

## Health, Safety, Safeguarding & Wellbeing Board

### 1. Constitution

- 1.1 The Vice Chancellor has established a committee known as the Health, Safety, Safeguarding & Wellbeing Board (HSSWB), which reports to the Vice-Chancellor's Executive (VCE). It has four University level sub-committees:

- Biological & Genetically Modified Materials Safety Committee
- Health & Wellbeing Committee
- Health and Safety in Halls Committee
- Safeguarding & Compliance Committee

It also has a Faculty/Directorate Health & Safety Committee in each Faculty/Directorate. Special arrangements exist where the unit is small.

- 1.2 HSSWB liaises with the Student Success Board and People Board on their sub-strategies where appropriate.

### 2. Scope

- 2.1 HSSWB is responsible for ensuring the health, safety and welfare of all employees and students in accordance with all relevant legislation and regulation.
- 2.2. HSSWB oversees the development and implementation of the University's strategic approaches to wellbeing and safeguarding. Most of this detailed work is carried out in the relevant HSSWB sub-committees.
- 2.3 HSSWB operates as the University's Health & Safety Committee providing a forum for consultation with students and staff. It is a legal requirement to have such a committee. HSSWB is responsible for the development and implementation of the University Health & Safety Strategy, Policy and Plan. It is assisted in this by the Faculty / Directorate (or equivalent) Health & Safety Committees, the Health and Safety in Halls Committee and the Biological & Genetically Modified Materials Safety Committee.
- 2.4 HSSWB reviews and develops regulations, policies and procedures related to health, safety, safeguarding and wellbeing.

### 3. Membership

- 3.1 The membership shall be as follows:

#### **Ex Officio**

#### *Management representatives*

- University Secretary (*Chair*)
- Chairs of the Faculty and Directorate Health & Safety Committees

- Chair of Health & Wellbeing Committee
- Chair of Health and Safety in Halls Committee
- Chair of Safeguarding & Compliance Committee
- Chair of Biological & Genetically Modified Materials Safety Committee

*Staff representatives*

- Trade Union Safety Representatives (two per union)

#### **4. Attendance at meetings**

- 4.1 The following shall attend meetings but are not voting members:
- University Associate Director of Health and Safety
  - CEO of Greenwich Students' Union
  - Representative of University of Greenwich International College (UGIC)
- 4.2 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Board.

#### **5. Frequency of meetings**

- 5.1 The HSSW Board will normally meet six times in an academic year.
- 5.2 The Chair may call additional meetings if necessary.

#### **6. Delegated Authority**

The Board is authorised by the Vice Chancellor to approve:

- 6.1 Regulations, policies, procedures and good practice relating to areas within the Board's remit. Ensure adherence to legal and regulatory requirements and best practice;
- 6.2 Plans to implement the University's sub and enabling strategies and annual programmes of work or plans to implement the relevant sub and enabling strategies within the Board's remit; and
- 6.3 Review the University Health & Safety risk register regularly. Develop and approve action plans to take advantage of opportunities, mitigate risk and improve performance.

#### **7. Other Duties – Health & Safety**

The other duties of the Board relating to Health & Safety shall be to:

- 7.1 Develop and regularly review the University's strategy, policy and plan for Health & Safety for approval by the Vice-Chancellor;

- 7.2 Monitor progress in implementing the University's strategy, policy and plan for Health & Safety including performance against Health & Safety KPIs;
- 7.3 Monitor the effectiveness of the University's arrangements for Health and Safety;
- 7.4 Review reports on work related accidents, fires and other incidents including statistics and trends to identify unsatisfactory arrangements and ensure corrective action is taken;
- 7.5 Consider reports of safety audits, inspections and risk assessments. Where there are recommendations ensure that action is taken;
- 7.6 Review the adequacy the University's provision of first aiders, fire wardens, DSE assessors and supervisors (e.g., laser safety, radiation protection) at least annually;
- 7.7 Consider the effectiveness of Health & Safety training & development and attendance in the University. Make recommendations on training to the VCE;
- 7.8 Recommend the annual report on Health and Safety to VCE, the Audit and Risk Committee and the Governing Body;
- 7.9 Consider reports and correspondence from the University Health & Safety team, outside agencies and enforcing authorities;
- 7.10 Consider reports, recommendations and issues raised by Faculty and Directorate (or equivalent) Health and Safety Committees; and
- 7.11 Ensure there are regular audits and inspections of Health & Safety and that any recommendations are implemented.

## **8. Other Duties – Safeguarding, and Wellbeing**

- 8.1 Monitor progress in implementing the University's sub-strategies and annual plans for Safeguarding and Wellbeing, including performance against agreed KPIs using monitoring reports from HSSWB's sub-committees and officers;
- 8.2 Ensure that any data and metrics used to monitor implementation and performance are as robust and reliable as possible;
- 8.3 Monitor risk management arrangements in HSSWB's sub-committees and review reports on high ranking risks and the actions being taken; and
- 8.4 Monitor the effectiveness of the University's arrangements for Safeguarding and Wellbeing.

## **9. Other Duties – General**

- 9.1 Review new legislative requirements and regulation, assess their implications and where necessary consider changes to or new policies and procedures;
- 9.2 Receive annual reports from its sub-committees and officers and recommend the annual reports to VCE;
- 9.3 Review business plans and make recommendations on these and other resourcing needs to VCE;
- 9.4 Regularly scan the HE sector and other organisations for best practice and innovation in areas within the Committee's remit which are worth considering for implementation;
- 9.5 Develop a culture of openness and support in the University for areas within the Committee's remit;
- 9.6 Monitor the achievement and renewal of any relevant external accreditations. Consider the outcomes of any internal and external reviews or audits to continually improve performance;
- 9.7 Communicate with University staff and students and periodically review the effectiveness of this, to raise awareness and engagement with areas within the Committee's remit; and
- 9.8 Ensure active consideration of equality, diversity and inclusion in the conduct of the Committee's business.

## **10. Standing Orders**

- 10.1 The Board must adhere to the [Standing Orders](#) for Academic and Executive Committees.
- 10.2 The following changes from the Standing Orders have been approved:
- 10.3 See section 5 on frequency of meetings.
- 10.4 To comply with health and safety requirements, minutes of the Board's meetings should be made available to staff through an appropriate mechanism (e.g. publication on the University's portal).

July 2024

Document owner: University Secretary