

LASE Health, Safety and Wellbeing Committee

1. Constitution

- 1.1. The Vice Chancellor has established a committee known as the Health, Safety and Wellbeing Committee (HSWC), which reports to the Regulatory and Compliance Board (RCB). HSWC has the following sub-committees: local Health, Safety and Wellbeing Committees in each College and Professional Services Directorate.

2. Scope

- 2.1. Health, Safety and Wellbeing Committee is responsible for ensuring the health, safety and wellbeing of all staff and students in accordance with all relevant legislation and regulation;
- 2.2. HSWC operates as the University Group's Health and Safety Committee, providing a forum for consultation with students and staff. It is a legal requirement to have such a committee. HSWC is responsible for the development and implementation of the University Group's Health and Safety and Wellbeing strategic action plan(s). It is assisted in this by College and Directorate Health, Safety and Wellbeing Committees which provide for local consultation;
- 2.3. HSWC reviews and develops regulations, policies and procedures related to health, safety and wellbeing.

3. Membership

- 3.1. The membership shall be as follows:

Ex Officio

Management representatives

- Group University Secretary (Chair)
- Group Chief Estate and Facilities Officer or nominee
- Group Chief People Officer or nominee
- Group Chief Student Officer or nominee
- Chairs of College and Directorate local Health, Safety and Wellbeing Committees

Staff representatives

- Trade Union Safety Representatives (two per union, one from the University of Greenwich and one from the University of Kent)

- 3.2. For the Health, Safety and Wellbeing Committee, the quorum is one third of the current membership.

4. Attendance at Meetings

- 4.1. The following shall attend meetings but are not voting members:
 - Associate Director of Health and Safety Services (Greenwich)
 - Head of Health, Safety and Environmental Sustainability (Kent)
 - CEO of LASE University Group Students' Union
 - Representatives of University of Greenwich International College (UGIC) and University of Kent International College (UKIC)

- Representative of Kent and Medway Medical School
- 4.2. At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Frequency and Format of Meetings

- 5.1. The Health, Safety and Wellbeing Committee will normally meet four times (quarterly) in an academic year. The Chair may call additional meetings if necessary.
- 5.2. Meetings will be held either in-person, via electronic means (e.g. online) or via a hybrid format, as determined by the Chair. The Committee may also decide matters by email circulation. In between meetings of the Committee, the Chair of the Committee is empowered to decide matters falling within the Committee's remit by chair's action; matters decided by chairs action shall be reported to the next meeting of the Committee.

6. Delegated Authority

Under the University Group's Executive Delegation Framework, the Committee is authorised by the Vice-Chancellor to approve:

- 6.1. Regulations, policies, procedures and good practice relating to Health and Safety and Wellbeing. Ensure adherence to legal and regulatory requirements and best practice;
- 6.2. Plans to implement the University Group's strategies and ensure compliance with legal and regulatory requirements in the areas within the Committee's remit;
- 6.3. Review the University Group's Health and Safety risk register regularly. Develop and approve action plans to take advantage of opportunities, mitigate risk and improve performance, escalating risks to Regulatory and Compliance Board where appropriate; and
- 6.4. Establish working groups to be overseen by the Committee and approve their membership and terms of reference.

7. Other Duties

The other duties of the Committee shall be to:

- 7.1. Develop and review the University Group's strategic action plan(s) related to Health and Safety and Wellbeing for approval by the Regulatory and Compliance Board and Vice-Chancellor's Executive (VCE);
- 7.2. Develop KPIs to ensure compliance with legal and regulatory requirements in the areas of Health and Safety and Wellbeing for approval by the Regulatory and Compliance Board and VCE;
- 7.3. Monitor progress in implementing the University's Group's strategic action plans related to Health and Safety and Wellbeing including performance against Health and Safety and Wellbeing KPIs;
- 7.4. Monitor the effectiveness of the University Group's arrangements for Health and Safety and Wellbeing;

- 7.5. Review reports and statistics on work-related accidents, fires and other incidents, hazardous occurrences, sickness absence and ill health (including stress), and ensure corrective action is undertaken and consider implications for strategy, policy or practice;
- 7.6. Ensure there are regular audits and inspections of Health and Safety and oversee the Health and Safety auditing programme. Consider reports of audits, inspections and risk assessments. Where there are recommendations ensure that action is taken;
- 7.7. Regularly review the University Group Health and Safety risk register and College and Directorate Health and Safety risk registers, including thematic reviews;
- 7.8. Review the adequacy the University Group's provision of first aiders, fire wardens, DSE assessors and 'responsible persons' (e.g., laser safety, radiation protection, legionella, asbestos, Building Safety Act, Martyn's Law) at least annually;
- 7.9. Consider the effectiveness and takeup of Health and Safety and Wellbeing training. Make recommendations on training to Regulatory and Compliance Board;
- 7.10. Recommend the annual report on Health and Safety to Regulatory and Compliance Board, VCE, the Audit and Risk Committee and the Board of Governors;
- 7.11. Consider reports and correspondence from the University Group's Health and Safety and Wellbeing teams, outside agencies and enforcing authorities;
- 7.12. Oversee the achievement and renewal of any relevant external accreditations (e.g. University Mental Health Charter). Consider the outcomes of any internal and external reviews or audits to continually improve performance;
- 7.13. Consider reports, recommendations and issues raised by College and Directorate Health, Safety and Wellbeing Committees;
- 7.14. Review new legislative requirements and regulations in the areas within the Committee's remit, assess their implications and where necessary consider changes to or new policies and procedures;
- 7.15. Regularly scan the HE sector and other organisations for best practice and innovation in areas within the Committee's remit which are worth considering for implementation. Provide a forum for sharing information and good practice;
- 7.16. Oversee any working groups established by the Committee and ensure their effectiveness;
- 7.17. Have particular regard to the importance of freedom of speech and academic freedom in the Committee's business, acting in accordance with the commitments in the University Group's Freedom of Speech Code(s) of Practice.

8. Reporting Procedures

8.1. The Health, Safety and Wellbeing Committee reports as follows:

- Frequently: through provision of the minutes of each meeting to the next meeting of the Regulatory and Compliance Board. Additionally, an oral report (normally by the Chair/Vice-Chair) is delivered (along with other committee reports) as an item on RCB agendas;

- Periodically: via other policies, reports, plans and progress updates which it reviews and/or recommends for approval within the business cycle and its terms of reference;
- Ad hoc: where urgent Group-wide matters require direct escalation to the Regulatory and Compliance Board or Vice-Chancellor's Executive (VCE) for decision or discussion.

9. Secretarial Arrangements

9.1. The meeting will be clerked by the Group's University Secretary or their nominee.

10. Review

10.1. The Committee will review its own effectiveness annually and in greater depth at a minimum of every three years. Reviews may be performed as part of wider governance effectiveness reviews.

10.2. These terms of reference will be reviewed annually to ensure their effectiveness and any amendments recommended to Regulatory and Compliance Board and VCE for approval.

Approved by Vice-Chancellor's Executive: 5 October 2026

Date of next review: October 2027

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