



School of Informatics

Health, Safety & Wellbeing Committee

Remit

The Health, Safety & Wellbeing Committee (the Committee) advises the Head of School and Strategy Committee on health, safety and wellbeing matters that impact the School's staff and students.

Specific responsibilities include:

- Review and monitor implementation and effectiveness of the School's health and safety policy and safe codes of working practice.
- Act as a forum for consultation and discussion on matters relating to health, safety and wellbeing.
- Examine and discuss the findings of internal and external safety inspections and audits.
- Review the School's accident and near-miss incident reports to identify health and safety risks that need to be addressed.
- Support the promotion of health and safety awareness and training across the School.
- Monitor and encourage First Aider and Fire Steward representation across the School.
- Promote the wellbeing of staff and students; identifying and implementing initiatives to enhance wellbeing.
- Monitor, encourage and promote the School's Mental Health First Aiders Network within the School.
- Receive regular reports from MOBUG meetings to ensure that the health, safety and security of the School's staff and students.
- During the Covid-19 global pandemic, oversee the School's response to health and safety compliance and staff and student wellbeing.

The Committee does not have responsibility for building and facilities matters, unless issues arise that present a health and safety risk, or impact the general wellbeing of our staff and students. Health and safety concerns that require repairs to the School's buildings or facilities will be referred to the Buildings Committee.

Membership

Member category	How appointed	Incumbent
Head of School (Chair)	Ex officio	Jane Hillston
Director of Professional Services (Deputy Chair)	Ex officio	Joy Candlish
Health & Safety Adviser	Ex officio	Dave Hamilton



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School Laser Supervisor	Ex officio	TBC
Staffing Support Manager	Ex officio	Sam Inch
Technical Staff Representative	Appointed	Douglas Howie
Computing Staff Representative	Appointed	Vacant
Student Services Representative (representing student services staff and the interests of taught and PGR students)	Appointed	Patrick Hudson
Administrative Staff Representative (representing professional services staff not otherwise represented)	Appointed	Nicola Drago-Ferrante
Academic and Teaching Staff Representatives (x2)	Appointed	Cristina-Adriana Alexandru
Research Staff Representative (x2)	Appointed	Vacant
PGR Student Representative (x2 – preferably one from Wilkie Building)	Appointed	Vacant

In attendance as required

Officer to the Committee: Health & Safety Adviser

Clerk to the Committee: Facilities Supervisor or nominee

Appointment of members and term of office

Appointed members shall be appointed from the respective constituency with the support of the membership of that constituency.

Appointed members shall serve for a term of two consecutive years with the option of an extension for a further year.

Attendance

Others may attend meetings of the Committee, at the discretion of the Chair, as the business of the committee may determine.



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Substitution

At the discretion of the Chair, members who are unable to attend may nominate a substitute, who will act with the member's authority.

Reporting

To Strategy Committee via Head of School.

Frequency of meetings

The Committee meets three times a year.

Raising an Issue

Any member of School who wishes to raise a health, safety or wellbeing related item at this Committee should inform their Committee Representative or the Health & Safety Adviser.

MOBUG

Multi-Occupancy Building Users Group (MOBUG) Committees are established for Appleton Tower, the Forum and Potterrow to focus on fire safety and building related issues. The convener, the School's Health & Safety Adviser, is given the authority by the Head of School to ensure that all fire safety matters appertaining to both buildings are maintained. The MOBUG committees have representatives from the Fire Safety Unit, Estates and Buildings and each Department or Unit occupying the building.

MOBUG committees are also established for Wilkie Building and Bayes Centre. The School's Health & Safety Adviser is a member of these MOBUGs and can be contacted for any queries in relation to those MOBUGs.