

Where sites have multiple occupancy and no single Faculty has overall charge of the facilities, a Building Committee should be formed.

The role of these Committees is distinct from other HSW Committees in that they are focused on operational management rather than part of the consultation mechanism.

The Committee will oversee the implementation of all building-wide emergency management preparation and responses, and monitor the safety aspects of common and shared resources within the area it serves. This will usually be an entire building but may involve several buildings up to a sector of a campus or a small campus or satellite facility.

The intention of these Committees is to co-ordinate the emergency planning response for their constituent Faculty/Service Division(s), reporting to the appropriate HSW Committee(s).

Requirements

- The Committee should meet four times a year
- The Committee's main purpose is to plan and co-ordinate emergency response
- The Committee also monitors the safety of shared facilities
- It also advises the relevant Faculty and Service Division HSW Committees of gaps in resourcing

Model Terms of Reference

- To plan and co-ordinate resources from its constituent Faculties/Service Divisions, and ensure coverage and continuity of response in respect of:
 - First aid needs assessment and coverage of work areas
 - Availability and maintenance of first aid and other relevant emergency response equipment (including defibrillators; Civil Defence equipment etc...)
 - Appointment and co-ordination of training and duties of Fire and Emergency Evacuation Wardens
 - Appointment and co-ordination of training and duties of Evacuation Assistants
- To review the effectiveness of local emergency plans, reviewing incidents, evacuations and other responses
- To consider relevant local reports, investigations and audits/verifications.
- Relevant feedback from the relevant Faculty/Service Division Health, Safety and Wellbeing Committees should be presented to ensure gaps and overlaps are minimised

Membership

- The most senior leadership member based in the building (Head of Building) should chair the Committee. By agreement, this can be devolved to another senior manager in the area provided:
 - The clear authority of the Head of Building is also delegated
 - The appointment is made with the consensus or clear majority approval of the senior managers from the other Faculties or Service Divisions represented
- Representatives from all Faculty/Service Divisions who occupy the building
- HSW Manager / Advisor
- A member of the Security team
- Other members may include:
 - A first aider from each work area represented
 - A fire warden from each area represented
 - A Disability Adviser (where appropriate)

HSW Committee Structure

