Health & Safety Policy

24 June 2015
Foreword by the Vice-Chancellor

Swansea University Council is committed to ensuring that its business activities are carried out so as not to cause ill health or injury to staff, students, visitors, contractors or anyone that may be affected by those activities, directly or indirectly.

We will strive to ensure that health and safety management is integral to general business management and will be a key consideration in all aspects of business planning and performance management.

We strive for continual improvement in our health and safety performance through the development, implementation, and review of our health and safety policy and management system.

All those with managerial responsibility will ensure visible and effective leadership in their areas and are committed to the development of a positive safety culture throughout the organisation that will assist to foster continual improvement in our health and safety performance.
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APPENDIX ONE

University health and safety management and communication governance structure. 20
PART 1

STATEMENT OF INTENT

It is the policy of Swansea University, in accordance with relevant legislation and good practice to ensure the health and safety of staff, students, contractors and visitors to the University and anyone that may be affected by its activities.

This statement sets out the commitment of the University Council and persons with accountability for implementing this policy, to provide leadership in health and safety and ensure that health and safety management is integrated into the core business decisions of the University.

In practical terms the responsibility for ensuring a safe workplace or work activity rests with those who manage, supervise or control it, however everyone must take responsibility for their own safety and that of others in accordance with this policy.

The University adopts a sensible risk management approach focussing on the proactive management of significant risk and the development of a proactive safety culture. The purpose is to create a stimulating and vibrant working environment that promotes excellence in academic and supporting activity in a safe and healthy way.

The University is also committed, as far as is reasonably practicable, to ensuring continual improvement in its health and safety management system, performance and culture.

In pursuance of these commitments, the University’s objectives are to:

- Develop, implement, audit, review and maintain a health and safety management system in accordance with Occupational Health and Safety Management System (OHSAS) 18001.
- Integrate health and safety requirements into everyday business decisions and management systems.
- Provide and maintain premises and equipment that are without significant risk to health and safety.
- Consult and work with employees, Trade Unions and others on health and safety matters.
- Supplement this Policy with health and safety policy arrangements where specific controls are required in accordance with Legislation, Approved Codes of Practice and Guidance to manage risk.
- Implement safe systems of work that eliminate or control, all significant hazards and risks to health and safety.
- Provide information, instruction, training and supervision to ensure the health and safety of staff, students and others.
- Encourage staff to set good standards of health and safety by personal example so that students leaving the University take with them a positive attitude to health and safety.
- Co-operate and co-ordinate with other employers or establishments where University employees or students share premises or facilities with them.
- Co-operate and co-ordinate with other employers and contractors who may be required to work on University controlled premises.
- Keep the health and safety Policy and supporting arrangements under review so that relevant legislation, codes of practice and appropriate guidance are taken into account.
Declaration

This statement has been approved and adopted by the Council, as the employer and governing body of the University.

Signed (Vice-Chancellor)

Date: 11th August 2015

Signed (Chair of Council)

Date: 11th August 2015

Endorsed by SHE Committee 19 May 2015

Approval and implementation of this Policy Statement by the University Council (hereby referred to as the Swansea University Health and Safety Policy) is 6 July 2015.

Date of the next formal review of this Policy by the University Safety Health and Environmental (SHE) Committee will be no later than every three years. A review may be carried out prior to this date if the circumstances to which the policy relates significantly change.
SCOPE OF THE POLICY

This policy sets out the statement of intent endorsed by the Chair of Council and the Vice-Chancellor and is supported by the formal organisational structure, describing how roles and responsibilities cascade through the organisation’s management and supporting committee structures.

The University has established clear lines of responsibility for implementing its health and safety policy and Health and safety management system.

The policy is complemented by the Health and safety Management System which follows OHSAS 18001 and sets out specific processes and standards to be complied with at each stage of the ‘Plan, Do, Check, Act’ management process. These standards set out the systems and processes to enable the University to achieve the objectives of its health and safety policy.

In addition to the policy, University Policy Arrangements exist that set out specific additional responsibilities, systems and processes to achieve control of high risk hazards.

The University operates a Risk Management Policy which outlines roles and responsibilities in respect of wider University risk. The health and safety policy and management system is aligned with the risk management policy as approved by council.
PART 2

ORGANISING FOR HEALTH AND SAFETY.

a) UNIVERSITY COUNCIL

The University Council (Council), as governing body (in accordance with Articles of Government, the Health and safety at Work etc. Act 1974 and university statutes), carries ultimate responsibility for the Health, Safety, Welfare and Wellbeing of employees, students and other individuals that may be affected by the University’s undertaking.

The Council will ensure strong and active leadership for health and safety management, establish effective ‘downward’ communication systems and management structures and ensure the integration of good H & S management with business decisions.

The council will satisfy itself that:

- The institution has a health and safety policy statement in which management responsibility for health and safety issues is clearly allocated at all levels;
- Those with such designated responsibility are aware of, and have access to, relevant regulations, advice and training;
- The institution plans the implementation of its policy and sets health and safety standards which it expects to be achieved;
- The institution has structures and arrangements for implementing its safety policy, such as safety officers and appropriate committees to assist management the institution;
- The institution monitors its activities to ensure that the agreed standards are being met.”

b) VICE-CHANCELLOR

The Council gives delegated authority to the Vice-Chancellor for ensuring that the health and safety management system and policy is developed, implemented, monitored and reviewed. The operational responsibility for implementation is further delegated by the Vice-Chancellor via the delegation of duties to competent staff as depicted in the structure in Appendix 1.

c) PRO VICE-CHANCELLORS (PVC’s)

PVCs report to and shall exercise such functions as are delegated by the VC. Typically PVCs’ duties include leadership of Committees pertaining to their remit and strategic input in determining University policy and direction, but possess no direct budgetary or line management accountability. However, they do have a duty to take responsibility for their actions at work and the implications of their decisions, but are not directly included in the cascade of health and safety accountability.

d) REGISTRAR AND CHIEF OPERATING OFFICER (COO)

The COO reports to and shall exercise such functions as are delegated by the VC. These include acting as Duty Chief Executive Officer in the absence of the VC responsible for the efficient and effective functioning of the university; line management accountability for the Directors of Professional Service Units (PSUs) and Chairperson for the SHE Committee, supported by the Directors of Estates and Facilities Management (E&FM), Safety, Health & Environment (SHE) and Human Resources. The COO is therefore responsible for overall leadership of the SHE Committee, effective collaboration with and integration of all relevant health and safety sub-committees and ensuring health and safety is cascaded throughout the health and safety organisational structure as appropriate.
e) DIRECTOR OF SAFETY, HEALTH AND ENVIRONMENT (SHE)

The role of Director of Health, Safety & Environment is vested in the substantive position of Director of Estates & Facilities Management (E&FM) and reports directly to, and shall exercise such functions as are delegated by the Chair of the SHE Committee. These include direct line management of the Deputy Director of SHE and providing director level influence as a member of the University Management Board (UMB) for:

- Building common purpose with the UMB in pursuance of effective strategic and day-to-day management of health and safety via the development, implementation and monitoring of the University health and safety Policy and safety management system;
- Bring to the attention of University Management Board (UMB) any significant SHE issues and risks, which may impact upon the university and require remedial action.
- Promotion and maintenance of a proactive institutional health and safety culture and health and safety management system;
- Participation and co-operation of VC, COO, Directors of PSUs, HoC, College Managers, and senior staff in health and safety initiatives.

f) DEPUTY DIRECTOR OF HEALTH, SAFETY AND ENVIRONMENT (SHE) SERVICES

The Deputy Director of Safety, Health & Environment is the health and safety “competent person” appointed by the University as required by the Management of Health and safety at Work Regulations 1999.

The role of the Deputy Director is to provide specialist advisory services to the University on all aspects of occupational safety and health, and to monitor the health and safety performance of the University on behalf of Council.

The Deputy Director of SHE Services reports to and shall exercise such functions as are delegated by the Director of SHE Service providing influence and support for ensuring:

- Development, maintenance, review and continual improvement of the Health and safety Management System, Policy and associated documentation;
- Appropriate stakeholder engagement, promotion and maintenance of a proactive institutional health and safety culture and health and safety management system;
- Effective leadership of all functions within SHE Services;
- The provision of suitable and sufficient resources for SHE Services to enable it to effectively advise, support and guide managers, staff and students on health and safety matters in a role as health and safety ‘business partner’;
- Management of the SHE Committee agenda and papers in support of the Chair of SHE Committee and Director of SHE Services as required;
- Production and implementation of premises fire risk assessments in collaboration with the Estates Services Compliance Manager and with the cooperation of the occupiers;
- Professional advice and support for college / professional services H & S co-ordinators;
- Development of performance criteria for all colleges/professional services teams and preparation of University performance criteria;
- Collation of all University performance data submitted by Heads of College/Directors of Professional Services and preparation for submission to SHE committee;
- Any known serious, uncontrolled risk is brought to the attention of the Director of SHE.

g) DIRECTOR OF ESTATES AND FACILITIES MANAGEMENT (E&FM)

Accountable to the COO, the Director of E&FM has the following specific roles within the health and safety management system and policy:

- Duties as a Director of Professional Services Team as set out in section 10
• Role of the ‘landlord’ for all buildings owned or leased by the University and is accountable for the appropriate provision of resources to ensure that the built environment is designed, built, inspected, maintained and safe for operational use. This includes:
  o Appropriate reference in leases in respect of duty holder and occupancy arrangements
  o Specialist risk assessments set out in Regulation e.g. asbestos surveys, fire risk assessments, legionella risk assessments
  o Statutory testing of building fabric and building systems
  o The execution of planned, preventative and reactive maintenance
  o Ensuring that emergency procedures are in place

h) HEADS OF COLLEGE (HoC) AND DIRECTORS OF PROFESSIONAL SERVICES UNITA (DPSU)

Heads of College and Directors of Professional Services teams are accountable for the day-to-day leadership and management of health and safety within their College or PSU in accordance with the health and safety governance structure in Appendix One.

Duties and responsibilities of HoC and Directors of PSUs may be delegated to others in accordance with College & PSU health and safety committee managerial and organisational arrangements. However, accountability for health and safety remains with the individual HoC / Director of PSU.

To assist them in this role individual HoC / Directors of PSUs shall formally appoint an appropriately experienced and competent health and safety co-ordinator. The qualifications of the co-ordinator will be determined by the college/PSU risk profile as set out in the health & safety management system.

The key objectives for each Head of College / Director of PSU are to:
• Know and understand the hazards related to the work activity (risk profiling);
• Have processes in place to assess how well they are managing the risks associated with the hazards (risk assessment);
• Have prioritised plans in place to improve risk controls which are considered as part of general management/business planning (risk reduction plans);
• Have processes are in place to escalate risks that they cannot control (risk register);
• Regularly measure performance against the policy and management system (performance reporting);

In order to achieve this, Heads of College / Directors of PSU are responsible for:
• Providing visible leadership in the establishment and continual improvement of the health and safety management system by ensuring it is:
  o A board level corporate performance issue;
  o An integral aspect of our corporate governance risk policy;
  o A key parameter on which we report openly to our stakeholders and ensure involvement with our work force;
  o An essential part of continual improvement to achieve business success.
• Setting up and chairing a College / PSU health and safety committee (see 4e) which will be required to develop the following outputs:
  o Develop college / PSU Arrangements to implement the University Policy and Management System requirements;
  o Develop annual health and safety objectives;
  o Develop an annual training needs analysis;
  o Develop a risk register;
  o Review performance by developing and analysing quarterly reports;
o Annual review of performance to develop objectives.

There will be a single Professional Services health and safety management steering group with membership representing all PSUs, Chaired by the COO.

i) DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources is responsible for:

- Managing an efficient occupational health service that assesses and advises on the impact of work on health and the impact of health on work;
- Ensuring that health and safety responsibilities and competencies are included in job descriptions;
- Ensuring the provision and records of health and safety training as required by a training needs analysis process;
- Representing the outputs above by membership on the SHE committee;
- Implementing policies and systems for the recognition, management and remediation of stress for employees in consultation with SHE team;
- Ensuring that suitable facilities and assistance are available to Trades Unions Safety Representatives (and representatives of employee safety not represented by a trade union) to enable them to fulfil their functions including:
  o Investigating accidents and reports of hazards;
  o Investigating complaints of a H&S nature made by staff;
  o Discussing H&S matters with University management via the SHE Committee;
  o Carrying out workplace inspections;
  o Receiving information from HSE Inspectors and similar enforcing authorities;
  o To attend meetings of the SHE Committee.

j) MANAGERS/SUPERVISOR ROLES

Members of staff and others who act in a supervisory role, such as managers, lecturers and demonstrators, are responsible for:

- Ensuring that they identify the risks arising from their activities and implement controls required (via the risk assessment process) to control risks;
- Conducting their activities (and any activities over which they have management or control) in a safe manner, in accordance with a suitable and sufficient risk assessment and University health and safety policy and management system, arrangements and college procedures;
- Identifying training needs arising from risk assessments and developing a training needs analysis, ensuring training is delivered and individual training records are kept;
- Undertaking induction of new staff and students to ensure they have an awareness of the relevant hazards and control measures, and undertaking monitoring of the effectiveness of the control measures in place;
- Attending any health and safety training identified for their role within University Arrangements and the Management System;
- Reporting and investigating accidents, incidents, dangerous occurrences or near misses, and implementing necessary preventative actions in accordance with University Arrangements

k) HEALTH AND SAFETY ADVISOR

Health and safety Advisors in the SHE team are responsible for:

- Developing, Implementing, Monitoring & Reviewing:
  o Health and Safety Policy;
o Health and safety arrangements;
o Health and safety management system and all relevant templates;
o Fire Safety Management (Fire Safety Advisor);
o Radiological sub-committee terms of reference, membership, aims & objectives, action plans (Radiation Safety Advisor).

- Supporting all those with accountability and responsibility within the H & S Management System to implement the management system in their area;
- Providing specialist advice in their areas of competence to staff, students and others within the management system;
- Providing the SHE Committee with:
  o Specialist advice;
  o Performance reports (College / PSU / Corporate);
  o Annual objectives (College / PSU / Corporate);
  o Annual training plan;
  o Quarterly reports:
    - Biological Hazards Safety Committee
    - Radiation Safety Committee
    - College / PSU SHE H & S Management Steering Groups
- Supporting the work of the College / PSU SHE committees by an active membership;
- Preparing schedules and carrying out audits against the management system and policy/arrangements.

I) SPECIALIST HEALTH AND SAFETY ADVISORS

The University has appointed the following subject matter specialists to advise on technical aspects of Health and safety:
- Occupational Health Medical Adviser / Physician;
  o Will carry out medical and health surveillance;
  o Will offer specialist assessment and advice on the impact of work on health and the impact of health on work;
- Radiation Protection Officer;
- Laser Safety Officer;
- Biological Hazards Safety Officer;
- Genetically Modified Organism (GMO) Safety Adviser;
- Asbestos Responsible Person;
- Legionella Responsible Person;
- Fire Safety Responsible Person;

m) HEALTH AND SAFETY CO-ORDINATOR

A Head of College or Professional Services Unit Director must appoint a Health and safety Co-ordinator to assist them in meeting their health and safety responsibilities. Reporting to the Chair of the College / PSU SHE Management Steering Group the health and safety Coordinator is responsible for:
- Being the first point of contact in a College / PSU for both SHE Services staff and the College/PSU staff on matters of health and safety;
- Acting with the delegated authority of the Chair of the College/PSU SHE Management Steering Group in matters of urgency in the event that the Chair or Deputy Chair of the College/PSU SHE Committee is absent;
• Communicating the requirements of the University H&S Management system, Policy and Arrangements to relevant managers in the College / PSU;
• Assisting the College / PSU management steering group to:
  o Monitor implementation of the H & S management system, Policy and Arrangements within the college / PSU;
  o Develop the college / PSU annual performance report;
  o Develop the College / PSU risk register;
  o Develop the College / PSU annual training needs analysis;
  o Set the annual College / PSU health and safety objectives;
• Co-ordinating safety training where appropriate on behalf of the College of PSU health and safety management steering group;
• Ensuring that the appropriate notifications of accident, work related ill health, dangerous occurrences are made to the SHE Service and / or Occupational Health as appropriate;
• Receiving notifications from staff and students of unsafe or unhealthy working conditions and report them to the appropriate College / PSU manager/supervisor, SHE Committee or SHE Services for effect remedial actions as appropriate;
• Working collaboratively with SHE Services to secure a continually improving health and safety culture;
• Co-operating and coordinating with other colleges / PSU on shared health and safety responsibilities.

Additional designated health and safety duties may also be appropriate within larger or more specialised colleges and PSUs with additional risks. Such duties should be clearly defined and the necessary authority and support provided to the health and safety coordinator.

n) ALL STAFF

All staff are accountable to their line manager for the health and safety management of all staff they line manage and to others who may be affected by their work. In a University setting this duty clearly relates to managing risks to students. Whilst tasks may be delegated, the duty cannot, therefore all staff must monitor conformance with any tasks that they delegate.

All staff are responsible for ensuring that they conduct their activities, and those activities over which they have control, in accordance with the University’s management system, health and safety policy and arrangements and any college/PSU specific operating procedures.

o) STUDENTS

Activities that may affect the safety or health of students must be subject to risk assessment by the person managing the activity to meet the duty of care owed to the student. Students have a duty to comply with all operating procedures and health and safety instructions.

P) EMPLOYED STUDENTS

Students employed to carry out work within or on behalf of the University are classed as employees and are therefore bound by the duties of employees in this policy and the University management system.

Those undertaking demonstrations or tutorial services are considered by health and safety legislation to be employed persons for those particular purposes. The supervision of employed students should be appropriate to their experience or competence and will be at a higher level than that expected for more experienced members of staff.
q) VISITORS

The risks to visitors of the University will be assessed as part of the risk management process and controls will be put in place to ensure that they are not harmed whilst on our premises. They will be required to comply with any instructions in respect of their health and safety whilst on our site.

r) CONTRACTORS

The University has a duty to manage contractors working on our behalf so that they neither expose the University to risk nor the university exposes them to risk. This will be achieved by appropriate selection and monitoring of contractors and the sharing of risk information in order that appropriate controls are put in place.
PART 3

HEALTH & SAFETY GOVERNANCE - MEETINGS AND COMMITTEE STRUCTURE

a. SAFETY HEALTH AND ENVIRONMENTAL DUAL ASSURANCE GROUP

The Council seeks assurance from the SHE committee via the SHE Dual Assurance Group that health and safety is being managed in accordance with legislation and good practice and that there is continual improvement of health and safety performance in the University.

<table>
<thead>
<tr>
<th>Membership</th>
<th>Nominated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair (Lay-member of Council)</td>
<td>Council (as Chair)</td>
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<tr>
<td>Lay-member of Council</td>
<td>Lay-members are responsible for</td>
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<td></td>
<td>championing HSE issues on behalf of Council and provides Council with informed opinion gathered from communication with university officers as appropriate and attendance at the SHE Dual Assurance Group.</td>
</tr>
<tr>
<td>Registrar</td>
<td>Nominated by Vice Chancellor</td>
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<tr>
<td>Director of SHE Services,</td>
<td>Nominated by Registrar</td>
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<tr>
<td>Director of Human Resources</td>
<td>Nominated by Registrar</td>
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<tr>
<td>H&amp;S Advisor as Dual Assurance Group Secretary</td>
<td>Nominated by Registrar</td>
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</tbody>
</table>

Frequency
Bio-annual meetings

Terms of Reference
The SHE Dual Assurance Group shall on behalf of the Council ensure:

- The receipt (from SHE committee) of a written annual health and safety assurance statement confirming corporate/college/PSU:
  - Conformance with:
    - The health and safety policy;
    - The health and safety management system;
    - The duties of the SHE Committee;
  - Health and safety performance;
- Visible leadership and support for the values and vision of the health and safety policy and management system;
- Robust organisational structures and arrangements are in place for implementing the health and safety policy and management system and bringing this policy, and any revisions, to the attention of all employees;
- Health and safety responsibilities for the students' union are clearly designated;
- Health and safety standards are defined and activities monitored to ensure they are being met;
- Those with designated leadership and management responsibility are aware of their health and safety duties, adequately resourced for these duties and provided with access to relevant regulations, advice and training;
- The necessary occupational health arrangements are in place to cover pre-placement;
- Screening, and other statutory health and medical surveillance checks during employment;
- Receipt of an health and safety Annual Performance Report from the SHE Committee;
- The provision for consultation with employees about health and safety arrangements;
• Provision for the appointment by recognised trades unions of safety representatives;
• Openness, transparency and fairness are incorporated in all health and safety management activities;
• Health and safety performance is duly recognised and rewarded.

b. UNIVERSITY MANAGEMENT BOARD

<table>
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<tr>
<th>Membership</th>
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<tbody>
<tr>
<td>Vice-Chancellor</td>
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<tr>
<td>Pro Vice-Chancellors</td>
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<td>Registrar</td>
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<tr>
<td>Director of Finance</td>
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<tr>
<td>Heads of College</td>
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<tr>
<td>Directors of Professional Services</td>
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</table>

The UMB is responsible for the management and administration of the University. This includes ensuring the implementing of University strategy and policy, monitoring all aspects of University performance and exercising leadership within the institution.

Terms of Reference:
The University Board shall:
• Assess suitability of the Health and safety management system against the organization’s purpose, operations, culture and business systems;
• Ensure clarity of duty holder arrangements between the University and any subsidiary companies established by the University;
• Ensure subsidiary companies have developed and implemented arrangements for the effective management of health and safety that are consistent with those of the University and reflect the activities of the companies concerned;
• Ensure that Heads of Colleges (HoC) or / and Directors of PSUs are competent to carry out their health and safety responsibilities;
• Ensure that the H & S Management System and Policy are implemented in all areas for which they have responsibility.
c. UNIVERSITY SAFETY, HEALTH & ENVIRONMENTAL COMMITTEE (SHE COMMITTEE)

<table>
<thead>
<tr>
<th>Membership</th>
<th>Committee Representative</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Registrar</td>
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<tr>
<td>Ex-officio</td>
<td>Vice Chancellor</td>
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<td></td>
<td>Director of Estate and Facilities Management</td>
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<td></td>
<td>Director of Human Resources</td>
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<td></td>
<td>Director of Safety, Health &amp; Environment</td>
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<tr>
<td>1 Student Union Representative</td>
<td>To be appointed by Student Union</td>
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<tr>
<td>Employee representatives</td>
<td>To be appointed by relevant Trade Unions</td>
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<tr>
<td>Occupational Health Advisor</td>
<td>To be appointed by Head of Occupational Health</td>
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<tr>
<td>3 Chairs of Sub Committees</td>
<td>Sustainability, Radiation, Biological</td>
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<tr>
<td>Head of College representative</td>
<td>To be nominated by University Management Board</td>
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<tr>
<td>College H&amp;S co-ordinator representative</td>
<td>To be decided by H&amp;S co-ordinator group</td>
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<tr>
<td>College &amp; PSU SHE Management Steering Group representative</td>
<td>To be nominated by SHE Committee</td>
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<tr>
<td>Professional Service Unit representative</td>
<td>To be appointed by Registrar</td>
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<tr>
<td>PSU co-ordinator representative</td>
<td>To be appointed by Director of Safety, Health &amp; Environment</td>
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<tr>
<td>Health &amp; Safety Advisor representative</td>
<td>To be appointed by Director of Safety, Health &amp; Environment</td>
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<tr>
<td>Environmental / Sustainability Officer representative</td>
<td>To be appointed by Director of Safety, Health &amp; Environment</td>
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<tr>
<td>1 Secretary</td>
<td>To be appointed by Director of Safety, Health &amp; Environment</td>
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</table>

**Frequency**

The Committee should convene termly

**Terms of Reference**

- To oversee University health and safety performance against the management system, policy and associated arrangements via the submission of reports from:
  - Sub-committees;
  - Working Groups;
  - Colleges and PSU’s via management steering groups;
  - Occupational Health.
- To agree University health and safety objectives:
  - Corporate;
  - College/PSU;
- To appoint Sub-Committees and Working Groups in accordance with legislation and as required for the continual improvement of systems for specific hazards;
- To provide an annual assurance report to the University council via the SHE Dual Assurance Group;
- To make recommendations for endorsement to the Dual Assurance Group prior to submission for formal approval by Council;
- To liaise and consult with UMB on issues that may require consultation;
- To act as a consultative committee for nominated health and safety representatives from recognised Trade Unions and other non-union employee representatives;
• Receive and share information about any non-compliance/non-conformance at the University which may seriously affect the health and safety of employees or students and take appropriate action;
• Promote the University’s co-operative relationship with other stakeholders.

Updates to be received by the Committee:
• Biological Safety Committee;
• Radiological Safety Committee;
• Fire Safety Working Group;
• College/PSU SHE Management Steering Groups;
• Healthy University Group (HUG).

Reports to be received by the Committee:
• Annual H&S performance report (corporate and College/PSU SHE management steering groups);
• Annual H&S objectives (corporate and College/PSU SHE management steering groups);
• Risk Register (corporate and College/PSU SHE management steering groups);
• Annual Radiation compliance report;
• Annual Fire Safety compliance report;
• Annual HSE assurance statement;
• Annual training plan;
• Annual premises compliance report.

d. HEALTHY UNIVERSITY STRATEGIC MANAGEMENT GROUP

<table>
<thead>
<tr>
<th>Membership</th>
<th>Registrar</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Registrar</td>
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<tr>
<td>Ex-Officio</td>
<td>Vice Chancellor</td>
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<td>Director of Estates and Facilities Management (E&amp;FM)</td>
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<td>Director of Human Resources</td>
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<td>Director of Marketing</td>
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<tr>
<td>3 Chairs of Committees</td>
<td>The Chair of each Committee (HUG, SHE Committee and the Sports Swansea Committee) shall be co-opted as Members of the Health and safety Committee.</td>
</tr>
<tr>
<td>3 Committee representatives</td>
<td>To be appointed by the Chair of each of the committees (HUG, SHE Committee and the Sports Swansea Committee).</td>
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</tbody>
</table>

Frequency
The Committee will convene 3 times per year.

Terms of Reference
• Ensure coherence and cohesion of strategy in all areas
• Ensure senior level ownership of themes and issues
• Inform funding and resource allocation decisions
e. COLLEGE/PROFESSIONAL SERVICES HEALTH AND SAFETY MANAGEMENT STEERING GROUPS

<table>
<thead>
<tr>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair - Head of College / Director of Professional Services Team or appropriate senior deputy</td>
</tr>
<tr>
<td>1 Student Union Representative</td>
</tr>
<tr>
<td>1 representative from each department within College/PSU</td>
</tr>
<tr>
<td>1 Staff representative (trade union and non-trade union representative)</td>
</tr>
<tr>
<td>1 H &amp; S Advisor</td>
</tr>
<tr>
<td>H &amp; S Co-ordinator</td>
</tr>
</tbody>
</table>

Frequency
The Group should convene termly

Terms of Reference

The PS and all College H&S Management Steering Groups hold executive authority over any other College or PSU governance forums concerning H&S matters and formally report directly to the University SHE Committee, and also liaise with senior College or PSU governance forums as appropriate.

Terms of reference for college/professional services health and safety steering groups:
- To develop college/PSU ‘procedures’ that set out specific details of how the University health and safety policy and management system will be implemented within the specific college/PSU;
- To receive reports of:
  - Accident/incident Investigations;
  - Ill health reports;
  - Audit reports;
  - Health Surveillance outcomes;
  - Risk assessment action plans.
- To develop annual H & S objectives based on the previous year’s review of:
  - Performance against the H & S Management System;
  - Accident/incident investigations;
  - Ill health reports;
  - Audit reports;
  - Risk assessment action plans.
- To develop a termly and annual performance report which outlines:
  - Performance against the H & S Management System and policy
  - Enforcement action
- To develop an annual risk register for the College/PSU
- To provide a forum for consultation with employee representatives
- To provide a forum for discussion and problem solving in respect of operational safety matters and cross cutting issues.

f. BIOLOGICAL HAZARDS SUB-COMMITTEE

<table>
<thead>
<tr>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMO Safety Advisor</td>
</tr>
<tr>
<td>College Representatives</td>
</tr>
</tbody>
</table>

Frequency and terms of reference are detailed in the biological hazards arrangements
g. RADIATION HAZARDS SUB-COMMITTEE

<table>
<thead>
<tr>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiation Protection Officer</td>
</tr>
<tr>
<td>Laser Safety Officer</td>
</tr>
<tr>
<td>Radiation Protection Advisor</td>
</tr>
<tr>
<td>Radiation Waste Advisor</td>
</tr>
<tr>
<td>College Radiation Protection Supervisors</td>
</tr>
<tr>
<td>College Laser Protection Supervisors</td>
</tr>
<tr>
<td>ABM ULHB (Abertawe Bro Morgannwg University Health Board) RPA</td>
</tr>
<tr>
<td>Medical Physics Expert</td>
</tr>
</tbody>
</table>

Frequency and terms of reference are detailed in the biological hazards arrangements.

h. HEALTH AND SAFETY CO-ORDINATORS FORUM

<table>
<thead>
<tr>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair – Rotating</td>
</tr>
<tr>
<td>H&amp;S co-ordinator representatives from colleges/PSU’s</td>
</tr>
<tr>
<td>SHE advisors/assistants</td>
</tr>
</tbody>
</table>

Frequency

Three times per year

Terms of reference

- To build common purpose and ensure a communication flow between SHE committee and all H&S co-ordinators – agenda items to be raised by any members;
- To act as a stakeholder sharing forum for the review of policy and introduction or review of new/existing policy arrangements;
- To act as a knowledge and best practice sharing forum for H&S co-ordinators;
- To act as a training/update forum for co-ordinators to ensure professional development
- Administration of the forum will be by the SHE team.
Appendix One - University health and safety management and communication governance structure.