

HEALTH, SAFETY AND WELLBEING POLICY

1 Purpose and Scope of the Policy

1.1 Introduction and Purpose

This policy has been produced to enable University of East London to comply with its legal duties and responsibilities under the Health and Safety at Work etc Act 1974 and relevant statutory provisions. It also provides notice of our corporate responsibilities for all health, safety and wellbeing (HSW) matters and provides an overview of management and governance arrangements of all aspects of Health, Safety and Wellbeing including student wellbeing, mental health, wellness and safeguarding.

1.2 Scope

The policy adheres to the University's health and safety management system, which are the principles of the Health and Safety Executive's (HSE) Managing for Health and Safety (HSG65), the Universities Safety and Health Association (USHA) Leadership and Management of Health and Safety for Higher Education Institutions guidance and USHA Health and Safety Management Profile (HASMAP). This provides a framework for the University of East London to support its Vision 2028, People Strategy and Health Gain Strategy that thereby provides assurance to the Board of Governors.

1.3 Key Information

This policy is divided into three parts which are:

- **Statement of Intent:** which provides the policy and general direction for the management and governance of HSW within University of East London;
- **Organisation:** which sets out how this part of the policy is organised within University of East London and defines responsibilities and accountabilities for all staff (including line management), students and others (in the University's undertakings);
- **Arrangements:** which sets out the arrangements in place to achieve the HSW objectives of this policy.

1.4 Who to Contact about this Policy



This is owned by the Director of Health, Safety and Wellbeing. Any enquires about this policy should be directed to the Director of Health, Safety and Wellbeing: safetyhub@uel.ac.uk

2 Statement of Intent

- 2.1 It is the policy of University of East London to ensure, so far as reasonably practicable, the health, safety and wellbeing of all staff, students and others who may be affected by the undertakings of the University. Therefore, to ensure legal (duty of care), moral and financial compliance, a safe and healthy working environment is essential for nurturing a first-rate experience, excellence, thriving research culture and the wellbeing of the University staff, students and others. This is also aligned to University of East London's Vision 2028 cross cutting institutional priorities that states health gain is a precondition for learning gain.
- 2.2 The objectives of this policy will be delivered through the implementation of a University Health, Safety and Wellbeing Strategic Action Plan. This plan will set out the direction for health, safety and wellbeing management in the University and will be aligned to this policy. It is a live document and will be presented at each University Health, Safety and Wellbeing Board and will be included in all health, safety and wellbeing governance processes. The Plan will also be aligned with the University's Health Gain Strategy and its responsibilities relating to student wellbeing and mental health as set out in Office for Students, Department for Education and Officer for Standards in Education regulations and expectations and also sector guidance, Charter Marks and Frameworks.
- 2.3 University of East London is committed to:
- Continuous improvement in health, safety and wellbeing management and performance leading to standards beyond legal minimum requirements that may match or lead in best practice nationally.
 - The development of appropriate local health and safety organisational structures which provides direction for senior managers to lead and encourage a positive health, safety and wellbeing culture. This additionally secures the full participation of all members of the University and supports the management of risk.
 - Ensuring that health, safety and wellbeing is integrated into every aspect of the University's business to align and complement University of East London Health, Safety and Wellbeing Strategic Action Plan.
 - The systematic identification, assessment and control of risks to achieve an effective approach to the prevention of injury, ill-health and loss arising from the activities of the University.
 - Ensuring that managers, staff, students and others are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues, through the provision of appropriate resources, supervision, information, instruction and training. This includes the provision of access to competent specialist health, safety and wellbeing advice through the Health, Safety and Wellbeing Department and nominated specialist Health, Safety and Wellbeing posts in Schools/Services.
 - The conduct of valued consultation and communication through relevant committees and other fora with recognised Unions, staff, students and others who may share our facilities or activities, where appropriate, on matters concerning health, safety and wellbeing.
 - Creating and maintaining a safe, healthy and supportive environment for our staff, students and others.
- 2.4 University of East London requires all staff, students and others involved in the undertakings of the University to take reasonable care of themselves and others who may be affected by their acts and omissions, and to co-operate with the University in the achievement of this policy's objectives. Moreover, they are encouraged to contribute to the continuous improvement of health, safety and wellbeing standards. This also applies to all areas owned or leased by or otherwise under the control of the University.



2.5 The Vice-Chancellor and President and Board of Governors jointly commit to ensuring that this statement is complied with.

Signed:	Vice-Chancellor & President  Professor Amanda Broderick	Signed:	Chair of Board of Governors  John Garwood
Date:	08/04/2024	Date:	

3 Organisation

3.1 This section sets out the HSW structure and general HSW responsibilities of post holders in University of East London. Details of specific responsibilities are given, where necessary, in topic-specific University HSW codes of practice and guidance notes which are further described under the Arrangements section of this policy.

3.2 The HSW Management and School/Service Organisation charts provide a visual summary (see Appendix 1 – University HSW Management Structure and School/Service HSW Management Structure).

3.3 The Board of Governors

The Board of Governors is ultimately responsible for HSW matters within University of East London. It ensures that its decisions reflect University of East London HSW Strategic Action Plan’s objectives, including ensuring that resources for the management of HSW are adequate. The Board of Governors receives regular reports from the University HSW Board, in addition to, an annual report from the Director of Health, Safety and Wellbeing on health, safety and management issues. It has stipulated that all Schools and Services must be committed to achieving utter compliance with the requirements of the University’s HSW management system and relevant policies and procedures.

3.4 The Vice-Chancellor and President

The Vice-Chancellor and President is the senior executive lead for HSW to the Board of Governors and is responsible for ensuring that HSW issues are properly addressed by the Board of Governors and throughout the University. The Vice-Chancellor and President is executively responsible for the success of the University’s HSW management system, which includes the implementation of this policy, and ensures that senior managers and other personnel adequately discharge their duties in accordance with this policy. The Vice-Chancellor and President is advised by the Director of People and Culture (University Executive HSW Champion) and Director of Health, Safety and Wellbeing and the University Health, Safety and Wellbeing Board.

3.5 The Director of People and Culture (University Executive Health and Safety (H&S) Champion)

The Director of People and Culture with defined responsibilities as the University Executive H&S Champion, for:

- Supporting the Vice-Chancellor and President in the discharge of their responsibilities by promoting the H&S management system, directing commitment and maintaining a positive H&S culture throughout the University, providing leadership and promoting debate/awareness of H&S issues and risks in senior management discussions;
- Directing the University Executive Board to ensure there are adequate resources to implement this policy;
- Ensuring that members of the University Executive Board direct and support the application of the H&S management system within their respective areas of responsibility;
- Devolving specific H&S duties to managers across the University, as necessary;



- Instructing relevant reviews of H&S processes to make sure they remain effective and in line with legislation and best practice, where appropriate;
- Ensuring the Director of Health, Safety and Wellbeing and other related specialist H&S roles, as required, are appointed;
- Chairing the University Health, Safety and Wellbeing Board.

In this role, the Director of People and Culture will be supported by:
The Director of Health, Safety and Wellbeing.

3.6 **The Chief Student Officer (University Executive Wellbeing Champion)**

The Chief Student Officer with defined responsibilities as the University Executive Wellbeing Champion, for:

- Supporting the Vice-Chancellor and President in the discharge of their responsibilities in relation to student and staff wellbeing, mental health and safeguarding, directing commitment and maintaining a positive student support culture throughout the University, providing leadership and promoting debate/awareness of student and staff wellbeing issues and risks in senior management discussions;
- Ensuring that appropriate resources are in place to provide effective preventative, responsive and postvention wellbeing support for students and staff;
- Instructing regular reviews of student and staff wellbeing processes to make sure they remain effective and in line with regulations and best practice, where appropriate;
- Chairing the Health Gain (Wellbeing) Governance Committee;
- Designated University Safeguarding Officer.

In this role, the Chief Student Officer will be supported by:
The Assistant Chief Operating Officer (Health Gain and Student Experience) and Director of Student Services, Director of Health, Safety and Wellbeing and Associate Director of Employee Experience and Development.

3.7 **Senior Staff of the University**

Senior staff (University Executive Board) are accountable for ensuring that effective local HSW arrangements are in place with the implementation of the HSW management system (which includes and supports this policy), procedures with supporting documentation and ownership of HSW amongst staff, students and others throughout the University. This should be achieved by individual and collective leadership.

The Executive Deans/Deans and Directors (or equivalent), in particular, are additionally responsible for ensuring that:

- An assessment is conducted to determine the level of local HSW assistance (see Appendix 1 – School/Service HSW Management Structure) and local HSW committee requirements (see Appendix 2 – Health, Safety and Wellbeing Committee Structure), which should also consider the local health, safety and wellbeing governance framework that includes departments, for the School/Service. This takes into account the number of staff and students, the type of and variety of locations and the risk profile of the activities undertaken. The determined level of local HSW assistance and local HSW committee requirements, with the defined Terms of Reference, for the School/Service should be endorsed by the University Health, Safety and Wellbeing Board;
- Adequate resources are available to ensure the local management of HSW and to assist in the provision of suitable and sufficient local HSW arrangements, including the formal delegation (in writing) of School/Service key HSW roles (see Appendix 1 – School/Service HSW Management Structure), to enable competent staff to meet their local HSW responsibilities and providing appropriate staff development for each staff member concerned;
- All Executive Deans/Deans to chair their relevant School HSW Committee meetings. Directors (or equivalent) to chair their relevant Service HSW committee meetings. (See Appendix 2 – Health, Safety and Wellbeing Committee Structure) In small Offices placing HSW as a regular standing item on the agenda of an appropriate Office management committee/meeting;
- Necessary information, instruction, training and supervision is provided to their staff, students and others to carry out their responsibilities;



- All management decisions reflect the intentions of this policy;
- All actions and decisions from the University HSW Board and relevant boards are implemented and communicated in their areas of accountability and establishing clear lines of communications for dealing with HSW issues locally and University wide;
- Continuous monitoring and revising of local HSW arrangements which is in line with the HSW management system;
- Personal action or empowering members of staff to act, suspend or stop any activity that is hazardous and not carried out in line with relevant HSW arrangements.

3.8 School/Service Health, Safety and Wellbeing Champion Lead

This role is a manager appointed by the Executive Dean/Dean or Director (or equivalent) to implement effective HSW arrangements (which includes risk management) and provide information on HSW performance in the School/Service. It typically includes:

- Working with the Executive Dean/Dean or Director (or equivalent) to appoint key HSW roles, which will enable competent staff to meet their HSW responsibilities, and provide appropriate staff development for each individual concerned;
- The oversight of HSW within their specified area and ensuring that issues are considered at senior management level, where appropriate;
- The oversight of the consistency of delivery of HSW matters within their area of responsibility and identify and pursue significant issues;
- Evaluating and monitoring HSW communication to validate their effectiveness for the level of risk in the area;
- Co-ordinating allocated resources for the management of HSW;
- HSW risks are assessed and measures to control the risk are in place and reviewed at least annually or when there are relevant changes. Additionally, to ensure the assessment of risks are conducted prior to any work/protocols/events are introduced;
- The induction program for new staff and students includes necessary HSW information (including regular refresher updates through communication and training for existing staff and students);
- Identifying HSW activities/developmental needs during personal development reviews (where appropriate);
- Working with their designated HSW Champions to achieve the above arrangements.

3.9 School/Service Health, Safety and Wellbeing Champions

Health, Safety and Wellbeing Champions are appointed by the Health, Safety and Wellbeing Champion Lead and allocated Health, Safety and Wellbeing Business Partner to assist them in HSW matters. They are accountable to the HSW Champion Lead for local HSW activities. Typically, they co-ordinate and advise on:

- Risk assessment of academic, research and support activities;
- Drawing up local codes of practice on conjunction with the HSW Champion Lead;
- HSW that is centrally and locally deemed specialist or outside of central training;
- Keeping of appropriate records.

3.10 Associate Directors of Service/Heads of Service/Heads of Department

The Associate Directors of Service/Heads of Service/Heads of Department are responsible for:

- Ensuring that HSW risks are assessed before new work/protocols are introduced;
- Ensuring that identified precautions are costed, implemented and regularly reviewed;
- Ensuring that induction of new staff and students includes necessary HSW information (including regular refreshers for existing staff and students);
- Discussing HSW issues at appropriate staff/student meetings;
- Including HSW activities/developmental needs during staff appraisals (where appropriate);
- Working with the HSW Champion(s) to achieve the above arrangements.

3.11 Designated HSW Posts



The **Director of Health, Safety and Wellbeing** is the University's lead competent person for the management of HSW and is accountable to the Director of People of Culture for ensuring that the University has appropriate HSW professional management and advice on HSW matters and performance and a defined/maintained University HSW management system. This role also acts as the adviser to the Vice-Chancellor and President or representatives, on HSW matters, including relevant new health and safety legislation. In addition, the Director of Health, Safety and Wellbeing and their staff (Health, Safety and Wellbeing Business Partners (x3), Health, Safety and Fire Lead (x1), Health, Safety and Wellbeing Co-ordinator (x1) and HSW Administrator (x1) are responsible for:

- Providing advice on strategic and operational HSW issues and developing and recommending policies, procedures and compliance strategies in line with best practice to ensure that the University complies with its obligations under health and safety legislation;
- Supporting the University in the development of the University HSW Strategic Action Plan to address/mitigate significant risks which will be approved by the University Health, Safety and Wellbeing Board;
- Reviewing and updating arrangements for implementing this policy including monitoring compliance;
- Providing professional advice and support to Health, Safety and Wellbeing Champions and other HSW posts on HSW matters and performance, such as on the development of risk assessments and workplace inspections;
- In consultation, establishing training programs, facilitating improvements and auditing performance in Schools and Services;
- Supporting the professional development of staff with HSW accountability;
- Establishing networks and forums for exchange of good practice and collaborating with Estates and Facilities Service and other professionals;
- Managing the University's fire safety arrangements. The Health, Safety and Fire Lead supports the Director of Health, Safety and Wellbeing in the provision of university specific fire safety information and best practice guidance to staff, students and others. Full responsibilities on fire safety management can be found in the University Fire Safety Policy and Procedures;
- Administering the accident reporting system and reviewing its data for measuring performance and identifying trends and investigating significant accidents and reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) on behalf of the University;
- Seeking the involvement and co-operation of other professionals/specialists within or outside the University in the examination of general or specific problems relating to health, safety and wellbeing;
- Liaising with and being the University's point of contact with the Health and Safety Executive (HSE) and other relevant organisations on HSW matters;
- Reporting to the University Health, Safety and Wellbeing Board as an ex-officio member.
- The Director of Health, Safety and Wellbeing will prepare the annual HSW report, in conjunction with the Director of People and Culture, each June to Board of Governors, via HSW governance arrangements, covering HSW and fire safety performance and assurances from Schools/Services. The objective of the report is to identify those areas where improvements have been made, where significant hazards are being controlled or areas that are in need of consideration.

The **Biohazard Protection Advisor** is appointed by the Dean of Health, Sport and Bioscience and is responsible for advising the Vice-Chancellor and President and the Director of People and Culture on matters of biological safety, including genetic modification. The Biohazard Protection Advisor chairs the Biohazards Committee, defines its Terms of Reference that should be endorsed by the University Health, Safety and Wellbeing Board, and gives an annual report in June to the University Health, Safety and Wellbeing Board. Related topics include:

- **Biological Safety/Genetically Modified Materials**
- **Control of Substance Hazardous to Health (COSHH)**

The above arrangements include detailed responsibilities of the Biohazard Protection Adviser.

Occupational Health Service is an outsourced service and is responsible for:



- Advising management and employees on all matters relating to the effects of health on work and work on health;
- Reporting to the Director of Health, Safety and Wellbeing and working closely with senior management and the People and Culture Service for employment health assessments, staff wellbeing, fitness to return to work and ill-health retirement and with Schools/Services for involvement in individual arrangements;
- Promoting staff wellbeing and prevention of illnesses and injuries arising from work activity.

The University's Occupational Health Service provides an annual report in June to the University Health, Safety and Wellbeing Board. Related topics:

- **Occupational Health Service**

The University has a variety of hazardous activities, equipment and materials on which the HSE has issued specific legislation. Such hazards are for example, display screen equipment (DSE), radiation, lasers, fire safety and first aid. To ensure that these risks are minimised and relevant legislation is complied with, other HSW specialist roles will be defined and deemed based on critical assessment of risks and appointed by the relevant Dean/Director with the support of Health, Safety and Wellbeing Champion Lead(s) and Health, Safety and Wellbeing Business Partners.

3.12 **Individuals**

All **staff** are required by law, and in this policy, to:

- Take care that their actions while at work do not put themselves or other people at risk;
- Co-operate with management to enable the University to fulfil its statutory duties by complying with all legal requirements of this policy and arrangements and practices;
- Co-operate with the University in respect to any duty imposed on the University or staff by any HSW provision;
- Immediately report all accidents, hazardous conditions, dangerous occurrences or near misses and any inadequacies in any safety procedures to their Health, Safety and Wellbeing Champion and by co-operating with any subsequent investigation with the objective of learning lessons and prevention of a recurrence;
- Undertake any necessary training, as directed by their line manager, to enable them to carry out their work without risk to HSW;
- Use equipment, chemicals, etc., provided, in accordance with training and instruction given;
- Be familiar with procedures for emergency evacuation of the building where they work;
- Report any faults or shortcomings in arrangements for HSW to their manager or Health, Safety and Wellbeing Champion.

Students while on the University premises or on field trips, or representing the University in competitions, events and other external activities, have similar responsibilities to staff in this policy. Students must:

- Take care that their actions do not put themselves or other people at risk;
- Follow HSW instructions/rules and any relevant student policies and procedures;
- Report any faults or shortcomings in HSW arrangements to their academic advisor or course leader;
- Report any wellbeing or safeguarding concerns to Student Services.

3.13 **Contractors**

The term Contractors will include agency staff and consultants. Contractors are required to comply with the **University's Code of Practice for Appointment and Control of Contractors**.

The University requires that contractors ensure their activities will not endanger University staff, students or others.

All contractors will be required to:

- Comply with this policy and arrangements and procedures, as applicable to their operations;
- Comply with the Estates and Facilities Services for all physical and alterations work to all University Campus buildings and/or land;
- Comply with the HSW conditions specified in the contract and with all statutory requirements;



- Employ persons competent to carry out their duties without risk to the HSW of themselves and others.
- Contractors must treat the University's arrangements and procedures as minimum standards to adhere to and they will be expected to follow appropriate industry guidance and best practice at all times. Failure to comply could prejudice awarding of future contracts by the University.

University staff that appoint contractors are responsible for managing their relevant contractors who provide services and/or work in premises occupied by or on behalf of the University. See **Contractors** for full arrangements.

3.14 **Visitors**

All visitors to the University are required to follow HSW instructions given to them.

3.15 **Students' Union**

University of East London Students' Union are separate employers and are required as such to have their own HSW policy. Information and advice provided to the University is also available to Student Union Officers to help them develop and review their own policy, as set out in the Memorandum of Understanding between the University of East London and the University of East London Students' Union. Oversight of HSW arrangements is provided by the Joint University & Students' Union Performance and Assurance Group.

3.16 **Trades Union Safety Representatives**

Functions of appointed Safety Representatives are set out in the Safety Representatives and Safety Committee Regulations, as amended by the Management of Health and Safety at Work Regulations. The University staff are currently represented by UCU, Unison and Unite Trade Unions trained Safety Representatives. These represented roles in particular will:

- Represent their members in matters of HSW;
- Undergo HSW training to fulfil their duties;
- Participate and attend relevant university HSW committees with significant HSW risk escalations and meetings and relevant other forums as required.

3.17 **Health, Safety and Wellbeing Committees**

To support the formal consultation arrangements in place, sub-committees have been established throughout the University to raise and discuss health, safety and wellbeing issues affecting all members of staff, students and others. Where relevant, this should include a local Health, Safety and Wellbeing Action Plan and Health, Safety and Wellbeing Risk Register as a standing item. Each of these sub-committees will have their own terms of reference, which should be developed locally and endorsed, by the University HSW Board. Depending on the requirements for each sub-committee, relevant topic(s)/issue(s) working groups should be established reporting to the related committee. There are clear escalation routes in place culminating with the University Health, Safety and Wellbeing Board which meets four times a year looking at cross cutting health, safety and wellbeing risks with authority to set direction and make decisions with assurances, via the University Executive Board, escalations of HSW risk/performance to the Audit and Risk Committee and then to the Board of Governors. See Appendix 2 - HSW Committee Structure chart and University Health, Safety and Wellbeing Board Terms of Reference.

4 **Arrangements**

- 4.1 University HSW Codes of Practice, which are typically accompanied with guidance, set out the arrangements in place to achieve the HSW objectives in this Policy. These documents are drawn up in consultation with relevant Schools and Services, taking account of legal requirements and Higher Education sector good practice. They are approved by the Consultative Campuses HSW Committee and are reviewed at least annually, as part of the review of this policy, and as necessitated by changes to legislation and best practice or identified shortcomings.



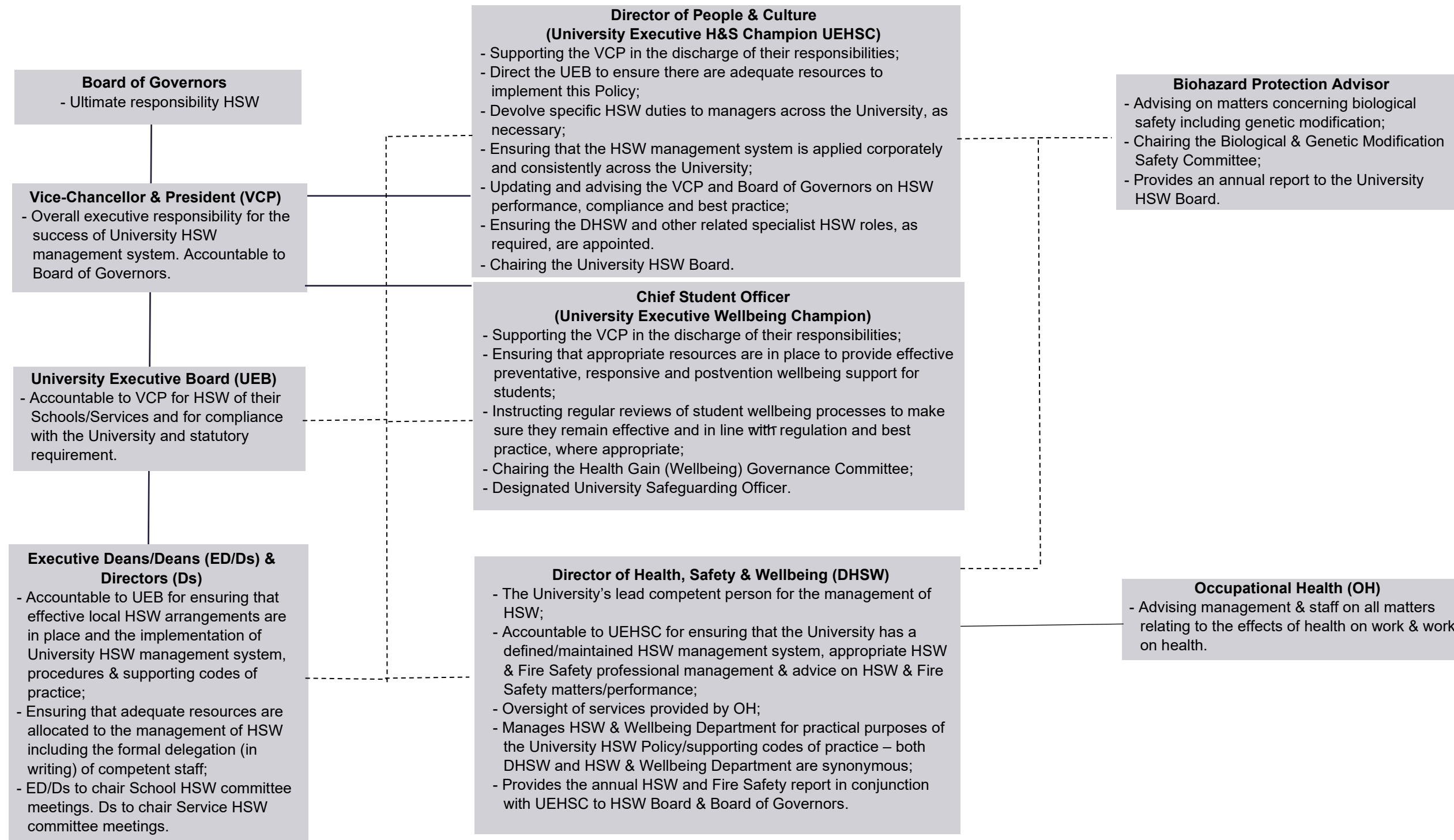
- 4.2 University HSW Codes of Practice are topic specific and include detailed responsibilities and arrangements expected for the HSW management of that topic. Schools and Services are expected to draw on these University Codes when carrying out risk assessments of their activities and drawing up local codes of practice setting out their detailed day to day arrangements for the work.
- 4.3 It is the policy of the University to ensure that the risks arising from the use of lasers, devices that produce artificial optical radiation, radiation (ionising and non-ionising) are reduced to a negligible level as far as reasonably practicable. Where the risks are defined to be low there should be a prescriptive set of environmental and safety regulations being adhered to at local levels with local codes of practice being in place. All changes and updates on laser and radiation risk should be reported to the University HSW Board by the relevant School/Service. The University requires that all Class 3R, 3B and 4 lasers are registered, risk assessed and suitable measures to control the risk are implemented.
- 4.4 Regulations, policies and procedures relating to student wellbeing mental health, conduct and support are approved by Academic Board and reported to the University HSW Board.

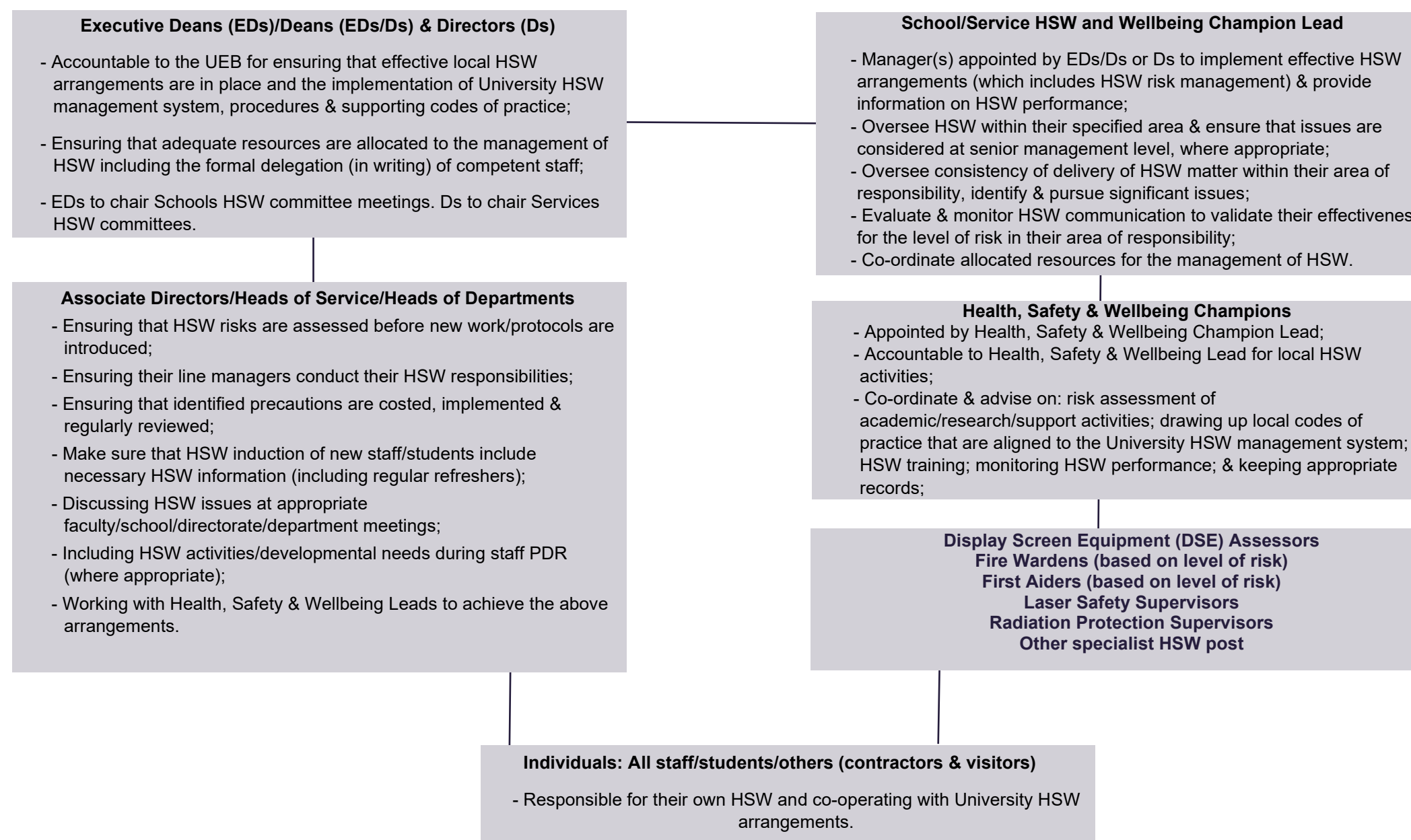
5 Review, Approval and Publication

- 5.1 This policy will be monitored and reviewed by the Director of Health, Safety and Wellbeing on a yearly basis with an official update/review on a three yearly basis on consultation with the University HSW Board. Effectiveness will be measured by monthly quantitative statistical analysis which is governed by the University HSW Board. The University HSW Board and Board of Governors will ultimately be responsible for approval of this Policy.
- 5.2 This policy and its arrangements which provides support and signposting of services can be found on the [health, safety and wellbeing](#) pages on University of East London Staff Intranet.

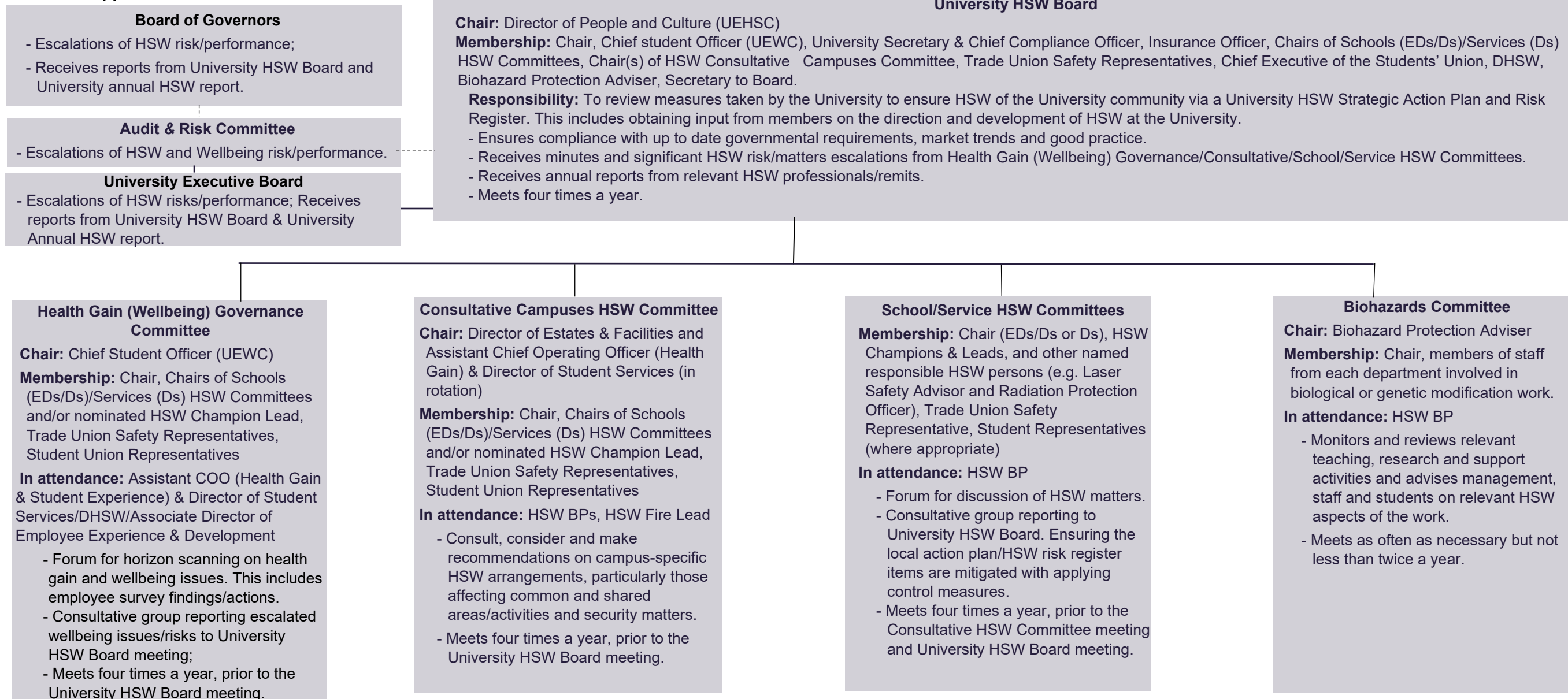
6. Appendices

Appendix 1: University HSW Management Structure



Schools/Services HSW Management Structure


Appendix 2: HSW Committees Structure



University Health, Safety and Wellbeing Board:

Terms of Reference 2024/25

Scope: The University Health, Safety and Wellbeing Board is the University-wide strategy committee responsible for setting directional policy to be implemented by its sub-committees. University of East London created this committee to discharge its legal obligations under the Health and Safety at Work etc Act 1974 and other relevant statutory regulations that is underpinned by these Acts.

Terms of Reference

- The objective of the University Health, Safety and Wellbeing Board is to support the Vice-Chancellor and President's and Board of Governors' duty, via the University Executive Board, to support University of East London's [Vision 2028](#) and People Strategy.
- It will do this by setting up, developing, maintaining and reviewing University-wide safety management measures that are intended to protect the health, safety and wellbeing of its staff while at work, and those who are affected by its activities. It will be the means by which the University Management, Staff and Student Representatives consult on all aspects of health and safety management in University of East London.
- The central duty of the Board is to develop and maintain an effective health, safety and wellbeing management system, to monitor occupational health, safety and wellbeing policies and arrangements (University Codes of Practice) and to develop such policies, when required. This will be done by:
 - Advising Senior Staff on matters of the University health, safety and wellbeing policy, performance and management;
 - Identifying, setting and measuring occupational health, safety and wellbeing objectives and standards;
 - Monitoring accident rates, occupational health issues (safety related) and other active and reactive performance measures;
 - Advising on health, safety and wellbeing training and its effectiveness;
 - Identifying and developing the means of communicating University-wide health, safety and wellbeing information and measuring the adequacy of that communication;
 - Considering representations on relevant and significant health, safety and wellbeing issues from the sub-committees, where these have not been resolved locally;
 - Considering relevant and significant health, safety and wellbeing issues that have a university-wide impact;
 - Receiving reports, and an annual report for this Board and for Board of Governors each June, from relevant/specialised health and safety professionals;
 - Receiving (internal and external) health, safety and wellbeing audit reports and considering findings;
 - Considering reports from the Health and Safety Executive, Fire Enforcement, USHA and other relevant outside bodies;
 - Assisting in the development of University Codes of Practice, which contains safe systems of work, taking note of any changes in relevant health and safety legislation;
 - To steer the sub-committees and endorsing their Terms of Reference which will be reviewed annually;
 - Establishing working groups, as necessary, to deal with specific matters and to receive reports from these groups.

Items: Will usually be presented as written papers to be provided to the Board secretary by 5pm on the Wednesday prior to the meeting. Protected items will be confidential to the Board, whereas items that are not marked as restricted may be disseminated where appropriate/necessary.

Membership, powers and procedures:

Constitution

- Director of People and Culture (Chair & University Executive Health and Safety Champion)
- Chief Student Officer (University Executive Wellbeing Champion)
- Chairs of Schools (Executive Deans/Deans)/Services (with substantive Health and Safety responsibilities) Health, Safety and Wellbeing Committees
- Chair(s) of Consultative Campuses Health, Safety and Wellbeing Committee (Director of Estates and Facilities and Acting Chief Operating Officer (Health and Gain)
- University Secretary and Chief Compliance Officer
- Insurance Officer
- Trade Union Safety Representatives
- Chief Executive of the Students' Union
- Director of Health, Safety and Wellbeing & HSW Department Business Partners
- Biological Safety Adviser

Secretariat

Health, Safety and Wellbeing Co-ordinator will be the Secretary of the Board.

Quorum, observers and additional attendees:

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting.

Deputies and substitutions are not normally permitted except in exceptional circumstances and by prior agreement from the Chair.

There will usually be one and no more than two observers at each meeting, typically new senior members of staff.

There will not usually be additional attendees. Any additional attendees require a clear rationale for attendance and will be approved at the discretion of the Chair.

Standing Items:

Minutes of previous meeting and committee actions arising (Chair)

Key escalations of local HSW Risk Registers/Action Plans (Chairs of Schools (Executive Deans/Deans)/Services)

University HSW Strategic Action Plan/Risk Register (Director of HSW)

HSW data report including training (HSW Department BPs)

HSW claims update (Office of Compliance, Governance and Legal Services)

Trade Unions Report

Principle Management Information needs

Board minutes of previous meeting and actions arising (Chair)

University Health, Safety and Wellbeing Strategic Action Plan and Risk Register (Director of Health, Safety and Wellbeing)

Sub-Committees minutes and local health and safety risk register (reporting key/significant health and safety updates (risk/issues escalations)) (Chairs for each sub-committee)

Health, Safety and Wellbeing including Fire Safety, performance data – to include accident data and other active and reactive performance data (Director of Health, Safety and Wellbeing)

Health, Safety and Wellbeing, including Fire Safety, Training update (Director of Health, Safety and Wellbeing)

Occupational Health (report via Director of Health, Safety and Wellbeing)/Biological Safety Adviser update.

Trade Union and Student Union key/significant health and safety updates (Each designated TU and SU rep)

Reporting procedures

The Chair of the Board shall approve the minutes of each meeting and decide which items in the minutes are open and closed.

All members of the Board will receive minutes and actions of each meeting within 10 working days.

Responsibility for applying an exemption is primarily with the 'Originator' of the agenda item/paper. However, during the course of a meeting, if an item is deemed to be 'closed' the responsibility can fall to both the 'Originator' and Chair to inform the Secretary.

All members should ensure when they submit papers to use the appropriate marking in line with the protective marking scheme.

The Chair of the Board will make available its Terms of Reference on University of East London Staff Intranet explaining clearly its role and the authority delegated to it by University of East London.

Frequency of meetings

The Board shall meet four times a year and at such other time the Chair of the Board shall require.