

UoY Health, Safety and Wellbeing Governance Framework

[UoY Workplace Health & Safety Office](#)

Why a new HSW Governance?

To continually improve HSW Culture at UoYork!



It is vital for an organisation to continually review and improve its Workplace Health, Safety and Wellbeing Governance and management of risk arrangements.

UoY current health, safety and wellbeing governance structure is not sustainable long-term due to the lack of structured approach to appropriately managing risks, monitoring of mitigations, and lack of consistency in escalation, reporting, communication, consultation, accountability, and assurance.

Adapting and implementing a robust and pragmatic approach model such as the one described in slide 3 will provide our stakeholders, with support from central health and safety team, tools to regularly make improvements, monitor progress and demonstrate best practise.

The new Governance Framework (slide 4) will:

- provide a streamlined Workplace Health, Safety and Wellbeing structure;
- standardise reporting and communication methods so that the scope, quality and quantity of information being shared is tailored, concise and fit for purpose, and that concerns are addressed at the correct level and escalated as relevant;
- align all the departmental, faculty and executive health, safety and wellbeing committees, and provide a mechanism to manage, delegate, comply, consult, and escalate matters as required;
- ensure leadership commitment and engagement, and provide a pragmatic approach to check that the process is working as it needs to be;

Further, it will give University's executive board, and leadership and management teams the tools to demonstrate a robust and transparent **two-way communication and information sharing process** to all our internal and external stakeholders such as the Health and Safety Executive (HSE).



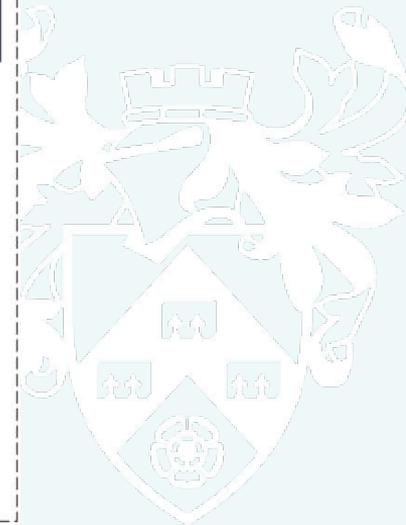
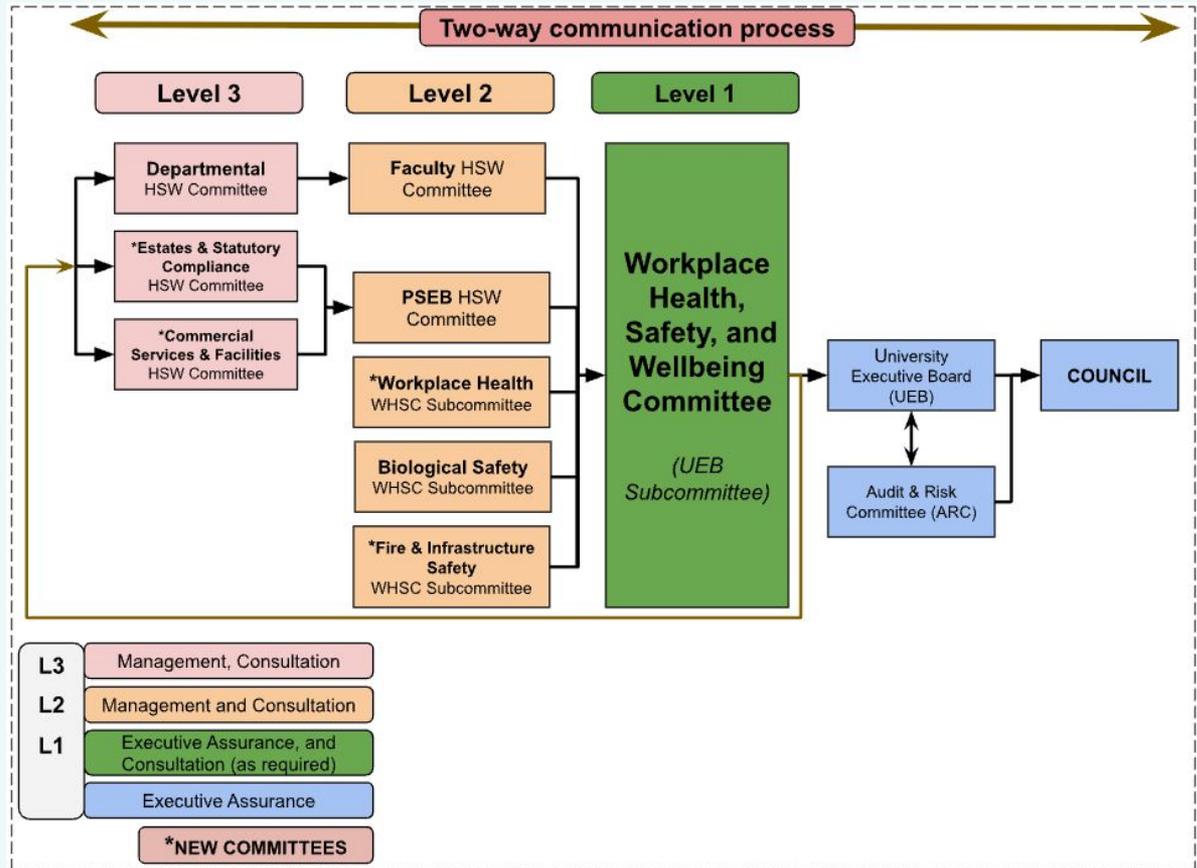
Why a new HSW Governance?

To continually improve HSW Culture at UoYork!



- 1. Governance:** Regularly review HSW governance and reporting structures, and develop HSW committees to ensure a single streamlined process where all committees ultimately link up to the University Workplace Health, Safety & Wellbeing committee, and further to the University Executive Board, ARC and the Council.
- 2. Information & Instruction:** Regularly review University HSW policy, procedures & guidance to ensure they are updated and align with University's overall strategy and vision. Ensure communication with the stakeholders via monthly publications, safety alerts and sharing lessons learnt.
- 3. Risk Planning & Prioritisation:** Ensure a mechanism is in place to actively identify and prioritise the most critical risks.
- 4. Competence & Training:** Ensure a robust training programme to continually monitor competence and offer HSW training specific to roles and responsibilities, for example, HoDs, Department safety coordinators, line managers, nominated persons, etc.
- 5. HSW Management eSystem:** A bespoke cloud-based system supports University in maintaining transparency and oversight (both at local and central level) of its arrangements for managing health and safety risks arising from its activities and provide assurance to the WHSC, Executive Board, ARC, Council, stakeholders and enforcing authorities, as well demonstrate compliance with our legal obligations.
- 6. Accountability:** It is important, that at each level the responsible persons such as line managers, specialists, management and leaders, etc. understand their workplace HSW responsibilities, engage with the WHSO, and hold accountability based on three key questions:
(a) What are the concerns?; (b) What has been done so far?; (c) What needs to be done as per subject matter advice?
- 1. Assurance:** Inspections (departmental) and Audits (WHSO), incident investigations, and review process collectively offer the opportunity to learn lessons, and review processes and engagement with the key stakeholders. Finally, checking compliance against agreed implementation actions, and continually evolving.

New HSW Governance Structure



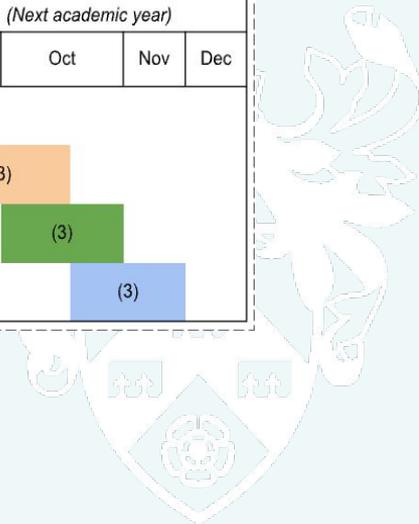
New reporting periods starting 2025/26 academic year



From 2025-26 academic year, there will be three HSW reporting periods per academic year.

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HSW COMMITTEE LEVEL	REPORTING PERIODS																		
	Autumn period (1)				Spring period (2)				Summer period (3)				Autumn period (Next academic year)						
	Sept (21-30)	Oct	Nov	Dec	Jan (1-20)	Jan (21-31)	Feb	Mar	Apr	May (1-20)	May (21-31)	Jun	Jul	Aug	Sep (1-20)	Sept (21-30)	Oct	Nov	Dec
Level 3 (Department)				(1)					(2)					(3)					
Level 2 (Faculty / Subcommittee)					(1)					(2)					(3)				
Level 1 (Executive)						(1)					(2)					(3)			
University Executive Board							(1)					(2)					(3)		



HSW Committee Guidelines

Meeting Level	Agenda	Reporting, Escalation and Communication
Level 3 (departmental)	<ul style="list-style-type: none"> WHSO recommends and provides a standard agenda template with guidance on key performance indicators to support departments. H&S Business Partner brings updates as relevant to the meetings, and provides advice and support to the departments. Departments responsible for managing their meetings agenda, IDA logs, and organisational arrangements. WHSO provides a standard Matters for Escalation template (L3 to L2). 	<ul style="list-style-type: none"> Communication, information sharing and record-keeping is vital, and at the discretion of the department locally via agenda, IDA logs, etc. Due the level of risk being extremely low in some Departments, WHSO recommends such departments to either adopt a joint approach within their Faculty, OR such departments discuss health, safety and wellbeing, as a standing agenda item in their departmental meetings. For both these options, it is crucial to continually review any H&S issues raised within the department, feed relevant matters into the Level 2 meetings, and to maintain records for audit trail purposes. WHSO strongly encourages all departments to actively send updates / escalate matters to the Level 2 committees using the standard Matters for Escalation template (L3 to L2).
Level 2 (faculty / subcommittee)	<ul style="list-style-type: none"> For Faculty meetings, WHSO recommends and provides a standard agenda template with guidance on key performance indicators to support Faculties. For Subcommittee meetings, WHSO sets a standard agenda, report templates, terms of reference and communication structure. WHSO provides a standard Matters for Escalation template (L2 to L1). 	<ul style="list-style-type: none"> For Faculty meetings, communication, information sharing and record-keeping is vital, and at the discretion of the faculty locally via agenda, IDA logs, etc. To support Deans, WHSO will produce a standard report for each meeting. Departments / faculty are expected to coordinate with the WHSO to provide requested information for these reports, for example, local inspections and training records. For Subcommittee meetings, WHSO will produce a standard report for each meeting. All stakeholders are expected to coordinate with the WHSO to provide requested information for these reports. All faculties and subcommittees should send updates / escalate matters to the Level 3 committees using the standard Matters for Escalation template (L2 to L1).
Level 1 (WHSC)	<ul style="list-style-type: none"> The Workplace Health and Safety Committee (WHSC) sets a standard agenda, report templates, terms of reference and communication structure. 	<ul style="list-style-type: none"> WHSO will produce a standard report for each meeting. All stakeholders, committees, and subcommittees are expected to coordinate with the WHSO to provide requested information for these reports. Papers will be published on UoY Governance webpage dedicated to health, safety and wellbeing. Submission of an executive summary report to UEB / ARC is mandatory. WHSO will communicate information via monthly / regular H&S publication, news and alerts.

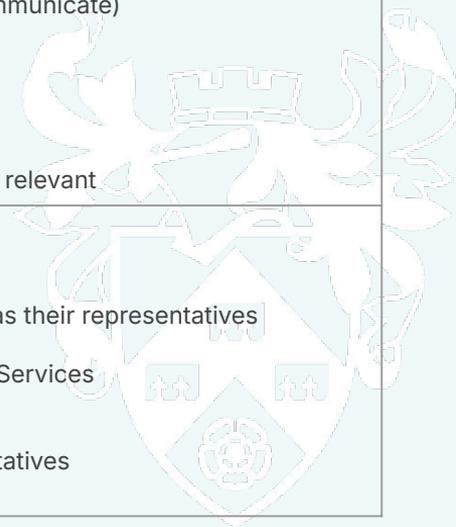
New HSW Committees approved by UEB



New Meetings	Scope
Estates & Statutory Compliance	<ul style="list-style-type: none"> The purpose of this meeting would be to review and manage regulatory compliance and offer assurances and/or escalate matters via an Executive Summary report to the Professional Services Executive Board (PSEB). This meeting will not supersede any of the Estates Key Service Meetings (KSM) meetings that are currently in place. KSM meetings will be considered as Estates internal meetings; WHSO staff will attend them by exception only. The key agenda items will include but not limited to Asbestos, Legionella (water), Statutory Compliance, Contractor management, Capital Projects, Construction and Design Management (CDM), Facilities management, Campus and Commercial Services management, Operational building safety, etc. The compliance update reports will feed into Departmental committees and vice-versa. <p>Proposed Chair: Director of Estates</p>
Commercial Services & Facilities	<ul style="list-style-type: none"> The purpose of this meeting would be to review and manage regulatory compliance and offer assurances and/or escalate matters via an Executive Summary report to the Professional Services Executive Board (PSEB). This meeting will not supersede any of the Commercial Services & Facilities Key Service Meetings (KSM) meetings that are currently in place. WHSO representatives will only attend this meeting and no other KSM meetings unless otherwise necessary. KSM meetings will be considered as Commercial Services internal meetings; WHSO staff will attend these by exception only. The key agenda items will include but not limited to Asbestos, Legionella (water), Statutory Compliance, Contractor management, Capital Projects, Construction and Design Management (CDM), Facilities management, Campus and Commercial Services management, Operational building safety, etc. The compliance update reports will feed into Departmental committees and vice-versa. <p>Proposed Chair: Director of Accommodation, Campus and Commercial Services</p>
Workplace Health & Wellbeing	<p>The purpose of the meeting would be review, manage and carry out detailed consultation on the University-wide Occupational Health. Further, offer assurances and/or escalate matters via an Executive Summary report to WHSC.</p> <p>Proposed Chair: Senior Leader from one of the Departments</p>
Fire Safety	<p>The purpose of the meeting would be review, manage and carry out detailed consultation on the University-wide Fire Safety including PEEPs and GEEPs.</p> <p>Further, offer assurances and/or escalate matters via an Executive Summary report to WHSC.</p> <p>Proposed Chair: Senior Leader from one of the Departments</p>

Committee Memberships

Meeting Level	Suggested time commitment	Suggested Attendees
Level 3 (departmental)	Three meetings per academic year 60-90 minutes per meeting	<ul style="list-style-type: none"> • Chair: Head of the Department (decision-making authority) • Departmental Safety Advisor (facilitate / coordinate / communicate) • Faculty Health and Safety Business Partner OR WHSO H&S representative • DTEF Operations teams representative • TU representative(s) • Any other attendees as relevant
Level 2 (faculty / subcommittee)	Three meetings per academic year 60-90 minutes per meeting	<ul style="list-style-type: none"> • Chair: Dean of the Faculty (decision-making authority) • Either Heads of Departments OR Departmental Safety Advisors OR Heads of Technical Operations as their representatives • Faculty Safety Coordinator (facilitate / coordinate / communicate) • Director of Faculty Operations • Faculty Health & Safety Business Partner • Head of Assets Management OR DTEF senior manager • Campus Safety representative • TU representative(s) • Subcommittee representatives, and other attendees as relevant
Level 1 (WHSC)	Three meetings per academic year 60-90 minutes per meeting	<ul style="list-style-type: none"> • Chair: CFOO (decision-making authority) • Secretary (official minutes, action tracking, etc.) • Director of Health, Safety and Wellbeing • Either 3x Deans OR 3x Director of Faculty Operations as their representatives • Director of Estates • Director of Accommodation, Campus and Commercial Services • Student Wellbeing representative (Director-level role) • Student Union representative • 3x Trade Union recognised health and safety representatives • Director of HR, and other attendees as relevant



Committee Reports and Papers

The UoY Workplace Health and Safety Office WHSO will provide templates, agenda and guidance documents, and the terms of reference to support all stakeholders. These include:

Meeting Level	Reports, Papers, Forms
Level 3 (departmental)	<ul style="list-style-type: none">• Departmental H&S Committee agenda guidance• Matters for Escalation (L1 to L2) form
Level 2 (faculty / subcommittee)	<ul style="list-style-type: none">• Faculty H&S Committee agenda guidance• WHSO H&S report template (produced for Level 2 Faculty H&S committees)• Biosafety Subcommittee report• Fire-safety Subcommittee report• Wellbeing Subcommittee report• Matters for Escalation (L2 to L3) form
Level 1 (WHSC)	<ul style="list-style-type: none">• WHSO H&S triannual report (produced for WHSC and UEB)• WHSO H&S annual report (produced for WHSC, UEB, ARC and the Council)

