

## GLASGOW SCHOOL OF ART

### OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

#### REMIT, MEMBERSHIP, AND PROCEDURES 2017/18

##### 1. Remit

To review:

- Occupational injury and ill health statistics and trends.
- Occupational health and safety training courses and attendee data.
- Work-related sickness absence data.
- Safety audit reports.
- Reports into serious incidents at work.
- Reports arising from inspections and/or enforcement action by relevant enforcing authorities.
- Reports submitted by employee trades union and partnership bodies; making recommendations on the improvement of occupational health and safety performance and minimisation of occupational injury and ill-health as appropriate.
- Relevant new or revised policies and guidance, and approve them. It is noted that some policies or guidance may also require approval by the Executive group.
- The annual confirmation from Heads of Schools and professional support departments stating which risk assessments are in place and that mitigations are operating effectively.

To consider the impact of:

- The effect and implementation of new occupational health and safety law and regulations.
- Changes to the workplace, workforce, technology and working practices.
- The working practices and safety standards of GSA-appointed contractors and their employees in relation to the occupational health and safety of employees.

To monitor:

- GSA's occupational health and safety performance against legal and statutory requirements.
- GSA's occupational health and safety performance against GSA's strategic aims, as well as that of the Scottish Government, and national strategy, guidelines and standards. This may include, for example, reports from Schools and Professional Services groupings, as appropriate.
- The impact of occupational health and safety communication and publications on occupational health and safety performance.

##### 2. Membership

- Chairperson– Director of Finance and Resources
- Vice Chairperson (Heads of School on a two consecutive meeting rotation)
- Heads of School
- President of the Students' Association
- Head of Human Resources
- Head of Estates Management
- Head of Technical Support
- Health and Safety Officer
- Fire Regulatory Compliance Officer
- Health and Safety Advisor
- Trade union representative(s)
- Other persons may attend by invitation, as required

The membership for 2017/18 is as follows:

- Mr Alastair Milloy, Director of Finance and Resources (Chairperson)
- Vice Chairperson (Heads of School on a two consecutive meeting rotation)
- Professor Irene McAra – McWilliam, Deputy Director (Innovation)
- Professor Paul Chapman, Head of School of Simulation & Visualisation
- Ms Barbara Ridley, Head of School of Design
- Professor Alistair Payne, Head of School of Fine Art
- Ms Sally Stewart, Head of Mackintosh School of Architecture
- Dr Gordon Hush, Head of School of Innovation
- Ms Laura Glennie, President of the Students' Association
- Mr David Dalziel, Head of Human Resources
- Mr Mike Quigley, Head of Estates Management
- Mr John Ayers, Head of Technical Support
- Mr Brian McDade, Health and Safety Officer
- Vacant, Fire Regulatory Compliance Officer
- Dr Nicky Bird, UCU Representative
- Mr Craig Laurie, UNITE Representative
- Ms Kathy Molloy, UNISON Representative
- Professor Johnny Rodger, EIS Representative
- Mr Guillaume Coet, General Manager, GSA Students' Association (Attending)
- Ms Marianne McInnes, Director - Operations (The Institute of Design Innovation)

Committee Secretaries:

- Ms Kerrie Wynn, Health and Safety Advisor
- Ms Amy Simpson, Health and Safety Administrator

### **3. Chairperson**

The Chairperson will be the Director of Finance and Resources or in his/her absence, the Vice Chairperson, or their nominee in the event neither can attend.

### **4. Agenda**

The agenda will be approved by the Chairperson.

### **5. Quorum**

The quorum of the meeting will be seven members, three of whom will be management staff, and two of whom will be trade union representatives. There is an expectation that the Student President or his/her nominee will attend all meetings.

### **6. Meetings**

The Committee will meet at least four times per year but may convene more often, if required. The Chairperson will report regularly on the business of the Committee to the Board of Governors given occupational health and safety is a standing item on the agenda of meetings of the Board of Governors.

### **7. Minutes**

The minutes of meetings, approved by the Chairperson, will be distributed to all Committee members and forwarded to the Board of Governors.