

UNIVERSITY HEALTH, SAFETY AND WELLBEING

TERMS OF REFERENCE 2024/2025

Corporate Health and Safety

CORPORATE HEALTH SAFETY AND WELLBEING COMMITTEE TOR V4

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CONSTITUTION

The Health, Safety and Wellbeing Committee is a sub-committee of the University Executive Board and has no executive powers, other than those specifically delegated in these terms of reference.

The University Health, Safety and Wellbeing Committee has been established in accordance with the requirements of section 2(7) of the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations, the Safety Representatives and Safety Committee Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

The University recognises and accepts that it is responsible for complying with health and safety legislation and seeks to provide and maintain effective management by implementation of appropriate and necessary health and safety arrangements.

The Health and Safety Statement of Commitment and Policy is approved by the University Health, Safety and Wellbeing Committee, University Executive Board and the Board of Governors. Health, Safety and Wellbeing forms the foundation in enhancing our staff and student experience, to achieve this we ensure that we following the strategic framework as set out by the [UCEA](#) and latest [USHA guidance for best practice](#) for managing health and safety within Higher Education Institutions (HEIs).

The USHA guidance for best practice is based upon the Health and Safety Executive's '[Plan, Do, Check, Act](#)' management standards. In complying with the USHA guidance, the University is well placed to ensure compliance with best practice and legal requirements for managing health and safety.

PURPOSE

The University of Portsmouth is committed to developing a positive health and safety culture and the purpose of the University Health, Safety and Wellbeing Committee is to establish this and support the delivery of the strategy and values. The University Health, Safety and Wellbeing Committee shall provide the University Executive Board, the Board of Governors and the Audit and Risk Committee with assurance of effective management of health, safety and wellbeing, this will be done by offering constructive challenge, through the independent and objective review and scrutiny of the effectiveness of the University's health, safety and wellbeing management systems, protocols and other internal control systems.

The University Health, Safety and Wellbeing Committee also provides the Board of Governors with assurance that the University's Health, Safety and Wellbeing governance processes comply with regulatory requirements and industry best practice and are fit-for-purpose. The Health, Safety and Wellbeing Committee is referred to specifically as a multidisciplinary field concerned with the safety, health, welfare and wellbeing of staff at work, students, others affected by its business and the environment in which the University operates.

MEMBERSHIP

The Chair of the University Health, Safety and Wellbeing Committee is elected by the University Executive Board from amongst the Executive Directors (normally a maximum five years in office). The Executive Director appointed as responsible for Health and Safety is ineligible to be elected as chair. In the absence of the Chair, an appointed Vice Chair will preside over the meeting.

A quorum will be 50% of members in addition to the Chair or Vice Chair, ideally this will be split equally between management representatives, employee representatives and student representatives.

Members are expected to attend at least two out of three meetings annually. Delegation of membership to another member of staff is by exception only.

SUBSTANTIVE

Chief People Officer - Chair

Union Elected - Vice Chair

Health, Safety and Wellbeing Administrator (Committee Secretary)

MANAGEMENT REPRESENTATIVES

Representative of Executive Deans

Deputy Director of Estates and Campus Services

Representative of Heads of School

Representative of Faculty Managers

EMPLOYEE REPRESENTATIVES

Unison Appointed Representative

UCU Appointed Representative

Students Union Appointed Representative

Health and Safety Coordinators Appointed Representative (2)

ADVISORY REPRESENTATIVES

Health Safety and Compliance Manager

Fire Safety Manager

Occupational Health (Represented by Human Resources)

FACULTY REPRESENTATIVES

Faculty of Creative and Cultural Industries

Faculty of Business and Law

Faculty of Humanities and Social Sciences

Faculty of Science and Health

Faculty of Technology

SUPPORT SERVICES REPRESENTATIVES

Research and Innovation Representative

Academic Services Representative

Academic Registry and Student Support

Careers and Employability Representative

Corporate Governance Representative

Global Representative

Human Resources Representative

Marketing and Communications Representative

Graduate School Representative

Library and Information Services Representative

Finance Representative

CO-OPTED MEMBERSHIP

On invitation only, ordinarily submission of reports and/or minutes. Any other specialist member by exception where required, examples:

Heads of School

Heads of Service
Biological Safety Officer
Chair of Genetic Modification Safety Committee
Environmental Manager
Deputy Health Safety and Compliance Manager
Radiation Protection Officer
University Insurance Officer
Laser Safety Officer
Uncrewed Aerial Systems Safety Officer
Sports and Recreation Representative

ATTENDANCE

Governors and Executive Directors (save those who are members) may attend periodically by invitation as part of the mechanism for board assurance.

The Health, Safety and Compliance Administrator shall be the secretary to the University Health, Safety and Wellbeing Committee and will provide administrative support and advice. Duties in this regard include, but are not limited to:

- Agreement of the annual agenda framework, ensuring this is regularly reviewed and updated and circulated to all members periodically throughout the year;
- Finalisation of each meeting's agenda with the Chair;
- Circulating a request for papers prior to the submission deadline, and collating papers;
- Ensuring the agenda and papers are distributed in advance of the meeting;
- Ensuring minutes of the meeting are taken, including a record of decisions taken, matters arising and that issues to be carried forward are kept in a rolling log;
- Ensuring that draft minutes are circulated to all members;
- Advising the Corporate Health, Safety and Wellbeing Committee as appropriate;

FREQUENCY

Meetings will normally be held three times a year. Additional meetings may be scheduled where necessary.

AUTHORITY

The Health, Safety and Wellbeing Committee is authorised by the University Executive Board and Board of Governors to act in respect of any activity within its Terms of Reference. It is authorised to seek any information it requires from any faculty, school, service, department, or employee and all employees are directed to co-operate with any request made by the University Health, Safety and Wellbeing Committee.

DUTIES

To act as a central coordinating body for matters concerning the University's health, safety and wellbeing management, decide policy and agree action plans to be submitted to the University Executive Board where necessary and to carry out reviews and/or other work as directed by the University Executive Board;

To act as the monitoring group for policies, procedures and health, safety and wellbeing arrangements and issues relating to health, safety and wellbeing for the prevention of harm and health related illnesses and dangerous occurrences as defined by the RIDDOR Regulations;

Ensure that health and safety legislation, directives and other statutory instruments are implemented effectively, consistent with efficient and economic use of resources throughout the University i.e. review measures taken to ensure that arrangements for health, safety and wellbeing are both legal and effective and communicated to all interested parties;

To determine prioritised actions, significant health and/or safety risks to University employees, students and others affected by the University's operations and those who the University has a responsibility for including premises;

To discuss and review statistics relating to health, safety and wellbeing including absence statistics and agree appropriate actions to improve performance, disseminating relevant information regarding lessons learnt throughout the University;

To monitor the requirements arising from health, safety and compliance audits/inspections conducted in-house or by outside authorities/agencies. Any particular areas of concern will be brought to the attention of the University Executive Board, as may be deemed necessary;

To discuss any health, safety and wellbeing issues tabled, that cannot be resolved through the normal management chain at faculty, school, service, department and/or local management level, with an aim of resolving tabled issues and/or providing advice/support;

Receive reports from sub-committees which have been established to ensure compliance with legal requirements, e.g. the Genetic Modification Safety Committee;

Where appropriate to seek out and promote areas of good practice;

To monitor the effectiveness of the University's health, safety and wellbeing management systems and provide assurance to the University Executive Board which includes providing a framework for agreeing and endorsing health, safety and wellbeing policies, procedures and arrangements as the 'Expert Committee';

To report after each meeting to University Executive Board on health, safety and wellbeing activities and provide information required to discharge their duties under the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations.

COMMUNICATION AND REPORTING

The minutes of the University Health, Safety and Wellbeing Committee meetings shall be formally recorded.

The Chair of the University Health, Safety and Wellbeing Committee shall draw to the attention of the University Executive Board on a quarterly basis where necessary, any issues that require disclosure or action.

The University Health, Safety and Wellbeing Committee will report annually to the University Executive Board through the Chair in respect of fulfilment of its functions as set out in these terms of reference. Such a report shall include, but will not be limited to, functions undertaken in connection with any pertinent matters in respect of health, safety and wellbeing.

As deemed necessary attention is drawn to the Audit and Risk Committee on a quarterly basis, any issues that require disclosure or action ensuring assurance is provided as outlined within the Audit and Risk Committee Terms of Reference.

The University Health, Safety and Wellbeing Committee will report annually to the Board of Governors on health and safety, providing assurance as set out in these terms of reference. Such a report shall include, but will not be limited to, functions undertaken in connection with any pertinent matters in respect of health, safety and wellbeing.

To make available the University Health, Safety and Wellbeing Committee minutes to employees.

REVIEW

The terms of reference of the University Health, Safety and Wellbeing Committee shall be reviewed by the Committee and provided to the Audit and Risk Committee and Board of Governors for endorsement and be approved by the University Executive Board annually.

During this review the Health, Safety and Wellbeing Committee will be assessed to ensure it has performed in accordance with these terms of reference, specifically that:

- The Health, Safety and Wellbeing Committee has carried out the duties required;
- The Health, Safety and Wellbeing Committee has reported to the University Executive Board, Audit and Risk Committee and Board of Governors as required;
- Reports to the Health, Safety and Wellbeing Committee have been scrutinised by the committee, as appropriate;
- Membership, frequency of meetings and attendance has been fulfilled;
- The Health, Safety and Wellbeing Committee has been quorate each time it has met.

STANDING AGENDA

The Health, Safety and Wellbeing Committee has agreed that the following standard agenda items will include:

- Apologies for absence
- Minutes of previous meeting
- Health safety and compliance report
- Faculty reports and/or minutes, exception items and escalations considered
- Support Services reports and/or minutes, exception items and escalations considered

- Operational fire safety report
- Occupational health and wellbeing report
- Statutory compliance report
- Specialist subject matter report and / or minutes
- Any other business
- Date of next meeting