

## **Faculty of History**

### **Safety Committee**

#### **Remit**

- To ensure, as far as reasonably practicable, a safe environment for all users of the History Faculty building.
- To provide a forum for the active consideration of health and safety and to provide a mechanism whereby health and safety issues can be discussed and disseminated.

#### **Terms of Reference**

- To promote compliance with the Cambridge University Safety Policy
- To promote an active health and safety culture amongst staff and ensure appropriate goals are set to allow for continuous improvement.
- To identify safety training needs and provide appropriate training
- To liaise with other appropriate committees on issues relating to health and safety
- To receive information and consider any 'at risk' groups within the Faculty and identify sources of advice and to provide any appropriate control measures
- Receiving and acting upon any incident or accident reports
- Organising a minimum of one annual fire evacuation drill and receiving reports from that exercise
- Ensuing regular safety inspections are undertaken by sections and that senior staff are involved
- Receiving and acting upon any safety issues referred by members of staff
- To review risk assessments
- Considering any health and safety issues relating to building changes
- Undertaking other such duties, as far as is reasonably practicable, as will promote the health and safety of staff and visitors
- To review annually, and revise if necessary at the first meeting of the academic year, the membership and terms of reference of the committee, and for Chair of Faculty to sign this off.
- To meet termly, discuss concerns raised by other sections and employees of the History Faculty, report back to the Chair of the Faculty, and circulate minutes.

#### **Membership 2020-21**

- Deputy Chair (Chair of the committee)
- Academic Staff Representative
- Chief Custodian/Departmental Safety Officer
- Computer Officer
- Graduate Student representative
- A senior support staff team member
- Undergraduate Student Representatives (2)
- Seeley Librarian

May 2020