HEALTH AND SAFETY COMMITTEE PROCEDURES

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Amendments	February 2026 – Updated terminology from "arrangements" to "procedure" to ensure consistency with other safety documents. Amended the template to align with the LSHTM governance template. March 2022 – removed wellbeing safety committee from the scope.
Related Policies & Procedures	Occupational Health and Safety Policy

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1. SCOPE

1.1 The procedure applies to all LSHTM Health and Safety Committees, including the two main safety committees within the MRC Units. The Units have their own procedures for managing other local health and safety committees.

2. BACKGROUND

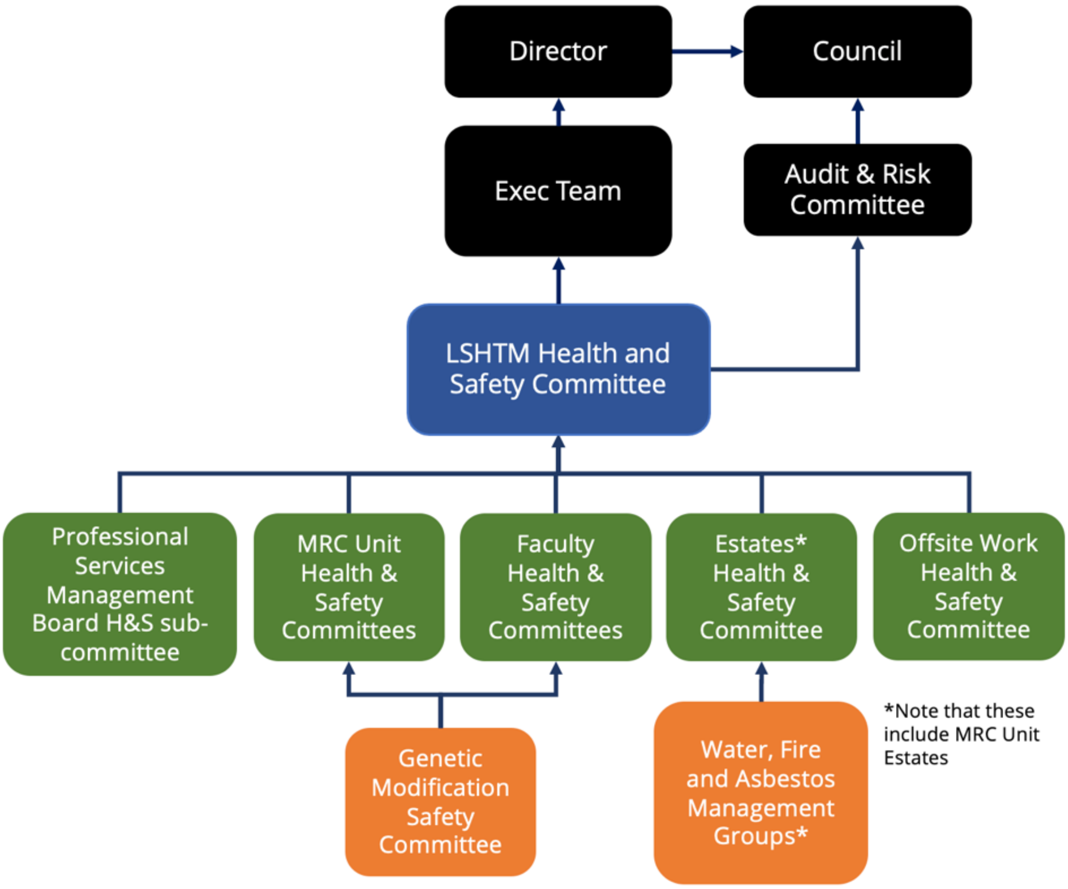
2.1. It is important that the London School of Hygiene and Tropical Medicine (LSHTM) consults effectively with its staff and trade union representatives on all matters relating to Health and Safety. This is mandated by legislation including the Health and Safety at Work Act, Safety Representative & Safety Committees Regulations, Health and Safety (Consultations with Staff) Regulations.

2.2. This document describes the terms of reference and arrangements for the health and safety committees at LSHTM.

2.3. The arrangements are implemented under the LSHTM Health and Safety Policy.

3. HEALTH and SAFETY COMMITTEE STRUCTURE

3.1. LSHTM will convene health and safety committees according to the structure below;



4. THE HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

4.1. Purpose

4.1.1. The Health and Safety Committee has been established under the authority of the Director so as to develop, manage and monitor LSHTM's health and safety policy.

4.1.2. The Health and Safety committee will meet three times a year and will, on behalf of the Director and Council, facilitate consultation with all staff, students and the trades unions on all matter related to health and safety.

4.2. Terms of reference

4.2.1. To propose and consider policy with respect to the health, safety, security and welfare of LSHTM staff, students, visitors and of other persons who may be affected by work carried out within or external to LSHTM or as part of LSHTM's activities (including external fieldwork activities carried out in both the United Kingdom and overseas).

4.2.2. To monitor implementation of health, safety, security and welfare objectives, policies, and codes of practice and to propose changes as necessary.

4.2.3. To monitor compliance with current health and safety and related legislation.

4.2.4. To keep under review current, emerging and potential challenges in relation to health and safety in the external environment that could have impact on LSHTM activities (including proposed changes to legislation), provide advice on possible responses and implement change where appropriate.

4.2.5. To monitor LSHTM's health and safety risk management strategies.

4.2.6. To review incidents, hazardous occurrences and ill health related to work undertaken by staff, students and visitors, and to ensure corrective action is undertaken and consider implications for strategy, policy or practice.

4.2.7. To ensure appropriate health and safety training is provided and to monitor its effectiveness.

4.2.8. To keep under review the provision of information and communication of health and safety information.

4.2.9. At every meeting, to consider reports from the;

- Faculty Safety Committees
- MRC Unit Safety Committees
- Estates Safety Committee

4.2.10. Offsite Work Safety Committee

4.2.11. Genetic Modification Safety Committee

- Union Safety representatives
- Head of Occupational Health and Safety

4.2.12. To advise the Director, Exec Team and Council on the management of risks in relation to health, safety, security and welfare and monitor actions taken to minimise these risks reporting twice annually on progress.

4.2.13. To report to Audit and Risk Committee annually so as to ensure that health and safety risks are represented and addressed within the LSHTM strategic and Faculty risk registers.

4.3. Organisation of the Health and Safety Committee

4.3.1. The committee should be of the composition listed below to provide representation for both senior management and all staff who work at LSHTM:

- The Chair (Chief Operating Officer)
- The Faculty Deans
- Faculty Safety Supervisors
- Faculty Safety Partners
- Faculty Operating Officers
- Head of Occupational Health and Safety
- Director of Estates
- Director of Human Resources
- Academic Registrar
- Chair of the Laboratory Safety Committee
- MRC Unit Chief Operating Officers
- MRC Unit Heads of Health and Safety
- Professional Support Services representative
- Trades Unions representatives
- Student Representative Council member
- Secretary

4.3.2. Other advisors may be co-opted as required. These should attend only that section of the meeting to which they are contributing directly.

4.3.3. Meetings should not be cancelled or postponed except in exceptional circumstances when the rearranged date should be announced as soon as possible.

4.3.4. The call for papers will be made one month prior to the meeting.

4.3.5. An agenda and draft previous minutes will be sent to all invited members at least 2 weeks prior to the committee.

4.3.6. Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with the Secretariat.

4.3.7. Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

4.4. Agenda

4.4.1. The Health and Safety Committee will follow LSHTM committee governance standards for agendas and minutes.

4.4.2. The agenda will include the following;

- Policies and procedures for approval
- Key audit and inspection findings
- Incident reports
- Reports from the committees as listed in 4.2.9
- To agree the reports to Council and Audit and Risk Committee and to receive feedback from these meetings

5. FACULTY OF INFECTIOUS AND TROPICAL DISEASES (ITD) HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

5.1. Purpose

5.1.1. The ITD Safety Committees have been established so as to advise the Dean of Faculty on health and safety issues and assist them in fulfilling their duties under LSHTM's Health and Safety Policy.

5.2. Terms of Reference

5.2.1. To monitor implementation of health, safety, security and welfare objectives, policies and codes of practice within the Faculty and to propose changes to these as necessary.

5.2.2. To review incidents, hazardous occurrences and ill health related to work undertaken by staff, students and visitors in their Faculty and to ensure corrective action is undertaken and consider implications for strategy, policy or practice.

5.2.3. To review Faculty audit and inspection findings

5.2.4. To ensure appropriate health and safety training is provided and completed by all staff and students within the Faculty and to monitor its effectiveness. Confirm mandatory training requirements, and review these periodically.

5.2.5. To keep under review the provision of information and communication of health and safety information within the Faculty.

5.2.6. To receive and review new or updated School Policies and procedures relevant to the Faculty.

5.2.7. To receive, review and action feedback from the last Health and Safety Committee meeting.

5.2.8. To advise the Health and Safety Committee on the key health and safety issues within the Faculty. These reports will be made termly.

5.2.9. To consider reports from trade union safety representatives, members of staff, outside agencies and enforcing authorities relating to matters relevant to the Faculty.

5.2.10. To act as the formal committee required under the Environmental Permitting Regulations in relation to ionizing radiation. Note that the formal EPR role of the committee may only be undertaken at meetings when the relevant Responsible Person (RPS) or a formally designated deputy is present.

5.2.11. Advises on the control of hazards associated with work involving ionising and non-ionizing radiation

5.2.12. To ensure reports and outcomes are shared with relevant ITD Staff & Students

5.2.13. At every meeting, the ITD FSC will consider reports from the:

- Faculty Safety Partner/BioRisk Manager
- Union Safety representatives
- Head of Laboratory Services
- Laser Safety Supervisor
- Genetic Modification Safety Committee

- Offsite Safety Supervisor
- CL3 Manager
- Radiation Safety Supervisor
- Student representatives

5.2.14 Relevant feedback from other LSHTM Health and Safety Committees should also be presented to ensure the effective sharing of information.

5.3. Organisational Procedures

5.3.1. The Committee should meet three times a year prior to the LSHTM Health and Safety Committee, so it can report to that committee.

5.3.2. The committee should review health and safety systems relevant across the faculty and not become reporting centres for operational issues that should be dealt with by local managers.

5.3.3. Meetings should not be cancelled or postponed except in exceptional circumstances when the rearranged date should be announced as soon as possible.

5.3.4. An agenda and draft previous minutes should be sent to all invited members 2 weeks prior to the committee.

5.3.5. Co-opted advisers should attend only that section of the meeting to which they are contributing directly.

5.3.6. Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Dean.

5.3.7. Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

5.4. Membership

5.4.1. The ITD Health and Safety Committees must be chaired by the Dean of Faculty or delegated to a Senior Faculty Staff Member.

5.4.2. The Membership includes:

- Composition
- Committee Chair
- Head of Health & Safety
- BioRisk Manager
- GM Safety Committee Chair
- Head of Research Laboratories
- Occupational Health Service representative
- Estates Safety representative
- Insectaries representative
- BSF representative
- MRL representative
- Radiation Safety Supervisor
- HTA representative

- DIB representative
- CRD representative
- DCD representative
- Teaching Laboratory representative
- Laser Safety representative
- ITD Safety Partner
- CL3 representative
- Wellbeing representative
- Union Safety Representatives
- Offsite Safety Advisor
- ITD Central
- RD student rep
- Other individuals as required for specific items.

5.5. Model Agenda

5.5.1. The Faculty Health and Safety Committees will follow LSHTM committee governance standards for agendas and minutes.

5.5.2. The agenda will include the following;

- To receive feedback from the last Health and Safety Committee meeting
- To receive and review new/updated School Policies and procedures relevant to the Faculty
- To review Faculty audit and inspection findings
- To review Health and Safety Training
- Incident reports
- To receive reports from the committees as listed in 5.2.13
- To agree on the key issues to report H&S Committee and to receive feedback from these meetings

6. FACULTY OF PUBLIC HEALTH AND POLICY (PHP) HEALTH AND SAFETY COMMITTEE

6.1. Purpose

6.1.1. The PHP Faculty Health and Safety Committee (FHSC) have been established to advise the Dean on health and safety issues and assist them in fulfilling their duties under LSHTM's Health and Safety Policy.

6.1.2. FHSC will consider Faculty-relevant health, safety and wellbeing matters, and will feed outcomes to the LSHTM Health and Safety Committee (LSHTM HSC).

6.2. Terms of Reference

6.2.1. To monitor implementation of health, safety, security and welfare objectives, policies, and codes of practice and to propose changes as necessary.

6.2.2. To review incidents, hazardous occurrences and ill health related to work undertaken by staff, students and visitors in the Faculty and to ensure corrective action is undertaken and consider implications for strategy, policy or practice.

6.2.3. To ensure appropriate health and safety training is provided and to monitor its effectiveness.

6.2.4. To keep under review the provision of information and communication of health and safety information within the Faculty.

6.2.5. To receive and review new or updated LSHTM Policies & Arrangements relevant to the Faculty.

6.2.6. To keep under review current, emerging, and potential challenges in relation to health and safety in the external environment that could have an impact on LSHTM activities (including proposed changes to legislation), provide advice on possible responses and implement change where appropriate.

6.2.7. At every meeting, to consider reports from:

- Faculty Safety Partner
- Others, as required by expertise, and to ensure effective sharing of information.

6.2.8. To advise the LSHTM HSC on the key health and safety issues within the Faculty. These reports will be made termly by the Faculty Safety Partner using relevant templates.

6.2.9. To consider reports from trade union safety representatives, members of staff, outside agencies and enforcing authorities relating to matters relevant to the Faculty.

6.3. Organisational Procedures

6.3.1. Each PHP faculty health and safety committee will meet three times a year prior to the University Health and Safety Committee, so it can report to that committee.

6.3.2. The FHSC agenda will be a termly standing item of the Faculty Management Group (FMG) meeting agenda.

6.3.3. The committee should review health and safety systems relevant across the faculty and not become reporting centres for operational issues that should be dealt with by local managers.

6.3.4. Meetings should not be cancelled or postponed except in exceptional circumstances when the rearranged date should be announced as soon as possible.

6.3.5. An agenda and draft previous minutes should be sent to all invited members 2 weeks prior to the committee.

6.3.6. Co-opted advisers should attend only that section of the meeting to which they are contributing directly.

6.3.7. Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Dean.

6.3.8. Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

6.4. Membership

6.4.1. Members of the Faculty Management Group:

- Dean of Faculty
- Associate Dean for Research
- Faculty Operating Officer
- Head of Department, Department of Global Health & Policy
- Head of Department, Department of Public Health, Environment and Society
- Head of Department, Department of Health Services Research & Policy
- Faculty Taught Programmes Director
- Faculty Research Degrees Director
- Head of Research Operations
- Head of Strategic Research
- Faculty HR Partner

6.4.2. Faculty Safety Partner

6.4.3. Faculty Safety Supervisor

6.4.4. Trade Unions Representative.

6.4.5. Other advisers shall be invited to attend only that section of the agenda when it is deemed necessary, and to which they are contributing directly.

6.5. Agenda

6.5.1. The FHSC agenda will be a termly standing item of the Faculty Management Group (FMG) meeting agenda.

6.5.2. The FHSC will be chaired by the Dean of Faculty.

6.5.3. In advance of the meeting, Faculty Safety Partner will agree with the Chair items for discussion, papers, and will consider additional attendees, if deemed necessary by required expertise.

6.5.4. The agenda will include relevant, Faculty-specific items arising from:

- The LSHTM HSC meeting, including:
- Incident reports,

6.5.5. New/updated Policies and procedures,,

- Reports from other Committees.

6.5.6. Annual Faculty Inspection findings which require escalation.

6.5.7. Staff & student matters relating to safety, mental health and wellbeing.

6.5.8. Any other relevant items as deemed necessary by the Chair.

6.5.9. The FHSC will agree key issues for the Faculty Safety Partner to report to LSHTM HSC.

6.5.10. The FHSC will agree key actions required at the Faculty-level, for the Faculty Safety Partner to progress, which may involve Faculty Operational Management Team support.

6.5.11. Minutes will be recorded by the Secretary to FMG, and once agreed, will be available to the Faculty staff, Trade Unions and RD students to view.

7. FACULTY OF EPIDEMIOLOGY AND POPULATION HEALTH (EPH) HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

7.1. Purpose

7.1.1. The EPH Faculty Health and Safety Committee (FHSC) have been established to advise the Dean on health and safety issues and assist them in fulfilling their duties under LSHTM's Health and Safety Policy.

7.1.2. FHSC will consider Faculty-relevant health, safety and wellbeing matters, and will feed outcomes to the LSHTM Health and Safety Committee (LSHTM HSC).

7.2. Terms of Reference

7.2.1. To monitor implementation of health, safety, security and welfare objectives, policies, and codes of practice and to propose changes as necessary.

7.2.2. To review incidents, hazardous occurrences and ill health related to work undertaken by staff, students and visitors in the Faculty and to ensure corrective action is undertaken and consider implications for strategy, policy or practice.

7.2.3. To ensure appropriate health and safety training is provided and to monitor its effectiveness.

7.2.4. To keep under review the provision of information and communication of health and safety information within the Faculty.

7.2.5. To receive and review new or updated LSHTM Policies & Procedures relevant to the Faculty.

7.2.6. To keep under review current, emerging, and potential challenges in relation to health and safety in the external environment that could have impact on LSHTM activities (including proposed changes to legislation), provide advice on possible responses and implement change where appropriate.

7.2.7. At every meeting, to consider reports from:

- Faculty Safety Partner
- Others, as required by expertise, and to ensure effective sharing of information.

7.2.8. To advise the LSHTM HSC on the key health and safety issues within the Faculty. These reports will be made termly by the Faculty Safety Partner using relevant templates.

7.2.9. To consider reports from trade union safety representatives, members of staff, outside agencies and enforcing authorities relating to matters relevant to the Faculty.

7.3. Organisational Procedures

7.3.1. Each EPH FHSC will meet three times a year prior to the University Health and Safety Committee, so it can report to that committee.

7.3.2. The FHSC agenda will be a termly standing item of the Faculty Management Group (FMG) meeting agenda.

7.3.3. The committee should review health and safety systems relevant across the faculty and not become reporting centres for operational issues that should be dealt with by local managers.

7.3.4. Meetings should not be cancelled or postponed except in exceptional circumstances when the rearranged date should be announced as soon as possible.

7.3.5. An agenda and draft previous minutes should be sent to all invited members 2 weeks prior to the committee.

7.3.6. Co-opted advisers should attend only that section of the meeting to which they are contributing directly.

7.3.7. Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Dean.

7.3.8. Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

7.4. Membership

7.4.1. Members of the Faculty Management Group:

- Dean of Faculty
- Faculty Operating Officer
- Head of Department, Department of Infectious Disease Epidemiology
- Head of Department, Department of Medical Statistics Department
- Head of Department, Department of Non-communicable Disease Epidemiology
- Head of Department, Department of Population Health
- Taught Course Directors
- Research Degree Directors
- Faculty HR Partner

7.4.2. Faculty Safety Partner

7.4.3. Faculty Safety Supervisor

7.4.4. Trade Union Representative

7.4.5. Other advisers shall be invited to attend only that section of the agenda when it is deemed necessary, and to which they are contributing directly.

7.5. Agenda

7.5.1. The FHSC agenda will be a termly standing item of the Faculty Management Group (FMG) meeting agenda.

7.5.2. The FHSC will be chaired by the Dean of Faculty.

7.5.3. In advance of the meeting, Faculty Safety Partner will agree with the Chair items for discussion, papers, and will consider additional attendees, if deemed necessary by required expertise.

7.5.4. The agenda will include relevant, Faculty-specific items arising from:

- The LSHTM HSC meeting, including:
- Incident reports,
- New/updated Policies and Arrangements,
- Reports from other Committees.

7.5.5. Annual Faculty Inspection findings which require escalation.

7.5.6. Staff & student matters relating to safety, mental health and wellbeing.

7.5.7. Any other relevant items as deemed necessary by the Chair.

7.5.8. The FHSC will agree key issues for the Faculty Safety Partner to report to LSHTM HSC.

7.5.9. The FHSC will agree key actions required at the Faculty-level, for the Faculty Safety Partner to progress, which may involve Faculty Operational Management Team support.

7.5.10. Minutes will be recorded by the Secretary to FMG, and once agreed, will be available to the faculty staff, Trade Unions and RD students to view

8. ESTATES HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

8.1. Purpose

8.1.1. The Estates Safety Committees has been established so as to advise the Director Estates on health and safety issues and assist them in fulfilling their duties under LSHTM's Health and Safety Policy.

8.2. Terms of Reference

8.2.1. To monitor implementation of health, safety, security and welfare objectives, policies and codes of practice within the Estates Division and to propose changes to these as necessary.

8.2.2. To review incidents, hazardous occurrences and ill health related to work undertaken by Easters staff, students or their contractors and visitors and to ensure corrective action is undertaken and consider implications for strategy, policy or practice.

8.2.3. To ensure appropriate health and safety training is provided within Estates and to monitor its effectiveness.

8.2.4. To keep under review the provision of information and communication of health and safety information within Estates.

8.2.5. To receive and review new or updated School Policies and Arrangements relevant to Estates.

8.2.6. At every meeting, to consider reports from the;

- Estate Safety Partner
- Union Safety representatives
- Head of Occupational Health and Safety
- Project Management Office (for Capital Projects)
- Water Quality and Sustainability Group
- Fire Safety Management Group
- Asbestos Management Group

8.2.7. To advise the Health and Safety Committee on the key health and safety issues within Estates. These reports will be made termly.

8.2.8. To consider reports from trade union safety representatives, members of staff, outside agencies and enforcing authorities relating to matters relevant to Estates.

8.2.9. Relevant feedback from other LSHTM Health and Safety Committees should be presented to ensure effective sharing of information.

8.3. Organisational Procedures

8.3.1. The Estates health and safety committee should meet three times a year prior to the University Health and Safety Committee, so it can report to that committee.

8.3.2. Committees should review health and safety systems relevant across the Estate and not become reporting centres for operational issues that should be dealt with by local managers.

8.3.3. Meetings should not be cancelled or postponed except in exceptional circumstances when the rearranged date should be announced as soon as possible.

8.3.4. An agenda and draft previous minutes should be sent to all invited members 2 weeks prior to the committee.

8.3.5. Co-opted advisers should attend only that section of the meeting to which they are contributing directly.

8.3.6. Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Director of Estates.

8.3.7. Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

8.4. Membership

8.4.1. The Estates Director must chair Estate Health & Safety Committees.

8.4.2. Other members are;

- Estates Operations Manager
- Head of the Project Management Office
- Head of Occupational Health and Safety
- Estates Safety Partner
- Trades Union Representatives
- Estates and Safety Office Manager (meeting secretary)

8.5. Agenda

8.5.1. The Estates Health and Safety Committees will follow LSHTM committee governance standards for agendas and minutes.

8.5.2. The agenda will include for the following;

- To receive feedback from the last Health and Safety Committee meeting
- To receive and review new/updated School Policies and Arrangements relevant to Estates
- To review Estate’s audit and inspection findings
- Incident reports
- To receive reports from the committees as listed in 8.2.6
- To agree the key issues to report H&S Committee and to receive feedback from these meetings

9. MRC UNIT HEALTH AND SAFETY COMMITTEES TERMS OF REFERENCE

9.1. Purpose

9.1.1. The MRC Units health and safety Committees have been established to advise the Directors on health and safety issues and assist them in fulfilling their duties under LSHTM's or Unit's Health and Safety Policy.

9.2. Terms of Reference

9.2.1. To propose and consider policy with respect to the health, safety, security and welfare of MRC staff, students, visitors and of other persons who may be affected by work carried out within or external to MRC Units or as part of MRC Unit's activities (including external fieldwork activities carried out in both the respective Countries (The Gambia and Uganda and overseas).

9.2.2. To monitor implementation of health, safety, security and welfare objectives, policies, and codes of practice within the MRC units and to propose changes to these as necessary.

9.2.3. To review incidents, hazardous occurrences and ill health related to work undertaken by MRC Unit's staff, students or their contractors and visitors and to ensure corrective actions are undertaken and consider implications for strategy, policy or practice.

9.2.4. To ensure appropriate health and safety training is provided within the Units and to monitor its effectiveness.

9.2.5. To keep under review the provision of information and communication of health and safety information within the Units.

9.2.6. To receive and review new or updated LSHTM Policies and Arrangements relevant to Units.

9.2.7. At every meeting, to consider reports from the;

- Local Health and safety Committees
- Departmental Health and Safety Committees
- Trade Union Representatives
- Head of Health and Safety

9.2.8. To advise the Health and Safety Committee on the key health and safety issues within Units. These reports will be made termly.

9.2.9. To consider reports from trade union safety representatives, members of staff, outside agencies and enforcing authorities relating to matters relevant to Units.

9.2.10. Relevant feedback from other Health and Safety Committees should be presented to ensure effective sharing of information.

9.3. Organisational Procedures

9.3.1. The MRC Units health and safety committees should meet as per the number of times agreed in local arrangements with a minimum of three times a year prior to the University Health and Safety Committee, so it can report to that committee.

9.3.2. Committees should review health and safety systems relevant across the Units and not become reporting centres for operational issues that should be dealt with by local managers.

9.3.3. Meetings should not be cancelled or postponed except in exceptional circumstances when the rearranged date should be announced as soon as possible.

9.3.4. An agenda and draft previous minutes should be sent to all invited members 2 weeks prior to the committee.

9.3.5. Co-opted advisers should attend only that section of the meeting to which they are contributing directly.

9.3.6. Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Directors.

9.3.7. Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

9.4. Membership

9.4.1. The Unit Director must chair the Unit Health and Safety Committees.

9.4.2. Other members are;

- Chief Operating Chief
- Relevant Departmental Heads as determined by Unit health and safety committee governance standards.
- Departmental, Sectional or Local committees' representatives
- Trades Union Representatives
- Occupational health provider (where available)

9.5. Agenda

9.5.1. The MRC Unit's Health and Safety Committees will follow their local health and safety committee governance standards for agendas and minutes.

10. OFFSITE WORK HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

10.1. Purpose

10.1.1. The Offsite Work Health and Safety Committee has been established to fulfil LSHTM's responsibilities in relation to health & safety, wellbeing and safeguarding issues, arising out of offsite activities in the UK and Overseas. In doing so it may advise on health, personal and process safety in relation to staff, Students, contractors, and visitors.

10.2. Terms of Reference

10.2.1. To ensure the health and safety of all staff and students working offsite or overseas.

10.2.2. To provide guidance to the school's emergency and business continuity plan for offsite activities and programs.

10.2.3. To receive and review new or updated health and safety policies and arrangements relevant to Offsite work activities.

10.2.4. To review incidents, hazardous occurrences and ill health related to work undertaken by staff, students or contractors and visitors whilst working offsite.

10.2.5. To ensure appropriate health and safety training is provided and to monitor its effectiveness for offsite activities including travel.

10.2.6. To monitor compliance with current health and safety and related LSHTM offsite Policies.

10.2.7. To advise the health and safety committee on the key issues arising from offsite work and reports to this committee with be made termly.

10.2.8. To consider offsite health & safety and risk management issues that may have strategic, business and reputational implications for the school, and recommend appropriate measure, responses, and targets.

10.2.9. At every meeting, to consider reports from the:

- Offsite Safety Advisor
- Pro Director of Education
- Faculty Safety Partners / representatives
- Student Council Representative
- MRC The Gambia
- MRC The Uganda

10.3. Organisational Procedures

10.3.1. The offsite Work Safety Committee should meet monthly.

10.3.2. Will report to the LSHTM Health and Safety Committee and the Wellbeing Committee.

10.3.3. This Committee will also review offsite health and safety systems relevant across faculties.

10.3.4. Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.

10.3.5. An agenda and draft previous minutes should be sent to all invited members two weeks prior to the committee.

10.3.6. Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with administrative support to the Health and Safety Department.

10.3.7. Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.

10.4. Membership

10.4.1. The membership of the Offsite work safety committee are as follows:

- Special Advisor of Overseas Projects (Chair of OWHSC)
- Chair of Ethics Committee
- Head of Talent and Education
- Head of IT Services
- Offsite Safety Advisor
- Senior Human Resource Partner
- Pro Director of Education
- ITD, Stakeholder Representative
- PHP Stakeholder Representative
- EPH, Stakeholder Representative
- EPH/PHP Faculty Safety Partner
- ITD Faculty Safety Partner
- MRC The Gambia, Safety Manager
- MRC Uganda, Safety Manager
- Student Council Representative

10.5. Agenda

10.5.1. The agenda will include:

- To review the last offsite safety committee meeting minutes
- To receive a report from the Offsite Safety Advisor
- To review incidents reports from Faculties
- To review new/updated policies and arrangements relating to offsite work and activities.
- To agree key issues to report to H&S Committee and receive feedback from these meeting.

11. GENETIC MODIFICATION SAFETY COMMITTEE TERMS OF REFERENCE

11.1. Purpose

11.1.1. The *Genetically Modified Organisms (Contained Use) Regulations* place a statutory duty on any employer wishing to conduct activities involving genetic modification, to establish a genetic modification safety committee (GMSC) prior to commencing these activities.

11.2. Terms of Reference

11.2.1. To advise on risk assessments and protocols for activities involving genetic modification and to advise on any changes necessary.

11.2.2. To consider whether the facilities and control measures required to conduct the work safely are available.

11.2.3. To receive, consider and advise on reports and information provided by the Biorisk Manager or by inspectors of the enforcing authorities.

11.2.4. To monitor the effectiveness of LSHTM's Biorisk Management policy with specific regards to procedures for genetic modification.

11.2.5. To submit reports via the Chairman to the Laboratory Safety Committee (LSC), and to receive, consider and (where appropriate) act on reports from LSC.

11.3. Organisation of the LSHTM GMSC

11.3.1. The committee should be of the composition listed below to provide representation for both management and staff, and also be representative of all those having access to GM facilities or those who may be exposed to such work:

- The Chair;
- The Deputy Chair;
- The Faculty Safety Partner
- Biorisk Manager or Head of OH&S
- The Health and Safety Systems co-ordinator (Committee Secretary)
- A molecular biologist, with significant experience
- A microbiologist and/or a molecular immunologist immunology specialist
- Competent representatives from each Department with GM activities
- MRC Units Biorisk Managers

11.3.2. Other members such as research students, senior technical staff or appointed Lab Managers may be co-opted. Representatives of other commercial / spin off entity GMSC's on LSHTM locations / premises can be invited to attend as observers.

11.3.3. Heads of Departments / Centre in which genetic modification is taking place and GM Project License holders shall be given access to the copies of the minutes of the committee meetings, which is achieved by a placing these minutes on a dedicated LSHTM Shared *j* drive or website https://lshtm.sharepoint.com/Services/Safety/Pages/gm-safety-committee.aspx

11.3.4. All records of GM project applications will be maintained by the OH&S Department and these will be accessible to all those conducting the work or at risk of exposure.

11.3.5. When new higher risk projects (Class 2 and 3) are reviewed by the Committee, the project proposer shall be invited to attend in order to answer questions from the GMSC.

11.4. Role and Responsibilities of the GMSC Chair / Deputy

11.4.1. The Chair (and Deputy) should be academic staff members of LSHTM to at least assistant professor level, experienced in, and knowledgeable of molecular biology, GM technology and the Regulations.

11.4.2. The Chair and Deputy of the GMSC shall be appointed by the Dean of Faculty following consultation with the Chair of the LSHTM Laboratory Safety Committee (LSC) and with the Head of Health and Safety.

11.4.3. In addition to ensuring the duties of the GMSC noted above are fulfilled, the Chair (or Deputy in the Chair's absence) will attend the LSHTM Laboratory Safety Committee to provide a report on the committee's activities.

11.5. Duty/Role of GMSC members:

11.5.1. The GMSC members must be familiar with the:

- GMO (Contained Use) Regulations
- SACGM Compendium of Guidance
- Advisory Committee on Dangerous Pathogens (ACDP) "The management, design and operation of microbiological containment laboratories"
- Control of Substances Hazardous to Health Regulations (COSHH).
- All other relevant publications.
  Awareness of these documents will be raised to the committee members by the GMSC.

11.5.2. The Chair and members should:

- Seek advice from the Faculty Safety Partner and the Biorisk Manager, when necessary. The Committee or Biorisk Manager can seek confidential technical advice from sources outside the committee.
- Have an understanding of the risks to both human health and the environment that may arise from the proposed GM activity.
- Check the accuracy of the risk assessment presented to the committee.
- Review in detail GM risk assessments presented to the Committee and advise accordingly.
- Ensure the risk assessment has been completed in accordance with the GMO (Contained Use) Regulations and SACGM guidance.
- Advise on the genetic modification safety training requirements needed to carry out the work.
- Consider whether the appropriate containment facilities, as indicated by the risk assessment, are available.
- Keep projects discussed within the Committee confidential.

11.6. Meetings of the Genetic Modification Safety Committee.

11.6.1. The committee should meet as and when required to review applications. Dates of the meetings should be fixed in advance, notice of the meetings should be circulated one week in advance and accompanied by a meeting agenda, minutes of the last meeting and papers for discussion. The Minutes of the Committee must be issued within two weeks of the date of the meeting and these reported to the Laboratory Safety Committee.

11.6.2. An accurate record of the meeting must be kept of:

- Date of meeting
- Attendees/Invitees
- Apologies/absences
- Title of the projects submitted to the Committee, principal investigator, department, and location of work to be carried out in.
- LSHTM Reference number assigned to each project.
- Agreed classification of the project and whether notification to the HSE is required.
- Containment level required.
- Any further control measures to be taken by the personnel involved with the project.
- Amendments to be added to the risk assessment form.
- Comments and concerns raised by the GMSC members regarding the project.
- Dissenting opinion and agreed outcome.
- Actions to be taken and the named responsible person.

11.6.3. Minutes must be distributed to GMSC members and made available to all LSHTM staff and students.

12. WATER QUALITY AND SAFETY MANAGEMENT GROUP TERMS OF REFERENCE

12.1. Purpose

12.1.1. The Water Quality and Sustainability Group will provide assurance to LSHTM Health and Safety Committee, via the Estates Safety Committee, with regards to the water quality and sustainability standards within the LSHTM buildings in London. The group will also oversee the provision of water services such that the requirements of the approved Code of Practice L8 and the Water Regulations are complied with in a manner that health of the School's staff, students and visitors is ensured.

12.2. Terms of Reference

12.2.1. The Water Quality and Sustainability Group will;

- Ensure effective ownership of water quality management within LSHTM.
- Develop and maintain the Water Quality and Sustainability Plan for LSHTM.
- Ensure that actions identified within the L8 water safety risk assessments are closed out.
- Agree the Key Performance Indicators (KPIs) for the monitoring of the water systems.
- Monitor identified risks, both managed and reactive.
- Identify the capital and revenue investment required to assure a safe and secure environment and make reports and recommendations to the Estates Safety Committee.
- Provide quarterly reports and identifying key issues and any actions to the Estates Safety Committee.
- Provide assurance to the Estates Safety Committee on relevant risks and controls.

12.3. Reporting

12.3.1. The Water Quality and Sustainability Group will report to the Estates Safety Committee.

12.4. Membership

12.4.1. Membership of this working group;

- Head of Occupational Health and Safety (Chair)
- Director of Estates
- Head of Operations
- Head of Project Management Officer
- Stakeholder Manager
- Lab technical services rep
- Sustainability Manager
- Safety Advisor and Estates Safety Partner
- Union Representative
- Estates and Safety Office Manager (meeting secretary)

12.5. Attendees if required

12.5.1. Water Specialist Sub Contractor representative

12.6. Frequency of meetings

12.6.1. Every 3 months

12.7. Attendance requirements

12.7.1. Attendance is required at all meetings with a deputy expected to attend when the main member is unavailable.

12.8. Circulation requirements for papers

12.8.1. Additional papers to be circulated to all members by the Monday of the week before the meeting.

12.9. Reporting committees

12.9.1. Reports to the Estates Safety Committee

12.10. Role of meeting members

12.10.1. Meeting members are expected to participate, undertake actions agreed and communicate to and from their respective areas.

12.11. Other routine reports received by the meeting where appropriate

12.11.1. Risk register and incidents update

12.11.2. Water Risk Assessment

13. FIRE MANAGEMENT GROUP TERMS OF REFERENCE

13.1. Purpose

13.1.1. The Fire Safety Management Group (FSMG) will provide assurance to LSHTM Health and Safety Committee via The Estates Safety Committee, with regard to Fire Safety within LSHTM buildings within London.
The Group will oversee the outcome of Fire Risk Assessments such that the requirements of the Regulatory Reform (Fire Safety) Order 2005 are met so that the safety of LSHTM Staff, Students and Visitors is ensured.

13.2. Terms of Reference

13.2.1. The Fire Safety Management Group will:

- Ensure effective ownership of Fire Safety Management within LSHTM
- Assume effective ownership of all Fire Risk Assessment Action Plans for LSHTM
- Ensure actions identified in Fire Risk Assessment Action Plans are closed out within agreed timescales
- Identify capital or other investment required to ensure a safe and secure working environment with respect to fire safety
- Highlight any major risks to the Estates Safety Committee
- Make recommendations/actions to the Estates Safety Committee
- Provide quarterly reports and identify any key issues and actions to Estates Safety Committee

13.3. Reporting

13.3.1. The Fire Safety Management Group will report to the Estates Safety Committee

13.4. Membership

13.4.1. Membership of this working group will be the following:

- Director of Estates (Chair)
- Head of Health and Safety
- Fire Safety Advisor
- Health and Safety Advisor acting as Fire Safety Officer
- Head of Operations
- Head of Project Management
- Head of Security
- Head of Domestic Services
- Faculty Safety Partner (for each Faculty)
- Estates Safety Partner
- Union Representative
- Estates and Safety Office Manager (minutes)

13.5. Attendees, if required

13.5.1. Fire Engineer

13.6. Frequency of Meetings

13.6.1. Every three months

13.7. Attendance Requirements

13.7.1. Attendance is required at all meetings, with a deputy to attend where possible when the main member is unavailable.

13.7.2. Attendance via teleconference is available

13.7.3. To be quorate, the meeting must include

- Director of Estates (Chair)
- Head of Health and Safety
- Fire Safety Advisor
- Head of Operations
- At least one Faculty Safety Partner
- Estates and Safety Office Manager (minutes)

13.8. Circulation requirements for papers

13.8.1. Papers are to be circulated to all members at least **ONE WEEK** before the meeting.

13.9. Reporting Committees

13.9.1. Reports to the Estates Safety Committee

13.10. Role of Meeting Members

13.10.1. Meeting members are expected to participate, undertake actions and communicate to and from their respective areas

13.11. Other Routine Reports

13.11.1. Incident updates

13.11.2. Fire Risk Assessment Action Plans

14. ASBESTOS MANAGEMENT GROUP TERMS OF REFERENCE

14.1. Purpose

14.1.1. The Asbestos Management Group (AMG) will provide assurance to LSHTM Health and Safety Committee via The Estates Safety Committee, with regard to asbestos safety within LSHTM buildings within London.
The Group will oversee the implementation of the Asbestos Management Plan.

14.2. Terms of Reference

14.2.1. The Asbestos Management Group will:

- Ensure effective ownership of Asbestos management within LSHTM
- Ensure actions identified in the Action Management Plan are closed out within agreed timescales
- Identify capital or other investment required to ensure a safe and secure working environment with respect to asbestos safety
- Highlight any major risks to the Estates Safety Committee
- Make recommendations/actions to the Estates Safety Committee
- Review and approve the Asbestos Management Plan
- Provide quarterly reports and identify any key issues and actions to Estates Safety Committee

14.3. Reporting

14.3.1. The Asbestos Management Group will report to the Estates Safety Committee

14.4. Membership

14.4.1. Membership of this working group will be the following:

- Head of Operations (Chair)
- Head of Health and Safety
- Head of Project Management
- Estates Director
- Faculty Safety Partner (for each Faculty)
- Union Representative
- Estates and Safety Office Manager (minutes)

14.5. Attendees, if required

14.5.1. Asbestos consultant

14.6. Frequency of Meetings

14.6.1. Every three months

14.7. Attendance Requirements

14.7.1. Attendance is required at all meetings, with a deputy to attend when the main member is unavailable.

14.7.2. Attendance via teleconference is available

14.8. Circulation requirements for papers

14.8.1. Papers are to be circulated to all members at least **ONE WEEK** before the meeting.

14.9. Reporting Committees

14.9.1. Reports to the Estates Safety Committee

14.10. Role of Meeting Members

14.10.1. Meeting members are expected to participate, undertake actions and communicate to and from their respective areas

14.11. Other Routine Reports

14.11.1. Incident updates

Asbestos Management Plan Action track.