

## Fire, Health and Safety Committee

### Terms of Reference

		<b>This policy is effective from</b>	<u>1 June 2018</u>
<b>Approval body</b>	<u>College Management Team</u>	<b>Approval date</b>	<u>May 2018</u>
<b>Owner</b>	<u>Registrar</u>	<b>Next review date</b>	<u>October 2018</u>

#### 1. Purpose

- 1.1. The Fire Health and Safety (FH&S) Committee was reconvened in May 2017. At that time, these terms of reference were drafted. It was soon realised, however, that the membership and the terms generally were not fit for purpose. These terms of reference better define the purpose of the committee, its responsibilities, membership, and its remit in relationship to health and safety at NCAD.

#### 2. Scope

- 2.1. The FH&S Committee will keep under review the effective management of Fire, Health and Safety across the NCAD Campus with the object of promoting the well-being and safety of the college's employees, students, visitors and members of the public. Property protection will also be reviewed.
- 2.2. The FH&S Committee will provide leadership on FH&S policy across the college and will ensure that the FH&S policy is integrated into every aspect of the NCAD operations and services.

#### 3. Roles and responsibilities

- 3.1. To focus on and promote change, by agreeing FH&S policies that reflect the role as stated above, comply with the law and contribute to business and individual performance.
- 3.2. To anticipate the impact of new regulatory and legislative changes within its recommendations.
- 3.3. To monitor action taken on risk assessments, maintenance and serious accident investigation findings.
- 3.4. To invite attendees as required to explain new initiatives, consider FH&S implications, and ensure appropriate communication as required.
- 3.5. To recommend sanctions for FH&S non-compliance within the college.

#### 4. Strategy

- 4.1. To review current and proposed FH&S strategy, enabling continued compliance with legislation.

<i>Doc version</i>	<i>Approval date</i>	<i>Modified by</i>	<i>Summary of modifications</i>
V2	May 2018	Nick Andrews	N/A

## **5. Membership**

- 5.1. The following will constitute the membership of the Committee:
  - 5.1.1. Damian Downes - Chairman
  - 5.1.2. Nick Andrews - Deputy Chairman
  - 5.1.3. TBC - Secretary
  - 5.1.4. Rosemary O Gorman
  - 5.1.5. Dermot Lawless
  - 5.1.6. Aonghus Fallon
  - 5.1.7. Sean Kelleghan
- 5.2. The FH&S Committee will be chaired by the Chairman and in his absence the Deputy Chairman.
- 5.3. Quorum is any FOUR (4) members, one of whom must be the Chairman or Deputy Chairman.

## **6. Meetings**

- 6.1. The Fire Health & Safety (FH&S) Committee shall meet at least quarterly (four times in a calendar year).

## **7. Reporting**

- 7.1. The Committee shall report to An Bord as required, and at least annually.

## **8. Stakeholder Engagement**

- 8.1. To ensure all relevant boards and committees are consulted and informed through a quarterly updated FH&S Committee summary.
- 8.2. To initiate and complete specific work stream activities, with appropriate staff representatives.

## **9. Audit and Risk Management**

- 9.1. To meet as required with Liability Insurers Inspectors and Internal auditors, to discuss any matters raised either by the FH&S Committee or by those parties.

## **10. Communication and Reporting**

- 10.1. Quarterly FH&S Committee summary report is to be submitted to An Bord of NCAD.
- 10.2. Quarterly FH&S Committee summary report is to be submitted to College Management Team (CMT).
- 10.3. Quarterly FH&S Committee summary report is to be submitted to the Audit and Risk Committee.

## **11. Resource**

- 11.1. It is the responsibility of the FH&S Committee Chairman and Deputy Chairman to ensure that the FH&S Committee has the necessary expertise and is adequately resourced to fulfil its responsibilities.

## **12. General**

- 12.1. To review and update annually its Terms of Reference, recommending any changes to the Board and SMT to evaluate its own membership and performance on a regular basis.

## **13. Version history**

- 13.1. This is a revision of terms of reference from 2017, which when put into practice, needed revision.