



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

# **COLLEGE SAFETY COMMITTEE**

## **TERMS OF REFERENCE**

2018

Approved by College Safety Committee (4th October 2018)

Approved by Board (30<sup>th</sup> January 2019)



## **1. Objectives**

The College Safety Committee is a Committee of Board with responsibility for:

Ensuring the Board is informed of its legal duties with respect to the safety, health and welfare of students, staff and visitors on College premises and facilities, assisting the Board and Council in complying with these obligations and assisting College to operate to the highest possible standards of safety, health and welfare through the development, co-ordination and implementation of policies, practices and action plans to ensure safety, health and welfare.

## **2. Membership of the Committee**

2.1 The Committee, which shall be appointed by the Board, shall comprise the following membership

- a) The Chief Operating Officer,
- b) The Head of Safety (College Safety Officer),
- c) The Chairpersons of principal sub-committees of the sub-committees (7),
- d) One elected member of Board,
- e) The Director of Estates and Facilities,
- f) Occupational Health Physician/Director of Student Health Services,
- g) Director of Human Resources,
- h) Two nominees of the Safety Representatives group,
- i) One Nominee of the Students' Union,
- j) One Nominee of the Graduate Students' Union.

2.2 The Chief Operating Officer will be the Chairperson of the Committee In their absence the attending Board member will take the Chair, or where both are absent, the committee shall select a Chair from the members at the meeting

2.3 Membership of the Committee shall be reviewed regularly by the Registrar and Provost in consultation with the Chairperson and changes as required shall be recommended to the Board at that time.

2.4 Membership of the Committee (other than for ex-officio members) shall normally be for an initial term of three (3) years, with the possibility of an extension of a further three (3) years. The general aim is to change the membership from time to time to ensure an appropriate balance between continuity and fresh perspectives.



2.5 The Head of Safety (College Safety Office) shall act as secretary to the Committee and be responsible for the preparation and distribution of the agenda, papers, minutes and reports following consultation with the Chairperson of the Committee.

2.6 Every reasonable effort will be made to ensure that no more than 60% of the committee will be of any one gender, and the gender balance of the Committee will be monitored annually.

### **3. Meetings, Quorum and Sub-Committees**

3.1 The Committee will normally hold meetings once per term or as often as is necessary to complete the business before it or to deal with urgent issues that may arise.

3.2 The quorum for meetings shall be one third the total number of members of the committee rounded to the nearest whole number plus one.

3.3 The Committee may also invite any or other person to attend any meeting(s) of the Committee, as it may from time to time consider desirable, to assist the Committee in achieving its objectives.

3.4 The draft minutes of the College Safety Committee shall be circulated to the Board at the next or subsequent Board meeting for noting and/or discussion as necessary. The Chairperson of the Committee shall be available to report orally to the Board on key aspects of the proceedings of the Committee as required.

3.5 Action items arising out of meetings shall be communicated to the committee members as soon as possible after the meeting to allow for timely completion, but no later than two weeks from the meeting date. These shall also be included in the draft minutes.

3.6 Sub-Committees reporting to the College Safety Committee are:

Administrative/Support services Safety Committee

College Biosafety Committee

College Chemical Committee

College Radiological Safety Committee

Faculty of Engineering, Mathematics and Science Safety Committee

Faculty of Health Sciences Safety Committee

Faculty of Arts, Humanities and Social Sciences Safety Committee

3.7 In order to aid its operation the College Safety Committee may from time to time arrange for subgroups to consider specialist issues and bring forward recommendations to the College Safety Committee.



#### **4. Duties**

- 4.1 Advise and assist Board and Council in the development, co-ordination and implementation of policies, practices and action plans to ensure the safety, health and welfare of students, employees and visitors throughout College
- 4.2 Advise Board and Council on legal and legislative requirements and obligations placed on College, particularly by Fire Safety legislation and standards, Workplace Health, Safety and Welfare legislation and Codes of Practice and legislation relating to the use of ionising radiation and genetically modified materials
- 4.3 Monitor developments in national and EU policy relating to safety, health and welfare and advise Board and Council on the implications for College
- 4.4 Develop, integrate and supervise the College safety management system, including reporting on any recent audits, inspections and safety performance of the constituent parts of the college
- 4.5 Improve communication and increase awareness among the College community on safety, health and welfare matters
- 4.6 Provide a forum for consultation with and representations from staff and students
- 4.7 Review College practices and policies from a safety, health and welfare perspective and make recommendations on issues arising
- 4.8 Monitor the allocation and expenditure of the Risk Reduction Budget
- 4.9 Take reports from its sub-committees and report annually to Board and Council on the Committee's activities
- 4.10 Monitor membership of sub-committees and where necessary instruct Faculties or Services to ensure they have appropriate membership and attendance at meetings

#### **5. Authority**

- 5.1 The Committee shall operate under delegated authority from the Board, which is ultimately responsible for all matters relating to safety. The College Safety Committee will have devolved authority to decide on behalf of Board to:
  - Allocate and disburse the Risk Reduction Budget
  - Appoint Chairs of reporting Sub-Committees
  - Develop and adopt Safety Management systems



- Establish emergency procedures
- Develop and adopt internal practices and policies on matters of safety, health and welfare
- Develop and adopt internal technical standards and guidance documents

5.2 The Committee may consider/review any matter falling within its terms of reference, calling on whatever resources and information it considers necessary to do so.

5.3 The Committee is authorised to seek any information it requires from any employee of the College, such as the School or Unit Safety Statement, to enable it discharge its responsibilities and shall have made available to it on a timely basis all information requested from any employee in a clear, concise and well organised manner.

5.4 The Committee is authorised to instruct on potential areas of concern where there are conflicting views of the Safety Office/Head of Safety and Safety Risk Management and local safety management in order to protect risk to life or property of the College, which includes implementing recommendations provided through any audit or inspection process.

5.4 The College Safety Committee shall carry out such other functions and take such other decisions as may be delegated to it from time to time by the Board

## **6. Performance Evaluation**

6.1 The Committee shall, at least once a year, review its own performance and shall make an annual report to the Board. This review shall be made at the end of each academic year and report to the October Board meeting. The performance review shall include the following (though not exclusively):

- The number of meetings held in a calendar year for the committee and sub-committees including attendances
- An update on the Register of Safety Statements
- Summary of any audits (Internal or External) carried out during the calendar year; including any corrective actions identified
- Any new policies that have been adopted by the committee and/or Board
- Any changes in legislation that have been advised to the committee and their impact on the college
- Summary of any lost time accidents, incidents or emergencies
- Summary of safety training completed in the calendar year
- Examine the terms of reference of the committee to ensure it is still appropriate and valid
- The allocation of the Risk Reduction Budget
- Any significant outstanding issues including those identified during audits but have not been addressed



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- Work Programme for the coming year; including an update on current targets and objectives