

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

HEALTH, SAFETY AND WELLBEING POLICY

Policy Name – Health Safety and Wellbeing Policy	
Version number: 4.5	
Policy Owner	Policy Author/Reviewer
Geoff Gillan Health, Safety and Wellbeing	Geoff Gillan
Approving body	Date of approval
Vice Chancellor/SLT	September 2025
	Equality Screened
	In progress
	Next Review date
	September 2027
Queries relating to this document should be directed to the Policy Owner – Geoff Gillan, gr.gillan@ulster.ac.uk OR healthandsafety@ulster.ac.uk This document can be made available on request, in alternative formats and in minority languages to meet the needs of those who are not fluent in English.	

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Health, Safety & Wellbeing Policy

Commitment to Health, Safety and Wellbeing

1. The Senior Leadership Team are committed to creating an organisational culture that ensures and promotes the health, safety and the physical, mental, social and emotional wellbeing of all people connected with the University, our staff, our students and our partners.
2. The benefits of creating an organisational culture which both ensures and promotes health, safety, and wellbeing are numerous. There will be a direct positive impact on staff, students and partners as individuals, with clear support and focus on eliminating ill-health & injuries and promoting the value of personal wellbeing. By extension, this focus on staff, students, and partners will directly enhance the University's reputation as an organisation which understands and proactively promotes wellbeing.
3. The Senior Leadership Team consider that such aspirations align with the University's strategic mission. In order to structure our commitment, we will seek to adopt, adapt, implement, and where appropriate exceed, the principles and standards contained in the guidance on "Leadership and management of health and safety" (USHA 2023).
4. We recognise that creating this culture will take time and commitment and will require staff at all levels across the University to work in partnership with stakeholders including our key delivery partners, the Trade Unions and others to contribute to our combined success.



Professor Paul Bartholomew
Vice-Chancellor

Date: 29th October 2025

To be reviewed: 29th October 2026

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Endorsement

5. The University Council, as the Governing Body, has strategic oversight and, as such, is accountable for all matters related to health, safety and wellbeing and will seek the relevant assurance that effective arrangements are in place and operational.
6. The Council of the University therefore endorses this Commitment and will ensure through our governance arrangements that the Senior Leadership Team adhere to it.

Mrs Jenny Pyper
Pro-Chancellor and Chair of Council

Council

7. The University Council has an oversight role in ensuring the health, safety and wellbeing ("HSW") of everyone at the University. As such Council will:-
 - ensure health, safety and wellbeing matters are effectively and efficiently communicated in a timely manner from and to Council
 - review and endorse this Health, Safety and Wellbeing Policy annually
 - review and endorse the annual Health, Safety and Wellbeing plan
 - review the annual Health, Safety and Wellbeing report and Key Performance Indicators ("KPIs"). In order to provide assurance to Council the Annual HSW Report will cover:- risk control, wellbeing, training, fire safety, audit review, KPIs and stakeholder partnerships
 - consider the health, safety and wellbeing implications of strategic initiatives undertaken
 - operate a five yearly external strategic audit cycle to inform Council of progress in the development of the positive health, safety and wellbeing culture
 - actively seek assurance and participate in processes that ensure that health, safety and wellbeing matters, including those of key stakeholders, are effectively managed, reviewed and audited.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Senior Leadership Team

8. The Senior Leadership Team is responsible for health, safety and wellbeing within the University. As such, the Senior Leadership Team will:-
 - establish and operate a statutory University Health, Safety and Wellbeing Committee, chaired by the Vice-Chancellor, or delegate when necessary, to include each of the Vice-Chancellor's Executive Group ("VCEG") Portfolio leads and Trade Union representatives
 - review and commit to this Health, Safety and Wellbeing Policy annually
 - develop the annual Health, Safety and Wellbeing plan
 - develop, monitor and report on corporate KPIs for health, safety and wellbeing as required
 - receive and review the annual health, safety and wellbeing report covering risk control, wellbeing, training, fire safety, audit review, KPIs and stakeholder partnerships for each functional area
 - ensure that appropriate and necessary resources are made available for the effective implementation of the University health, safety and wellbeing policy
 - consider the health, safety and wellbeing implications of strategic decisions, such as large projects.

Specific Responsibilities of University Managers

Vice-Chancellor

9. The Vice-Chancellor, as the Chief Accountable Officer, has ultimate executive responsibility to ensure that the requirements of health and safety legislation and the University health, safety and wellbeing policy are complied with. The Vice-Chancellor will ensure that responsibility for health, safety and wellbeing is properly assigned and accepted at all levels within the University. The VC will chair the University Health, Safety and Wellbeing Committee ("UHSWC").

Chief People Officer

10. The Chief People Officer (CPO), being directly accountable to the Vice-Chancellor, has lead responsibility for the overall strategic and operational management of health, safety and wellbeing in the University.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Vice-Chancellor's Executive Group (VCEG) Portfolio Leads and Pro-Vice-Chancellor and Executive Deans

11. As line managers, the Vice-Chancellor's Executive Group (VCEG) Portfolio Leads and Pro-Vice-Chancellor and Executive Deans are responsible for the health, safety and wellbeing of direct reports and for ensuring that all areas with delegated responsibility and authority, e.g. Schools, Faculty Administration, Departments, etc. are complying with the requirements of the health, safety and wellbeing policy and procedures. As such, the VCEG Portfolio Leads and Pro-Vice-Chancellor and Executive Deans will:-
 - develop an annual Health, Safety and Wellbeing plan for their area that aligns with and reflects the University plan
 - develop and monitor quarterly KPIs for health, safety and wellbeing that align with and reflect the University KPIs
 - compile the annual Health, Safety and Wellbeing report for the Faculty / Department including reports from each school, faculty administration or section
 - put in place processes to ensure all activities are appropriately risk-assessed and controls are implemented
 - assign sufficient resources (competent personnel, with enough time and facilities) to ensure compliance with University health, safety and wellbeing procedures. Where appropriate this includes specialist support from Occupational Health, Radiation Protection Advisers, Biosafety specialists etc.
 - agree health and safety competency and development needs of all their staff and set a training objective e.g. using a training matrix or competency development framework.

Heads of Schools

12. Heads of Schools are responsible to the Executive Dean for the implementation of the health, safety and wellbeing policy in relation to the activities of their Schools / Department. They have overall management responsibility for the health, safety and wellbeing of all staff including those within Research Centres in consultation with the relevant Research Director and for students in their areas including those on placement.

Research Directors

13. Research Directors with Physical Research Centres and infrastructure are responsible for the day-to-day management of staff and students within the Research Centre and for monitoring health, safety and

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

wellbeing performance and reporting on operational health, safety and wellbeing matters to the Head of School or Dean as appropriate.

Heads of Department

14. Heads of Department are responsible to the appropriate Professional Services' Director for the implementation of the health, safety and wellbeing policy in the activities of their Department.

Line Managers

15. A Line Manager's role is key and they have particular responsibility for ensuring compliance with the University's health, safety and wellbeing policies and procedures within their own area, fostering a culture of care. A full list of current HSW policies and procedures is available [here](#). These have been developed to support Line Managers in their people management role, ensuring that they understand the University's approach in line with legal requirements and guidance relating to health, safety and wellbeing.

Other Roles

16. More specific details of the duties of particular managers are included in [Appendix 1](#).

General Responsibilities of Employees

17. It is the duty of all employees to keep themselves informed through information, instruction and training provided by the University on health, safety and wellbeing procedures and practices relevant to their work. This includes the responsibility to complete mandatory training.
18. Whilst at work on University premises or elsewhere it is the duty of every employee:
 - to take reasonable care for the health, safety and wellbeing of themselves and other persons who may be affected by their acts or omissions
 - to co-operate with the University in the implementation of the health, safety and wellbeing policy
 - not to interfere with or misuse anything provided in the interests of health, safety and wellbeing
 - to be vigilant with regard to any defects in premises, equipment, and systems of work or procedures, or unsafe working practices which may create a risk to health, safety and wellbeing, reporting any such defects at the earliest opportunity to their line manager, health and safety co-ordinator or other supervisory staff
 - to report accidents, incidents and near misses at the earliest opportunity.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

General Responsibilities of Students

19. All students are expected to keep themselves informed through the information and instruction provided by the University on health, safety and wellbeing issues which are relevant to their activities.
20. Each student, whilst involved in University activities, on University premises or elsewhere must:
 - take reasonable care for the health, safety and wellbeing of themselves and other persons who may be affected by their acts or omissions
 - co-operate with the University in the implementation of the health, safety and wellbeing policy including following health, safety and wellbeing instructions given by members of staff
 - not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing in pursuance of any of the relevant statutory provisions
 - not, without the consent from the member of staff in charge of the area or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health, safety and wellbeing notices or equipment, or otherwise take any action which may create hazards for employees of the University or for other persons using the premises
 - to report accidents, incidents and near misses at the earliest opportunity.

Consultation and Committee Structure

21. In accordance with our policy statement, the University is committed to ensuring that staff, at all levels, consult and liaise with Trade Union colleagues, working together in partnership to ensure effective communication, co-operation and engagement on health, safety and wellbeing matters.
22. In accordance with legal requirements under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 as amended ([approved code of practice linked](#)) and the Health and Safety (Consultation with Employees) Regulations (Northern Ireland) 1996, the University has established the following Health, Safety and Wellbeing Committee structure. A diagrammatic overview of this structure is shown in [Appendix 2](#).

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

University Health, Safety and Wellbeing Committee

23. The University Health, Safety and Wellbeing Committee (“UHSWC”) is the highest level health, safety and wellbeing committee in the University. The primary role of the Committee is to ensure the effective management of health, safety and wellbeing throughout the University.
24. The University Health, Safety and Wellbeing Committee is a Statutory Committee and provides the means by which the University consults with Trade Union Safety Representatives at corporate level.
25. The composition of the Committee, frequency of meeting and terms of reference are detailed in [Appendix 3](#).

Statutory Faculty Health, Safety and Wellbeing Committees

26. The Faculty Committees will be constituted in accordance with the relevant legislation allowing for adequate consultation between management and Trade Union safety representatives.
27. The Faculty Committees act as the primary means by which the management of health, safety and wellbeing at faculty level is monitored and reviewed. The Faculty Health, Safety and Wellbeing Committees are statutory Committees. The composition of the Committees, frequency of meeting and terms of reference are detailed in [Appendix 4](#).

Campus Facilities and Services HSW Committee

28. The Campus Facilities and Services HSW Committee (“CFSHSWC”) will be constituted in accordance with the relevant legislation allowing for adequate consultation between management and Trade Union safety representatives.
29. CFSHSWC acts as the primary means by which the management of health, safety and wellbeing for users of our campuses are monitored and reviewed. CFSHSWC is a Statutory Committee. The composition of the Committee, frequency of meeting and terms of reference are detailed in [Appendix 5](#).

SLT Portfolio Leadership Team Meetings

30. As often as necessary and at least 3 times per year each SLT Portfolio will include monitoring and review of the management of HSW within their area on the agenda at the start of their Leadership Team Meeting. Trade Union Safety Representatives and relevant specialists, including a representative from the HSW Team, will be invited to attend for this item only. These Leadership Team meetings are not constituted as statutory HSW Committees, and the composition and exact terms of reference will be determined locally.
31. Specifically, the Portfolio Leadership Teams will prepare reports for UHSWC that allow that Committee to monitor and review the operation of the SLT Portfolios with regards to the management of HSW.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Role of Non-statutory HSW Operational Committees / Groups

32. Some areas may choose to establish HSW Operational Committees / Groups to deal with HSW matters locally at an operational level. There is no need for these Committees / Group to be constituted as statutory HSW Committees and the composition of such a Committee, frequency of meeting and terms of reference will be determined locally.

Competency

33. One of the key elements of creating and maintaining a positive health safety, and wellbeing culture is the development of health and safety competency at all levels within the University including Council and the Senior Leadership team. As such, there will be regular HSW updates and briefings for members of Council and the Senior Leadership team.
34. Compliance with the University's HSW Training Policy is required to ensure the identification of training needs, competency, development needs and training objectives e.g. using a training matrix or competency development framework.

Arrangements

35. Operational systems and procedures are contained in the most recent versions of the following categories of documentation:

University Health, Safety and Wellbeing Procedures

36. Where a new or substantially revised University-wide system or procedure is proposed, a draft will be drawn up and consultation with Trade Union safety representatives will be undertaken. Minor revisions to clarify, update or aid with the administration of the above documentation, including this policy, may be made by the Health, Safety and Wellbeing Team. This policy, and linked policies and procedures are available on the [University Policy repository](#).

Local Procedures

37. This includes Faculty / Departmental, school and individual area or section procedures such as codes of practice, guidance notes, local rules, etc.
38. In the case of a new or revised 'local system or procedure' draft documentation must be considered by the relevant statutory health, safety and wellbeing committee before being adopted. Such local procedures must be consistent with organisational policies and procedures. Minor revisions to clarify, update or aid with the administration of the local documentation may be made by the area concerned.

Equality, Diversity and Inclusion

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

39. The University is committed to ensuring equality of opportunity. As such, we will consider the impact of health, safety and wellbeing policies and procedures, and implications for, equality, diversity and inclusion. Further to this, where possible and practicable, the University will ensure that policies and procedures are proactive in this respect.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Appendix 1

Specific Duties of Particular Managers and Role Holders

Chief People Officer

The Chief People Officer is responsible for:

- making arrangements for the provision of professional advice and assistance to the health, safety and wellbeing committees and all persons who have a responsibility for health, safety and wellbeing within the University
- through “*Arrangements for Co-operation*” and “*University Statutory Committee Guidance*” make suitable provision and facilities available for Trade Union health and safety representatives
- encouraging and promoting effective and efficient management of health, safety and wellbeing within all the University's activities.

Chief Strategy and Finance Officer

- The Chief Financial Officer is responsible for ensuring that budgeting structures exist for planned and emergency measures associated with the implementation of the health, safety and wellbeing policy.

Director of Estates Services

The Director of Estates Services is responsible for ensuring that:

- Adequate structural and other fire safety arrangements and precautions are in place
- all central University plant and equipment within the control of the Directorate of Estates Services meets relevant statutory health and safety requirements and is subject to statutory test as required
- Adequate measures are taken to control contractors to prevent risks being created for other users of the premises
- Arrangements are made to provide a comfortable work environment regarding general conditions such as lighting, ventilation, noise, temperature and cleanliness
- Adequate measures are taken to control traffic to minimise risk to all those using the roads and footpaths on the campuses.

Director of Campus Life

- The Director of Campus Life is responsible for managing Residential Services, Sports Services, Student Support Services and commercial and retail spaces. As such this portfolio has a significant contribution to make to the Health, Safety and Wellbeing of staff, students and partners. In particular through the University contracted catering service the Director of Campus Life is responsible for ensuring that food safety is addressed in accordance with University Policy and Procedures.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Director of Student and Graduate Success

- The Director of Student and Graduate Success is responsible for the Employability and Graduate Futures department, the Student Success Centre and the Student Experience and Wellbeing Department and as such has a significant contribution to make to the Health, Safety and Wellbeing of students and staff within their portfolio.
- Through Student Wellbeing they also have particular responsibility for helping to ensure and promote the health, safety and wellbeing of all students at the University.

Procurement Manager

- The Procurement Manager is responsible for ensuring that an effective structure exists for the consideration of health, safety and wellbeing issues in the purchase of articles and substances and that items purchased satisfy the requirements of any applicable regulations or codes of practice.

Heads of Estate Customer Services

- The Heads of Estate Customer Services are responsible for managing the University contracted security and portering. In particular, they will ensure that emergency evacuations, first aid, personal safety and other activities delivered under contract are carried out in accordance with University Policy and Procedures, relevant legislation and associated good practice in order to avoid risks to the health of staff, students and other stakeholders.

Course Directors

- Course Directors are responsible for inducting all new students, ensuring that they are adequately informed of both general health, safety and wellbeing matters and those specific to their course of study.

Module Co-ordinators / Placement Co-ordinators

- Module Co-ordinators and Placement Co-ordinators are responsible for the creation and maintenance of risk assessments pertaining to all practical work, field trips/site visits and placements and for communicating relevant information to students and staff. This should include student health and safety inductions prior to such activities.

Dissertation/Project Supervisor

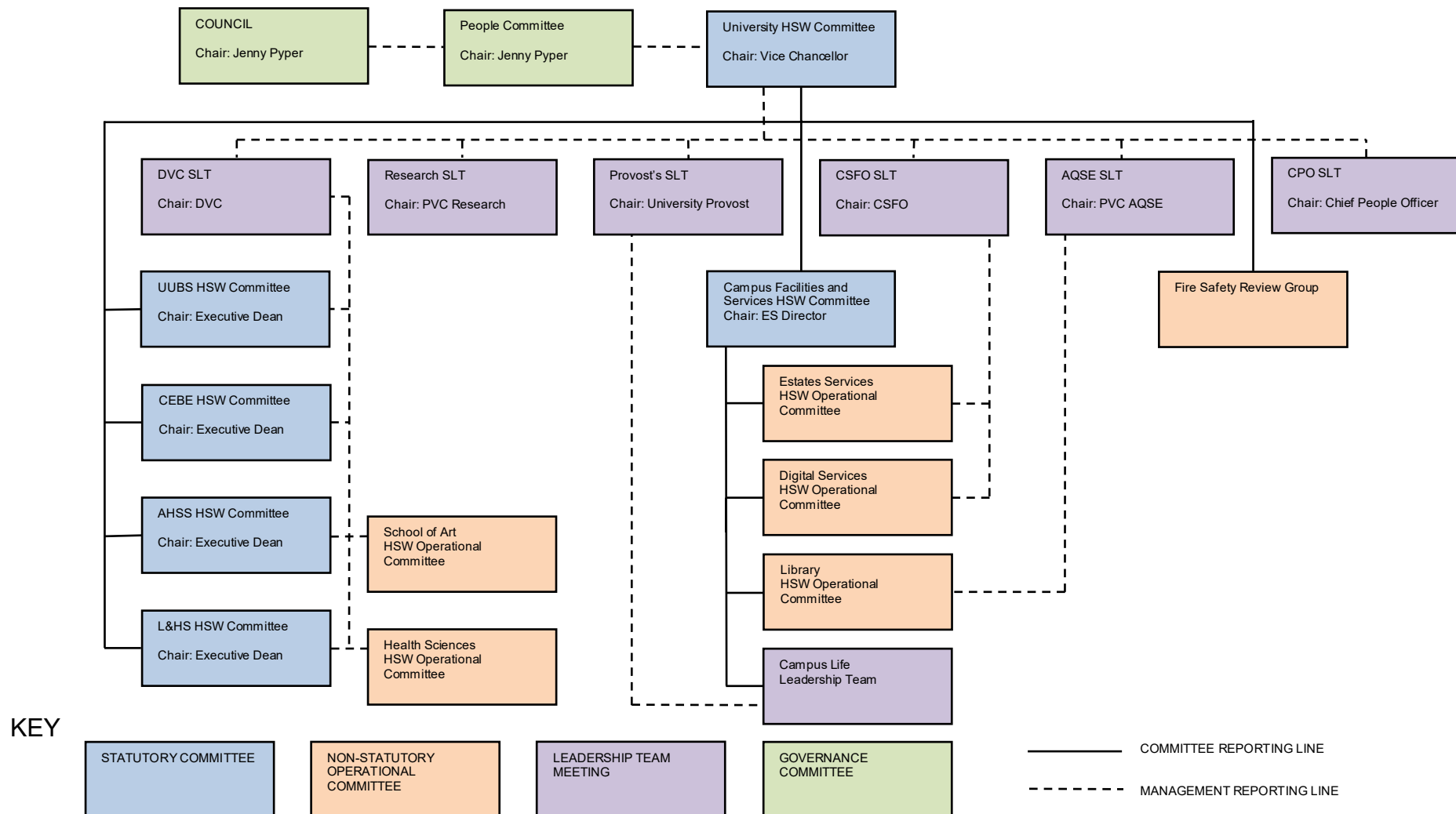
- Where a student is undertaking an individual project, for example, thesis or dissertation, the student will be responsible for completing the risk assessment associated with the activity. It is the responsibility of the project supervisor to ensure that the risk assessment is suitable and sufficient and that it is fully complied with.

As per “Arrangements” above, additional specific HSW arrangements and responsibilities may be set out in health, safety and wellbeing policies and procedures available [here](#).

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Appendix 2

Diagrammatic Overview of Health, Safety and Wellbeing Committee Structures



Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Appendix 3

University Health, Safety and Wellbeing Committee (UHSWC)

The University Health, Safety and Wellbeing Committee (UHSWC) is the highest level health, safety and wellbeing committee in the University.

Membership is from the Vice Chancellor's Executive Group ("VCEG"), the Office of the University Secretary ("OUS") and Trade Union Safety Representatives.

The primary role of the Committee is to ensure the effective management of health, safety and wellbeing ("HSW") throughout the University.

The UHSWC is a Statutory Committee and also provides the means by which the University consults with Trade Union Safety Representatives at a corporate level.

MEMBERSHIP

Composition	Membership
Vice Chancellor	Professor Paul Bartholomew (Chair)
Pro-Vice-Chancellor Research	Professor Liam Maguire
University Provost	Professor Cathy Gormley-Heenan
Deputy Vice-Chancellor	Professor Paul Seawright
Chief People Officer	Damian McAlister
Pro-Vice-Chancellor AQ&SE	Professor Odette Hutchinson
Chief Strategy and Finance Officer	Elaine Hartin
University Secretary	Clare Jamison
UCU Representatives (3 reps)	Dr Linda Moore Dr A O'Beirn Mr David McAree, Mr Norman Hagan
UNITE Representatives (3 reps)	Mr Richard Young, Mr Billy Scampton, Mr A Smith, Mr P Agnew
UNISON Representative (1 rep)	Ms Ellen Tierney / Ms C Bolt / Mrs N Conlon
Co-options (Max 2)	
TBC	TBC
In Attendance	
Health, Safety and Wellbeing	Geoff Gillan
Secretariat	
Health, Safety and Wellbeing	Ashleigh Birkett and TBC

All HSW Committees are encouraged to reflect diversity in the membership as far as possible.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

If a Trade Union Representative is unable to attend a meeting they may nominate a substitute to attend in their place.

UHSWC TERMS OF REFERENCE

UHSWC will be constituted in accordance with the Safety Representatives and Safety Committee Regulations (NI) and the [relevant approved code of practice](#) (“ACoP”) (see Regulation 9 - Safety Committees) allowing for adequate consultation between management and the employee's statutory safety representatives.

In order that members can familiarise themselves with the statutory role of this Committee, a copy of this ACoP will be circulated to all members in advance of the first meeting of the Committee each academic year.

UHSWC will:

- Monitor and review the operation of the SLT Portfolios with regards to the management of HSW.
- Receive reports of HSW performance data, including accidents, incidents and ill-health and make recommendations as appropriate.
- Monitor and review the management of HSW, including fire safety, across the University.
- Develop and approve amendments to the HSW policy and procedures for the improvement of HSW in the University. This includes annual review of the HSW policy.
- Approve and monitor that all HSW policies, plans, KPIs and reports specifically include Wellbeing elements.
- Monitor and review progress against the annual HSW plan for the University.
- Monitor and review reports on HSW performance in the University including a summary of internal HSW ‘HASMAPP’ audits.
- Check that recommendations of internal and external HSW audits and inspections, e.g. insurance providers, trade union safety representatives, regulators and central health and safety staff are implemented as appropriate.
- Provide reports, including an annual report, to Council as required.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

- Including through discussion at the committee, promote co-operation and involvement of stakeholders, including key delivery partners, the Trade Unions and others, to share best practice and ensure HSW.
- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.
- Ensure that arrangements are in place to celebrate HSW successes, including in Portfolio and Faculty Reports, and communicating these as appropriate.

Frequency of meetings and Quoracy

UHSWC meets **as often as is necessary** and at least **three times per year**, normally in November, March and June.

Meetings will be scheduled for a full year in advance and circulated to all members at the earliest opportunity. Meetings will not be cancelled or postponed except in very exceptional circumstances. Where postponement is absolutely necessary an agreed date for the next meeting will be made and announced as soon as possible.

A minimum of 3 management and 3 Trade Union members are required for the meeting to be quorate.

Meetings will be held at in person (from 11:30am to 2:30pm where possible), will include lunch and the intention is to hold one on each main campus per year.

Amendments to the Membership and Terms of Reference of the Committee may be made by the Committee 'in-year'.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Appendix 4

Faculty Health, Safety and Wellbeing Committees

The Faculty Committees will be constituted in accordance with the relevant legislation allowing for adequate consultation between management and Trade Union safety representatives.

The Faculty Committees act as the primary means by which the management of health, safety and wellbeing at faculty level is monitored and reviewed. The Faculty Health, Safety and Wellbeing Committees are statutory Committees. The composition of the Committees, frequency of meeting and terms of reference are detailed below

Composition

The faculty statutory committees will be constituted in accordance with the relevant legislation allowing for adequate consultation between Management and Trade Union safety representatives.

Members

MANAGEMENT

Each committee will be chaired by the Executive Dean of the relevant Faculty and comprise:

Heads of relevant schools
Director of Faculty Operations
Technical Services Manager / Co-ordinator
Associate Dean (Research)

TRADE UNION

Statutory safety representatives from UCU, Unite, the Students Union and Unison. The trade unions from within the Faculty must be offered at least the same number of places on the committee as members in the above category.

OTHERS

Relevant specialists;
A school health and safety co-ordinator if appointed, or if not, other appointed school representatives; and

A representative from Health, Safety and Wellbeing team

Representative(s) from Estates will be in attendance by request.

(b) Meetings of the Faculty Statutory Committees

The committees meet as often as is necessary and at least twice per year and are serviced from within the Faculty.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

(c) **Terms of Reference**

- To monitor and review the day-to-day implementation of the health, safety and wellbeing policy and procedures within the Faculty
- To deal with unresolved health, safety and wellbeing issues within their remit
- Develop, monitor and review progress against the annual health, safety and wellbeing plan for the Faculty that aligns with and reflects the University Health, Safety and Wellbeing Plan
- Develop, monitor and review quarterly Faculty KPIs for health, safety and wellbeing that align with and reflect the University KPIs
- Ensure that all Health, Safety and Wellbeing policies, plans, KPIs and reports specifically include Wellbeing elements
- To consider reports from enforcing authorities, the Trade Unions and others and other data from internal inspections, audits, surveillance, monitoring, accidents, incidents and dangerous occurrences relating to the Faculty
- To monitor and review the effectiveness of health, safety and wellbeing training within their areas, and to make appropriate recommendations to Health, Safety and Wellbeing Services and Staff Development
- To report to the University Health, Safety and Wellbeing Committee for the purposes of monitoring the management of health, safety and wellbeing within their areas and to make recommendations regarding changes in health, safety and wellbeing policy or procedures, as appropriate
- To receive the school annual reports on health, safety and wellbeing
- To consider suggestions, recommendations or complaints relating to health, safety and wellbeing from staff, students or their representatives and recommend appropriate action
- Where any Health, Safety and Wellbeing Committees and other sub-Committees exist they will report to the Faculty Committee and coordinate meetings so that they feed into the Faculty Committee on a timely basis
- To consider recommendations of internal health, safety and wellbeing audits, and inspections and audit reports from internal and external stakeholders, e.g. insurance providers, trade union safety representatives, regulators and central health and safety staff and, where appropriate, check that these are implemented.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

Appendix 5

Campus Facilities and Services HSW Committee

The Campus Facilities and Services HSW Committee (CFSHSWC) will be constituted in accordance with the relevant legislation allowing for adequate consultation between management and Trade Union safety representatives.

CFSHSWC acts as the primary means by which the management of health, safety and wellbeing for users of our campuses are monitored and reviewed. CFSHSWC is a Statutory Committee. The composition of the Committee, frequency of meeting and terms of reference are detailed below

Composition

CFSHSWC will be constituted in accordance with the relevant legislation allowing for adequate consultation between Management and Trade Union safety representatives.

Members

MANAGEMENT

Each committee will be chaired by the Director of Estates Services and comprise:

Director of Campus Life
Chief Digital and Information Officer
University Librarian and Deputy Chief Digital and Information Officer
Heads of relevant Departments
Other Faculty and Departmental Representatives

TRADE UNION

Statutory safety representatives from UCU, Unite, the Student Union and Unison. The trade unions must be offered at least the same number of places on the committee as members in the above category.

OTHERS

Relevant specialists
A representative from Health, Safety and Wellbeing team

(b) Meetings of the CFSHSWC

The committee will meet as often as is necessary and at least three times per year and are serviced from within Estates Services.

(c) Terms of Reference

- To monitor and review the day-to-day implementation of the health, safety and wellbeing policy and procedures within campus facilities and services areas across the University.
- To deal with unresolved health, safety and wellbeing issues within their remit

Ref	HSW	Last Edit	22 Sep 2025
HSW	v 4.5	Council Approval	TBC

- Develop, monitor and review progress against the annual health, safety and wellbeing plan for campus facilities and services areas that align with and reflects the University Health, Safety and Wellbeing Plan
- Develop, monitor and review quarterly KPIs for health, safety and wellbeing that align with and reflect the University KPIs
- Ensure that all Health, Safety and Wellbeing policies, plans, KPIs and reports specifically include Wellbeing elements
- To consider reports from enforcing authorities, the Trade Unions and others and other data from internal inspections, audits, surveillance, monitoring, accidents, incidents and dangerous occurrences relating to campus facilities and services areas.
- To monitor and review the effectiveness of health, safety and wellbeing training within their areas
- To report to UHSWC for the purposes of monitoring the management of health, safety and wellbeing within their areas and to make recommendations regarding changes in health, safety and wellbeing policy or procedures, as appropriate
- To consider suggestions, recommendations or complaints relating to health, safety and wellbeing from staff, students or their representatives and recommend appropriate action
- Where any Health, Safety and Wellbeing Committees and other sub-Committees exist they will report to CFSHWC and coordinate meetings so that they feed into the CFSHWC on a timely basis
- To consider recommendations of internal health, safety and wellbeing audits, and inspections and audit reports from internal and external stakeholders, e.g. insurance providers, trade union safety representatives, regulators and central health and safety staff and, where appropriate, check that these are implemented.
- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.