

TO RECEIVE:

An oral report from the Interim Director of Health and Safety on the preparation of a letter to be sent to Heads of Department from the Deputy Registrar as Chair, reminding them of the importance of health and safety inspection reports and ensuring the prompt resolution of actions.

Reported Accidents and Incidents (minute 10/14-15 refers).

TO RECEIVE:

An oral report from the Interim Director of Health and Safety on the communication of the University's health and safety requirements to those who manage summer schools and to the Students' Union.

5. Terms of Reference and Membership 2014/15

TO CONSIDER:

The revised Terms of Reference and membership for academic year 2014/15, which include changes to Health and Safety Department personnel (UHSEC.08/14-15, attached).

6. Review of Progress Against Plan

TO CONSIDER:

A report from the Interim Director of Health and Safety on progress against the strategic health and safety plan for the period November 2014 to January 2015 (UHSEC.09/14-15, attached).

7. Performance Report

TO CONSIDER:

A report from the Senior Health and Safety Advisor on reported incidents and inspections carried out for the period October 2014 to January 2015 (UHSEC.10/14-15, attached).

8. Framework for Health and Safety

TO CONSIDER:

A report from the Interim Director of Health and Safety on how responsibilities for health and safety might be delegated through line management and managed with departments (UHSEC.11/14-15, attached).

9. New Build and Refurbishment Projects

TO RECEIVE:

An oral report/presentation by the Director of Estates on the ongoing management of health and safety associated with the programme of new build and refurbishment projects, including discussions at ORMG and progress of a sub-group tasked with the oversight of the risks associated with capital build projects.

10. University Health and Safety Committee

TO RECEIVE:

A report from the meeting of the University Health and Safety Committee held on 12 February 2015 (UHSEC.12/14-15, attached).

11. University Genetic Modification and Biosafety Committee

TO RECEIVE:

A report from the meeting of the University Genetic Modification and Biosafety Committee held on 25 February 2015 (UHSEC.13/14-15, attached).

12. Any Other Business

13. Dates of Future Meetings

Thursday, 11 June 2015 10.30am – 12.30pm CMR1.2, University House