**DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING**

**TERMS OF REFERENCE FOR DEPARTMENTAL SAFETY COMMITTEE MEETINGS**

**Revised Membership**

*Core membership:*

HoD (Chair)

Departmental Safety Officer (DSO)

Infrastructure manager

Section reports:

* Representatives from all research groups
* Professional Services - administration
* Professional Services - technical
	+ Research laboratories
	+ Teaching laboratories
	+ IT support
	+ Workshop\*

Undergraduate & Postgraduate student representatives

Department wellbeing lead

Responsible persons:

* Laser Safety officer
* Radiation Protection Supervisor (X-rays)\*
* Chemical Safety officer\*
* Legionella officer
* Lead FA\*
* Lead FEM
* DSE lead\*

*Also invited:*

Safety Advisor (Safety Services)

Research group heads

*Faculty H&S Coordinator*

\*Role presently held by another member who is already listed.

**Scheduling**

Meetings will be held termly, by the end of the first full month of each term.

**Revised Standard Agenda**

*Standing Items:*

1) Safety actions from previous meeting (*action holders to report progress prior to meeting. DSO to prepare summary*)

2) Wellbeing update

3) Review of incident reports

4) Reports from section representatives:

* Response to inspections & accident reports *(Chair to confirm actions)*
* Report new or planned work
* Local training update
* Update on state of local safety documentation/risk assessments
* Raise any local safety concerns

5) Student concerns- UG/PGT rep. report

6) Compliance:

* Update from Faculty Engineering Compliance Group
* Progress to UCL Safety Objectives (including T100)
* Reports from responsible persons
* Dept training dashboard

7) Other business:

* H&S policy updates *(all changes to be confirmed by committee)*
* Dept responsible persons register updates *(all changes to be confirmed by committee)*

**Minutes & Actions**

Meetings to be recorded for the purposes of preparing accurate minutes.

Chair to indicate actions, action owner & timescales during meeting, and if the information is sensitive.

Infrastructure spending/safety budget requests should be raised and authorised via the safety committee.

DSO to prepare minutes & actions, to be made available within one month of meeting.

Full version of minutes and recording of meeting: to be made available to membership. Also available to union representatives, Safety Services & Senior leadership on request.

Redacted version: available to all dept staff & students.