

DUBLIN  
INSTITUTE  
OF  
TECHNOLOGY

## TERMS OF REFERENCE

DIT ALLERGEN WORKING GROUP

September 2017

## **1. Role/Purpose**

The DIT Allergen Working Group (DITAWG) will provide strategic direction and leadership and act in an advisory capacity to ensure that all allergens are managed effectively in DIT.

The DITAWG sets out to:

1. Review status of food allergen management at DIT (including disclosure, collation and assessment of information, access to areas, ensuring non exposure where necessary, and procedure for dealing with high risk students on relevant programmes, review of existing students and incoming populations, failure to adhere to procedures etc.)
2. Review the draft student food allergen management plan.
3. Develop a programme (policy, procedures, and guidelines) for the management of all allergens at DIT.
4. Provide recommendations to the DIT SLT Health and Safety Sub – Committee.

## **2. Term**

This Term of Reference is effective from October 2017 and will be ongoing until terminated by agreement between the parties.

## **3. Membership**

The DITAWG is a working group of the SLT Health and Safety Sub – Committee and will comprise of representation from:

- Health and Safety Office
- All relevant Schools/Functions
- Student Services
- Student Health Centre
- DITSU
- Other relevant stakeholders as required
- External expertise as required

## **4. Roles and Responsibilities**

The working group is accountable for:

- removing obstacles to the working groups successful delivery, adoption and use
- maintaining at all times the focus of the working group on the agreed scope, outcomes and benefits
- monitoring and managing the factors outside the working groups control that are critical to its success.

The membership of the working group will commit to:

- Attending all meetings and if necessary nominate a proxy.

## **5. Meetings**

- A meeting quorum will be 4 members of the working group
- Meetings will be held each semester or as required

## **6. Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the working group members.