



Appendix 1 Health, Safety and Wellbeing Committee

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2. Organisation and Responsibilities

- 2.1 **The Governing Board** carries and accepts ultimate responsibility for the discharge of The Courtauld's legal duties. It will receive an annual health and safety report and will be informed of any major health, safety and wellbeing matters/issues via the Director as conveyed to them by the Health, Safety and Wellbeing Committee and/or a member of the Senior Management Team (SMT).
- 2.2 **The Director of The Courtauld:** the Governing Board has delegated the authority to implement this policy to the Director of The Courtauld. The Director takes the organisational lead on policy, objectives and targets and delegates the implementation and review to the **Chair of the Health, Safety and Wellbeing Committee**.
- 2.3 **Heads of Department** accept the employer's responsibility for compliance with Health and Safety legislation and The Courtauld's Health and Safety Policy within the areas under their control and are responsible for the training and supervision of staff and students in their respective areas of responsibility regarding health and safety matters.
- 2.4 **Line Managers** have a responsibility for the day-to-day health and safety of the staff, students, and activities they manage. All line managers are responsible for ensuring, as far as is reasonably practicable, the health and safety of all visitors, contractors and others who may be affected by the activities they manage.
- 2.5 **The Head of Estates and Facilities is responsible for:**
Ensuring The Courtauld complies with the obligations as set out in the Regulatory Reform (Fire Safety) Order 2005.
Fulfilling the role of Duty Holder in relation to 1) asbestos management² and 2) controlling any identified risks from legionella³.
Ensuring that the physical premises and infrastructure i.e. all mechanical and electrical equipment and associated services are fit for purpose and are inspected and maintained in accordance with statutory requirements.

² As per The Control of Asbestos Regulations 2012

³ As per





appropriate. They will also assist in preparation of reports for the Health Safety and Wellbeing Committee and/or Enforcement Agencies.

- 2.8 **Staff Consultation:** Staff Consultation: The Courtauld will consult staff, student and Trade Union representatives on arrangements to co-operate in the promotion and development of health and safety at work. Consultation will be via the Health, Safety and Wellbeing Committee, the Joint Consultative Negotiating Committee (JCNC) and directly with staff. The Courtauld will also consult with Safety Representatives as provided for in the Safety Representatives and Safety Committees Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996. The Courtauld will provide adequate facilities for them to perform their functions.
- 2.9 A Health, Safety and Wellbeing Committee has been established in accordance with the Safety Representatives and Safety Committees Regulations 1977. It reports to the Director via the Senior Management Team (SMT) and through SMT to the Governing Board. Its duties include advising on setting health, safety and welfare standards and objectives, the monitoring of health and safety performance and reporting on non-compliance with The Courtauld's Health and Safety Policy. The Committee will meet not less than twice per academic year.

3. Arrangements for Health and Safety

- 3.1 **Departmental Health and Safety Handbooks** supplement this policy and are based on current best practice and standards to ensure compliance with the law. The handbooks contain health and safety guidance and codes of practice covering all relevant health and safety risks. The standards set in the Handbooks should always be complied with.

The Health and Safety Handbooks are written and maintained by Heads of Department following an agreed template and they will seek advice from both internal and external sources, as necessary in drafting and keeping under periodical review the contents. Any changes or additions to the Handbooks will be distributed for consultation with the University of London Health and Safety Advisory Team and other Courtauld staff as considered appropriate before being reviewed and confirmed by the Health, Safety and Wellbeing Committee.

- 3.2 **Risks to Health and Safety** are identified and assessed by the Health and Safety Committee. The Committee will ensure that risks are managed and that appropriate measures are taken to prevent or control risks to health and safety.







Appendix 2

Health, Safety and Wellbeing Committee Terms of Reference for 2024/25

1. To support the implementation of this policy, thereby instilling a culture of safety awareness that promotes a high standard of health, safety and wellbeing throughout The Courtauld Institute of Art (including its subsidiaries).
2. To recommend policy developments in relation to health, safety and wellbeing to the Governing Board, via the Senior Management Team.
3. To advise the Director of any actions felt necessary to comply with The Courtauld's policies covering health, safety and wellbeing.
4. To receive and consider reports from the University of London Head of Safety (who acts in an advisory capacity), Head of People, Head of Estates and Facilities and Wellbeing Manager as necessary.
5. To receive reports on and thus monitor the progress of delivering health, safety and wellbeing training to all staff.
6. To consider reports on incidents, accidents and occupational health issues and to recommend appropriate follow up action.
7. To monitor and review strategic property risks and to consider reports and or audits relating to health, safety, wellbeing, security and emerging health and safety risks, carried out by internal auditors and or external agencies or other bodies and to recommend appropriate follow up action.
8. To contribute to raising awareness of health, safety and wellbeing matters throughout The Courtauld (including its subsidiaries) and ensuring this is supported with a continuous programme of health, safety and wellbeing training and professional development those with specific management responsibilities.
9. To submit an annual report to the Governing Board via the Senior Management Team.
10. The Committee shall meet not less than twice per academic year.
11. Membership must be representative of both academic and professional staff including health and safety representatives of the recognised Trade Unions
12. The quorum for meetings will be a minimum of eight -3(o)-*nquoru TJET0.000008871 0 59