

7.3 **Site & Environment Sub-Committee**

7.3.1 Site & Environment is a Sub-Committee of the *Audit & Risk Committee* although it reports additionally to *Academic Board*. In reporting formally to both, it keeps both the *Board of Trustees* and Art School Senior Staff apprised of matters relating to risk management and compliance with legal obligations, with specific reference to the physical, working and educational environments, including student and staff welfare provision and the Health & Safety of all the Art School's members and visitors.

7.3.2 To ensure that the environmental conditions for all Art School activities are operationally fit for purpose, the Sub-Committee also liaises directly with the *Senior Management Team (SMT)*. To ensure that SMT are provided with the operational assurances required, the *ex officio* members shall meet for *Site & Environment Sub-Committee Planning Meetings* prior to both the start and end of each academic session. Such planning meetings will be supported, serviced and considered as the full Sub-Committee.

7.3.3 The constitution of the *Site & Environment Sub-Committee* is as follows:

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| Trustees | One Trustee (normally a member of the Audit & Risk Committee) to be appointed by the Board of Trustees, who shall act as Chair | Service on the Sub-Committee cannot extend past a maximum of six years |
| Ex officio | <i>Ex Officio Trustee</i> who shall act as <i>Deputy Chair</i> <hr/> <i>Director of the Property Trust</i> <hr/> <i>Student Trustee</i> <hr/> Site Manager <hr/> Head of Academic Affairs & Quality <hr/> Head of Access to Learning | For the duration of their term of office or employment |
| Representatives | Two Heads of Departments <hr/> One Site Technician <hr/> One Specialist Technician <hr/> One from Professional Services <hr/> From each course at least one elected Student Representative | Service on the Sub-Committee cannot extend past a maximum of six years Elected annually |
| Clerk | Nominated member of Professional Services | |
| Frequency | Five per year, including two Planning meetings | |

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| Quorum | Seven members to include at least one Trustee, one student member and one staff member |
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7.3.4 Under the delegated authority of the *Board of Trustees* of the City and Guilds of London Art School Limited, the *Site & Environment Sub Committee's* Terms of Reference are as follows:

1. To be responsible to the Audit & Risk Committee for ensuring the Art School's compliance with its legal and statutory obligations with regard to the educational and physical environment; including, *inter alia*, the requirements of:
 - The Public Sector Equality Duty
 - Health & Safety legislation
 - The responsibilities of governing bodies laid out in the CUC Code of Higher Education Governance.
2. To propose to *Academic Board* improvements and enhancements to the educational environment which go beyond the legal requirements, and to be responsible to *Academic Board* for monitoring the implementation of approved initiatives.
3. With due consideration of legislative requirements and relevant Art School policies and regulations, develop, agree and promote a strategic approach to be adopted by the Art School in relation to:
 - Health
 - Safety
 - Wellbeing
 - Environmental and Sustainability Management
4. To monitor on behalf of the Audit & Risk Committee, items on the Art School's Risk Register related to health, safety, wellbeing and environment issues and ensure that these are investigated and mitigations put in place. The Sub-Committee may itself place items on the Risk Register and must sign off the removal of any item related to Health & Safety legislation.
5. To be the principal forum across the Art School for communication, consultation and discussion on significant safety, health and welfare matters and initiatives.
6. To consider oral and written reports and make recommendations and referrals to the Principal and the Senior Management Team on any matter within its remit, including:
 - risks to the health, safety and welfare of students and employees while engaged in the legitimate business of the Art School, whether on Art School premises or elsewhere
 - risks to the health and safety of persons other than employees or students arising out of the conduct of normal Art School business
 - ensuring that any physical impediments to access to education are eliminated or mitigated to the best of the Art School's ability
 - ensuring that articles and substances supplied to persons in the course of normal Art School business, are stored, used, and disposed of safely and without risks to health or the wider environment
 - means to ensure that all Art School premises are safe and without risks to health
7. To report without delay any serious issues which could compromise the safety or security of the Art School, its students, staff or visitors
8. To monitor the sustainability of the Art School's environment by reviewing
 - i safety audit reports
 - ii accident and incident data
 - iii absence statistics and trends
 - iv fire evacuation reports

- v any other reports or statistics as the Sub-Committee sees fit and
- vi to present reports to the Audit & Risk Committee, *Academic Board* and the Senior Management Team as appropriate.

9. To organise and monitor take-up of training and development sessions for staff and students in health, safety, welfare and environmental issues, and to promote awareness and competence to deal with any issues which may arise; and to promote to the rest of the Art School areas of good practice.

10. To prepare an annual report on its activities for the Board of Trustees (via the Audit & Risk Committee) and *Academic Board*, to include actions taken by the Senior Management Team as a result of referral by the Sub-Committee.

7.3.5 The ***Site & Environment Planning Sub Committee*** meets either side of the Summer, is Chaired by the Deputy Chair and comprises, as a minimum, the Ex Officio members, with a Quorum of four.

7.3.6 The *Site & Environment Planning Sub Committee* has the same delegated authority as the full sub committee, and is serviced accordingly.