 **Blizard Institute**

**Blizard Institute Health and Safety Committee**

**2020/21 Membership and Terms of Reference**

**(as of 15th July 2020)**

1. To advise the Director of the Blizard Institute and the School of Medicine and Dentistry Faculty Health and Safety Management Group on actions necessary to comply with at least the minimum statutory legal requirements for health and safety and College health and safety policy. The Committee will refer to and implement any codes of best practice declared by the Universities & Colleges Employers Association (UCEA) or any other relevant professional body.
2. To keep under review the implementation and effectiveness of health and safety, and arrangements to monitor safety standards and performance in all areas of the Blizard, Abernethy, Innovation Centre, Pathology and Pharmacy and Wingate Buildings occupied by either Blizard, SBCS or Dental Institute staff and students. This will include all activities related to service, research, teaching and administration. In connection with this the Blizard Institute H&S Committee in its advisory capacity will give particular attention to the elimination and reduction of hazards and control of risks.
3. To advise on and review measures for the promotion and awareness of safety in the Blizard, Abernethy and Wingate Buildings.
4. To actively canvass any concerns regarding health and safety issues from staff and students and to raise them at Health and Safety Committee meetings.
5. Assist the Institute H&S coordinators to compile an annual health and safety inspection of the Blizard Institute for the Director and the School.
6. To discuss and advise on any actions to be taken in response to fire risk assessments carried out on the Institute’s buildings.
7. To be advised by the University Health and Safety Directorate (H&S), School of Medicine and Dentistry Faculty Health and Safety Management Group and other relevant bodies.
8. To advise the Institute Director on the need to implement any relevant Codes of Practice, and in particular to those published by the HSE.
9. To establish working groups or other bodies to undertake specific tasks on behalf of the Blizard Institute H&S Committee.
10. To consider arrangements for the transport, secure storage and safe use of biological agents, chemicals, radioactive substances and sources of ionising/non-ionising radiation.
11. To consider arrangements for the provision and operation of containment laboratories and local extraction and ventilation systems within the Committee’s remit.
12. To carry out and follow up a rolling programme of health and safety inspections on all areas under the Blizard Institute H&S Committee’s remit, and prepare reports for the information of the Director of the Institute.
13. To advise the Blizard Institute Director whether there is adequate training and instruction provided for persons in connection with the storage, transport and safe use of hazardous substances, micro-organisms and equipment.
14. To ensure that Blizard Institute Health and Safety Advisors and Safety Coordinators are adequately trained.
15. To advise on new projects requiring referral to the QMUL Biological & Genetic Modification Safety Committee (BGMSC).
16. To liaise with relevant national and international safety committees and advisory groups to ensure appropriate updating of existing policies and practice.
17. To consider reports from the Institute’s Safety coordinators.
18. Terms of reference are to be reviewed annually.

**2020/21 Membership**

**Chair**

Laboratory Manager/H&S Coordinator/  
Deputy RPS O’Neal Copeland

Institute Manager Natalie McCloskey

**Members**

Institute Director Tim Warner

Deputy Institute Manager/H&S Coordinator Rachael Parker

Head of Laboratory Management Deborah Hampson

Institute Laboratory Manager Ivana Vojnovic

Senior Institute Technician Catherine Chronnell

Teaching Laboratories James Winch

Pathology and Pharmacy Building Pauline Levey/Laura Neal

Centre of the Cell Manager Akmol Hussain

Facilities Manager Whitechapel Stephen Borthwick/Ian Wiser

Dentistry/GMO suite Steve Cannon

Abernethy CL3 suite Upkar Gill

Blizard CL3 suite Áine McKnight

Radiation Protection supervisor Alexandra Chittka

Post graduate student representative Darren Taylor

Neuroscience and Trauma/First floor Abernethy/

Wingate Institute Rubina Aktar

Cell Biology and Cutaneous Research Ryan O’Shaughnessy

Immunobiology Toni Sobande

Genomics and Child Health Amanda Walne/Amy Lewis

SBCS Ruth Rose

**In Attendance (as required)**

H&S Manager - SMD Mark Ariyanayagam

H&S Adviser – SMD Suzanne Mason

Fire Safety Manager Keith Vagg

Fire Safety Adviser Richard Wheatley

**Secretary to the Committee**

Senior Institute Technician/H&S Coordinator Alicia Ellison

**Reporting line:** Reports to Blizard Research Committee (BRC) Blizard Executive Board (BEB) and Laboratory management group (LMG).

**Reports received**: Annual H&S inspection and other SMD H&S reports as appropriate.

**Standing items:** Items will be agreed by circulation

**Meeting Frequency:** One per term. This will be reviewed at the Committee’s discretion and further meetings arranged should this be deemed necessary.

**Quoracy:** One Chair and 50% of the members.

**Circulation list:** Papers will be uploaded to the staff intranet and will be open to all staff within the Institute

Papers to be submitted to the Secretary for circulation at least one week prior to meeting date.