

Health, Safety, Safeguarding and Equality Committee - Terms of Reference

1. The committee will meet termly (3 per year)
2. Extraordinary meetings may be called if there is a particularly urgent requirement to do so, an Equality, Diversity & Inclusion sub-committee has been established.
3. The committee will be jointly chaired by the relevant Executive or Senior Manager
4. Membership will comprise of the following teams, where possible:
 - Student Participation and Wellbeing/Mentor
 - Human Resources
 - Head of Inclusion
 - 2 curriculum areas
 - Work-based Learning
 - Estates, Security and Health and Safety
 - Senior Management Team
 - Students' Union
 - Unison, UCU H&S Representatives
 - ICT Support
 - Marketing
5. Other internal or external people may be co-opted for particular topics
6. The remit of the committee will be to ensure that the college is effectively implementing all policies in the Health and Safety at Work, Protection of Children and Vulnerable Adults, Recruitment and Selection, and Equality, Diversity and Inclusion.
7. Equality , Diversity and Inclusion is operating as a sub-committee of this group.
8. The committee will report in to the college's Senior Management Team and the Governing Body via reports and updates.

Laurel Penrose
Principal & Chief Executive

Jayne Davis
Deputy Principal

Conduct of Business

Meetings

The Committee will be held at a frequency of one meeting per term. The College is legally obliged to establish a meeting on request from at least two Trade Union Health & Safety Representatives, in accordance with 'The Safety Representatives and Safety Committees Regulations 1977'.

Minutes

The Minutes will be taken by the relevant Executive or Senior Manager.

Agenda

An agenda will be circulated to all members in advance of each meeting. Items for discussion and reports must be forwarded prior to the meeting being held.