

LOCAL HEALTH AND SAFETY COMMITTEES

Summary			
This Safety Note briefly summarises the local health and safety committee arrangements which should be established in Schools, Functions or buildings.			
Scope			
To provide guidance on establishing and managing local health and safety committees including committee member responsibilities, terms of reference and example standing agenda items.			
Document Control			
Document type (CoP / SN)		SN	
Document owner		Health and Safety Services Director	
Document status (Draft / Final)		FINAL	
Version		V1	
Date of publication		Next review date	
12/01/21		11/01/24	

Contents

Introduction and Scope	3
Definitions.....	3
Roles and Responsibilities.....	3
UHSWC.....	3
Committee Chair	3
Committee secretary	3
Liaison advisor	4
Example Terms of Reference for a School/Function/Building HS&W Committee	4
EXAMPLE HEALTH & SAFETY COMMITTEE AGENDA	5

Introduction and Scope

This Safety Note briefly summarises the local health and safety committee arrangements which should be established in your School, Function or Building.

Definitions

H&S Committees – Local Health and Safety committees

UHSWC- University Health Safety and Wellbeing committee

R

