



HEALTH & SAFETY IECHYD A DIOGELWCH

Health, Safety, Resilience and Sustainability Policy

Part 2: Organisation Document - Governance and Committee Structures HSA-10100-02a

Health, Safety and Resilience Committee - Terms of Reference

Document Control

Document Name	Health, Safety, Resilience and Sustainability Policy - Part 2: Governance and Committee Structures. Health, Safety and Resilience Committee - Terms of Reference
Document Ref. Number	HSA-10100-02a
Revision	1.6
Date of initial Issue	October 2020
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Amendment Record

Revision	Date	Amendment(s)
1.0	Oct 2020	First version.
1.1	March 2021	Minor amendments to reflect Organisational structure changes.
1.2	October 2021	Minor Amendments and annual review
1.3	July 2022	Updated in line with the new HS&R committee
1.4	October 2022	Updated following the HS&R Committee comments in July 2022.
1.5	Dec 2022	Minor Amendments
1.6	June 2023	Minor Amendments to attendance list

Scope

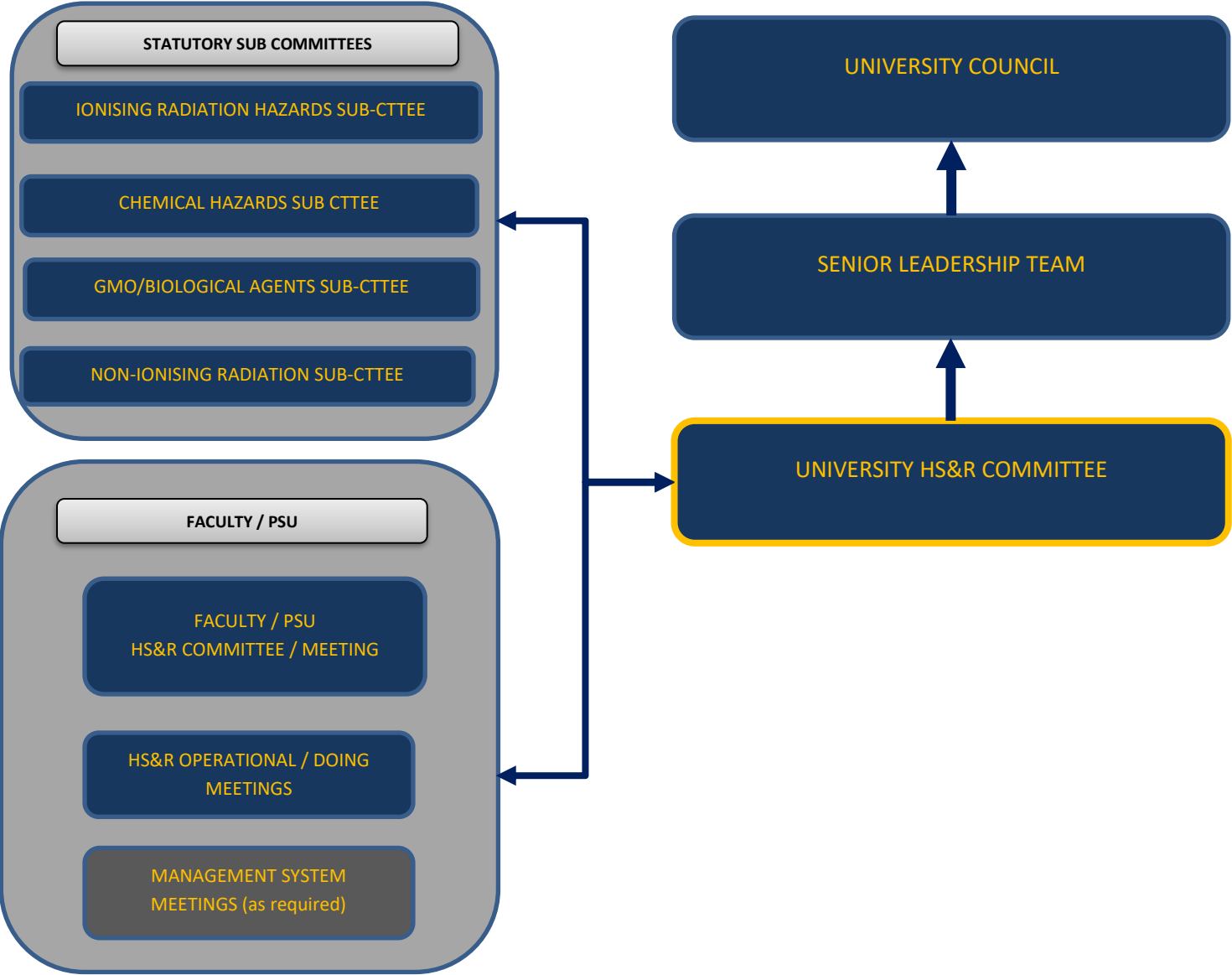
This document outlines the governance arrangements for Health, Safety and Resilience (HS&R) and the HS&R Committee.

This document is written in accordance with The Health, Safety, Resilience and Sustainability Policy Part 2: Organisation Document Roles and Responsibilities (HSA-10100-02).

The committee, on an annual basis, will review Terms of Reference, Constitution, Membership and Gender balance.

The University HS&R Committee structure is identified in the diagram below. The diagram highlights the reporting lines to and from the HS&R Committee. Formal HS&R reports are generated quarterly and issued to the University HS&R committee, the Faculty/ PSU HS&R Committees and SLT.

Health, Safety and Resilience Committee Structure



Terms of Reference

1. University Health, Safety and Resilience Committee

1.1 Terms of Reference

- To demonstrate leadership and commitment to proactive continual performance improvement of HS&R at Swansea University.
- To formally communicate, consult, approve, endorse, and mandate HS&R Policy, strategy, and associated training.
- Determine the HS&R risks that should be included in the University risk register in accordance with established university risk management framework; ensuring access to competent, specialist and expert advice as required.
- To receive reports on university performance against the HS&R management systems. Including the development of targets and monitoring arrangements.
- To report HS&R performance to Senior Leadership Team (SLT) and Council.
- To ensure that appropriate resource (time, people, financial) is identified to manage HS&R matters, escalating issues as required to SLT and Council by established process.
- To provide two-way communication between the Statutory Sub Committees and the PSU/ Faculty HS&R Committees. To provide an escalation route for issues identified and not managed by the sub committees and Faculty/ PSU HS&R committees.
- The Registrar and Chief Operating Officer is the SLT sponsor for HS&R matters.

1.2 Membership

Membership	Role
Registrar and Chief Operating Officer	SLT sponsor for HS&R and Co-Chair
Director of Estates and Campus Services	Director of Estates and Campus Services and Co-Chair
Director of Faculty Operations (attendance by each Faculty)	Representative for and communication with the Faculties through Faculty HS&R Committee structure
Local/ Faculty HS&R Committee Chair (One representative)	Invitation only - Representative for and communication with all Local/ Faculty HS&R committees
Head of Health, Safety & Resilience	Representation and communication of HS&R and university insurance
PSPU representative. University Risk Manager	Projects and strategic direction with impact on HS&R
Occupational Health Manager	Represent workstream on related issues

Scientific Safety Advisor	Representation of the Statutory Sub Committees and scientific safety matters
Scientific Safety Statutory Sub-Committee chairs	Representation of and communication with the Statutory Sub-Committees.
Trade Union representative (one representative from each TU) <ul style="list-style-type: none"> • UCU • Unite • Unison 	Consultation and communication in accordance with SRSC Regulations.
Student Union Representative	Representation and communication of HS&R with the Student Union
Health, Safety and Resilience Manager	Representation of HS&R matters
Security Manager	Representation of University Security matters
Sustainability Manager	Sustainability strategy
Director of Student Services	Representation of the student services directorate, in particular safeguarding, wellbeing, disability, and welfare
Director of ISS/ nominated deputy	Represent ISS and IT resilience strategy. Attendance as required
The College Co-ordinator	Represent and provide a communication link with The College
Secretary	Committee Secretary

1.3 Quorum

Members of the committee are expected to attend meetings. In the event of absence, members are required to identify an appropriate deputy to attend meetings and to inform the committee secretary in advance of the meeting.

The meeting will be deemed quorate with 7 members present (excluding the Committee Secretary).

1.4 Frequency of Committee Meetings

Meetings will be convened quarterly. Meeting dates for the year are issued prior to the start of the academic year.

Consultation and decisions sought outside of the meeting will be via electronic means, such as Microsoft teams or by convening smaller representative working groups. Any decisions, changes, endorsements, or approvals outside of the formal quarterly meeting must be in line with the quorate requirements and documented in the minutes at the following meeting.

1.5 Distribution of Agenda and Papers

Agenda and Papers will be issued to committee members at least one week prior to the meeting. Late papers presented to the committee members will be agreed by the Chair and due consideration time will be allocated in the meeting.

1.6 Scientific Safety Sub-Committees

The University HS&R committee has four Scientific Sub-Committees. The Sub-Committees report to the University HS&R committee via the Sub-Committee Chair and Scientific Safety Advisor. Terms of reference are available.

The Scientific Safety Sub-Committees are:

- Ionising Radiation Sub-Committee (statutory requirement)
- Biological/ GMO Sub-Committee (statutory requirement)
- Non-Ionising Radiation Sub-Committee (not currently in place)
- Chemical and Hazardous Substance Sub-Committee

1.7 The PSU/ Faculty/ Local HS&R Committees

Faculties and PSUs are required to establish a management meeting/ HS&R Committee that is reflective of their risk profile. This may be a specific committee or form part of other executive/ management forums. The PSU/ Faculty/ HS&R Committees are represented at the University HS&R Committee by the Director of Faculty Operations/ nominated representative.

Terms of reference are available.

1.8 Reporting

A standard HS&R outline report will be developed quarterly. The report will be issued to:

- University HS&R Committee
- Senior Leadership Team
- Faculty/ PSU HS&R Committees

A HS&R report will be provided to the HS&R Committee and SLT annually. The report will reflect the previous financial year (August to July) and published in October.