



Swansea
University
Prifysgol
Abertawe

Health, Safety & Resilience
Iechyd, Diogelwch a Gwydnwch

Health, Safety and Resilience and Sustainability Policy

**Part 2: Organisation Document - Governance and Committee Structures
HSR-10100-02a**

University Health, Safety and Resilience Committee – Terms of Reference

Document Control

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Endorsed by	HS&R Committee
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Amendment Record

Revision	Date	Amendment(s)
1.0	Oct 2020	First version.
1.1	March 2021	Minor amendments to reflect Organisational structure changes.
1.2	October 21	Minor Amendments and annual review
1.3	July 2022	Updated in line with the new HS&R committee
1.4	October 2022	Updated following the HS&R Committee comments in July 2022.
1.5	Dec 2022	Minor Amendments
1.6	June 2023	Minor Amendments to attendance list
2.0	October 2024	Review and issue
3.0	July 2025	Review and update to frequency of meeting and minor amendments

1. Scope

This document is part of the Health, Safety, Resilience and Sustainability Policy - Part 2: Organisation Document Roles and Responsibilities (HSA-10100-02) and outlines the governance arrangements for the university Health, Safety and Resilience (HS&R) Committee structure.

This document is written in accordance with university HS&R policy and standards including,

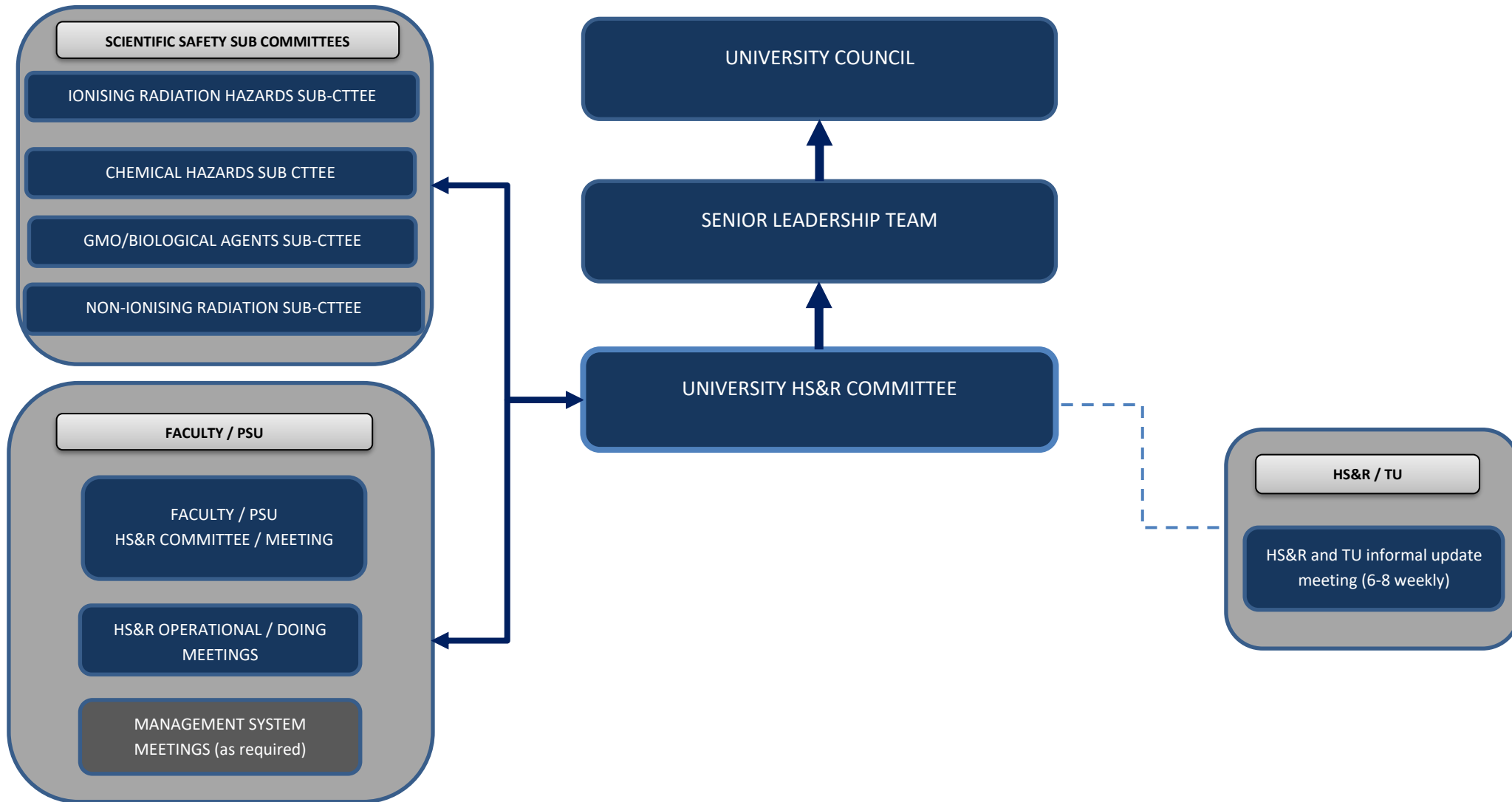
- The Health and Safety Policy - Part 1 (HSA-10100-01)
- The Resilience Policy - Part 1 (HSA-10200-01)
- The Security and Campus Response Policy - Part 1 (HSA-10200-02)
- The Health, Safety, Resilience and Sustainability Policy - Part 2: Organisation Document Roles and Responsibilities (HSA-10100-02)

Policy information can be accessed [here](#)

2. HS&R Committee Structure

The University HS&R Committee structure is identified in the diagram below. The diagram highlights the structure, reporting lines, interactions and sharing of information with the Faculty HS&R/ PSU Committees and the Scientific Safety Sub-Committees.

Health, Safety and Resilience Committee Structure



3. Terms of Reference

The HS&R Committee provides assurance to Council that the university is managing HS&R matters, with legally compliant and effective proactive and reactive HS&R arrangements in place to achieve continual performance improvement. The Registrar and Chief Operating Officer is the SLT sponsor for HS&R matters.

The committee structure serves as a communication and consultation conduit and acknowledges the three recognised trade unions at the university. The committee structure operates in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

The purpose of the HS&R Committee meetings is not to apportion blame but to provide a structured leadership approach to the management of HS&R matters.

Specifically, the committee will,

- demonstrate leadership and commitment to proactive and continual performance improvement of HS&R at Swansea University.
- oversee the development and implementation of HS&R Policy and formally communicate, consult, approve, endorse and mandate HS&R Policy arrangements, strategy and associated training.
- identify, contribute to and review the HS&R risk register in accordance with established university risk management framework.
- ensure access to competent, specialist and expert advice as required to manage risk
- receive and review reports on university performance against the HS&R management systems. Including analysis of trends, accident and incident data, compliance reporting, audit and inspection results and the development of targets and monitoring arrangements.
- report HS&R performance to Senior Leadership Team (SLT) and Council.
- ensure that appropriate resource (time, people, financial) is provided to manage HS&R matters, escalating issues as required to SLT and Council by established process.
- oversee and provide two-way communication between the Scientific Safety Sub Committees and the PSU/ Faculty HS&R Committees. To review terms of reference annually and provide an escalation route for issues identified and not managed by the sub committees and Faculty / PSU HS&R committees.
- enable proactive and effective two-way communication and consultation with Trade Union appointed Safety Representatives and Representatives of Employee Safety, in accordance with legal and university requirements.

4. Membership

Membership	Role
Registrar and Chief Operating Officer	SLT sponsor for HS&R and Co-Chair
Director of Estates and Campus Services	Director of Estates and Campus Services and Co-Chair
Director of Faculty Operations (attendance by each Faculty)	Representative for and communication with the Faculties through Faculty HS&R Committee structure
Director of Student Services	Representation of the Student Services Directorate, in particular, safeguarding, wellbeing, disability and welfare
Director of ISS / nominated deputy	Represent Digital Services Directorate on HS&R matters
PSPU representative. University Risk Manager	Representation of projects and strategic direction with impact on HS&R and the oversight of the university HS&R risk register
Occupational Health Manager	Represent OH workstream on related issues
Student Union Representative	Representation and communication of HS&R with the Student Union
The College Co-ordinator	Represent and provide a communication link with The College
Scientific Safety Sub-Committee chairs	Representation of and communication with the Scientific Safety Sub-Committees.
Trade Union representative (one representative from each TU) • UCU, Unite, Unison	Consultation and communication in accordance with SRSC Regulations.
Head of Health, Safety & Resilience	Representation and communication of HS&R and university insurance
Lead Advisor - Process Safety, Radiation and Research	Representation of the Statutory Sub Committees and relevant scientific safety matters
Lead Advisor - Chemical and Biological agents and Health Surveillance	Representation of the Statutory Sub Committees and relevant scientific safety matters
Management Systems and Advisory Services Lead	Representation of HS&R matters
Security and Campus Response Lead	Representation of University Security matters
Premises Safety, Compliance and Resilience Lead	Representation of Premises Safety, Compliance and Resilience, including insurance
Secretary	Committee Secretary

Optional/ By Invitation	
Membership	Role
Sustainability Manager	Optional - Sustainability strategy / environmental management system
Faculty Head of Technical, Infrastructure and Environment	Optional – Faculty representation
Local/ Faculty HS&R Committee Chair (one representative)	Invitation - Representative for and communication with all Local/ Faculty HS&R committees
Associate Director Internal Audit	Invitation - Assurance for the university audit committee
Report / paper authors	Invitation – Agenda related topics
External Specialist Advisors i.e. RPA,	Invitation – As required

4.1 Quorum

Members of the committee are expected to attend meetings which will be convened with both in-person and remote dial in options. In the event of absence, members are required to identify an appropriate deputy to attend meetings and to inform the committee secretary in advance of the meeting.

The meeting will be deemed quorate with 7 members present providing representation across the university (excluding the Committee Secretary).

5. Frequency of Committee Meetings

Three HS&R Committee meetings will be convened within the academic year. Meeting dates for the year are issued prior to the start of the academic year, and meetings will be held in,

- October
- February
- June

6. Consultation and Decisions

Members of the committee are expected to actively partake and contribute to the committee meeting and as required to review, comment, mandate and support the implementation of management system documents and training.

Consultation and decisions sought outside of the meeting can be via electronic means, such as email and Microsoft Teams or by convening smaller representative working groups. Any decisions, changes, endorsements or approvals outside of the committee meeting must be in line with the quorate requirements and documented in the minutes at the following meeting.

7. Distribution of Agenda, Previous Minutes and Papers

All committee agendas, minutes, papers and presentations are stored in the HS&R Committee Microsoft Teams channel accessible by all committee members [HS&R Committee Teams](#)

The agenda, previous minutes and papers will be issued to committee members at least one week prior to the meeting via the designated Microsoft Teams channel. Late papers presented to the committee members will be agreed by the Chair and due consideration / review time will be allocated during the meeting. AOB should be notified to the chair of the committee in advance of the meeting.

Standardised agenda and minutes are available in appendix 1. The committee will review the Terms of Reference, Constitution, Membership and Gender balance in the first meeting of the academic year.

Minutes of committee meetings will be widely published in the HS&R quarterly report and any sensitive, restricted or confidential items redacted.

8. Scientific Safety Sub-Committees

The University HS&R committee has four Scientific Safety Sub-Committees. The Sub-Committees report to the University HS&R committee via the Sub-Committee Chair and relevant HS&R Lead Advisors. Terms of reference are in place for all committees, are updated annually and reviewed by the university HS&R Committee in October. All committees have a designated Microsoft Teams channel accessible to committee members.

The Scientific Safety Sub-Committees are:

- Ionising Radiation Sub-Committee (statutory requirement)
- Biological/ GMO Sub-Committee (statutory requirement)
- Non-Ionising Radiation Sub-Committee
- Chemical and Hazardous Substance Sub-Committee

9. The PSU/ Faculty/ Local HS&R Committees

Faculties and PSUs are required to establish a management meeting/ HS&R and Sustainability Committee that is reflective of their risk profile. This may be a specific HS&R and Sustainability committee or form part of other executive/ management forums. The Faculty HS&R and Sustainability committees are represented at the University HS&R committee by the Director of Faculty Operations / nominated representative. Larger PSUs are represented at the committee (Digital Services, Student Life and Estates and Campus Services) in accordance with their risk profile.

Faculty committee terms of reference are in place, are updated annually and reviewed by the university HS&R Committee in October.

10. HS&R Reporting

A standard HS&R outline report will be developed three times per year and presented at the committees. The report will be issued to.

- University HS&R committee membership
- Faculty/PSU HS&R Committees
- University Secretary
- Associate Director Internal Audit

A separate assurance report will be provided to Senior Leadership Team and Council.

A HS&R report will be provided annually. The report will reflect the previous financial year (August to July) and published in October.

Appendix 1

Standard Agenda and Minutes

University HS&R Committee - Meeting Agenda XX/XX/XX			
			P:20XX_XXXX
Topic	Owner	Action (Information / Review / Consultation / Discussion / Decision / Approve)	Time
1. Constitutional Items			
• Welcome and Apologies	Chair		10 mins
• Terms of reference (October - annually)		Review and approve	
• Minutes of last meeting		Review and approve	
• Matters arising			
• Chairs business			
2. Policy and Arrangements – New, Reviewed and Updated (Information, Review / Consultation / Discussion / Decision / Approve)			
•			25 mins
•			
•			
•			
•			
3. Communication			
• Faculty and PSU HS&R Committee Minutes	Director Faculty Operations	Information and review Faculty HS&R Committee minutes to be added to the Teams site when available	5 mins
• University Scientific Safety Subcommittee Minutes and committee meeting updates	Lead Advisors/ Committee chairs	Information and review Scientific Safety Subcommittee minutes added to the Teams site when available	5 mins

4. Risk Register Reporting			
Update of university HS&R Risk register	Head of HS&R	Review February and if there is a significant change	10 mins
Updates of Faculty and PSU risks. <ul style="list-style-type: none"> • Highest rated risks • New risks / concerns • Disclose RR for review 	Faculty and PSU Committee reports	Review February and if there is a significant change	10 mins
5. Reporting (Performance against the management system)			
<ul style="list-style-type: none"> • Quarterly report, audit and inspection, training etc. 	Head of HS&R		5 mins
<ul style="list-style-type: none"> • Faculty HS&R updates (proactive information, highlights and matters of note to the Committee) 	Director Faculty Operations		5 mins
<ul style="list-style-type: none"> • Trade Union updates (proactive information, highlights and matters of note to the committee) 	Trade union Representatives		5 mins
6. Correspondence			
	HS&R team		-
7. Restricted items			
	HS&R team		-
8. AOB			

To be provided to committee chair in advance of the meeting (see ToR)	Chair		-
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Date of next meeting:

HS&R committee - Microsoft teams

<https://swanseauniversity.sharepoint.com/:f:/r/sites/HealthSafetyandResilienceCommittee-UsrGrp/Shared%20Documents/General?csf=1&web=1&e=vRNBi5>

**University HS&R Committee
Meeting Minutes**

Meeting Date:
P:20XX-XXXX

Time:

Chair:

Agenda Item	Detail	Action (Information, Review / Consultation / Discussion / Decision / Approve / Complete / no further action)	Notes	Owner	Date
Attendees LN MB AL AW GD MH DG CJ VA NL WB SD CR MP GE EP JW RB SA					
Apologies HW JL AI GH					
1. Constitutional items					
Terms of Reference (October - annually)	Approve University HS&R Committee ToR PXXXX-XXXX				
Previous minutes	Review and accept minutes from committee meeting XXXX				
Matters arising					
Chair's business					
2. Policy and Arrangements (list)					
List					
3. Communication					
University Scientific Safety Subcommittee Minutes and committee meeting updates					
Faculty and PSU HS&R Committee Minutes					

4. Risk Register					
University and Faculty Risk Register updates					
5. Reporting					
Quarterly report, audit and inspection. Training etc					
Faculty HS&R updates (proactive information, highlights and matters of note to the committee)					
Trade Union updates (proactive information, highlights and matters of note to the committee)					
6. Correspondence					
List					
7. Restricted Items					
List					
8. AOB					
List					
Date of next meeting:					