

WELFARE AND SAFETY LEAD

ROLE, RESPONSIBILITIES AND DUTIES

2025



Introduction

The Board of Trustees will nominate a Board Trustee to undertake the role and responsibilities of the Welfare and Safety Lead based on the individual having the relevant knowledge, skills and experience to fulfil the role. Although the Board as a collective are responsible for the Welfare and Safety of BUCS stakeholders, the Board Welfare and Safety Lead will ensure that BUCS realises its commitments to its stakeholders, ensuring Welfare and Safety is central to decision-making processes, and that identified risks in this area are recorded and mitigated.

Role

The Welfare and Safety Lead will act as an advocate for BUCS responsibilities relating to Welfare and Safety by giving due consideration to situations, including but not limited to; health and safety, safeguarding, mental health and wellbeing and employee engagement. The Welfare and Safety Lead will support the BUCS Executive and BUCS Board of Trustees to establish a culture in which Welfare and Safety is critical, safeguarding best practice is embedded and constructive challenge is encouraged to ensure this remains a key consideration during decision making and risk monitoring. The responsibilities and duties highlighted below are in addition to the role and duties of Board Trustees.

Responsibilities

The Welfare and Safety Lead will:

- Ensure the Board of Trustees are kept informed on the Welfare and Safety issues that BUCS identify through risk management.
- Check and challenge the Board and BUCS executive on decisions that affect Welfare and Safety across BUCS.
- Act as advisor to the BUCS executive team to promote understanding of the Welfare and Safety requirements of BUCS stakeholders, and identify actions taken to support in this area.
- Maintain up to date knowledge of emerging and best practice in relation to Welfare and Safety and inform the BUCS Board and Executive of information relating to new practice and guidance.
- Understand BUCS' member and stakeholder network and how BUCS influences their Welfare and Safety.
- Advocate a culture that underpins effective decision making which is informed by Welfare and Safety.
- Ensure they understand and are able to signpost if required to BUCS Safeguarding or Whistleblowing policy.
- Oversee the BUCS Executive to develop a managed process to record Welfare and Safety concerns and/or issues and develop suitable action plans.
- Drive the adoption of language by BUCS that promotes Welfare and Safety.
- Work in collaboration with the Head of HR and Operations to support BUCS in ensuring its staff are supported, safe and following prescribed Welfare and Safety practices.
- Advocate for BUCS in the area of Welfare and Safety across BUCS membership and stakeholder network.
- Provide advice and counsel to the BUCS Board and executive in the event of a welfare or safety issue.
- Work with the Company Secretary and Head of HR and Operations to ensure that BUCS maintains compliance with relevant legislation, including but not limited to; the Equality Act 2010, Health and Safety at Work etc. Act 1974 and the Safeguarding Vulnerable Groups Act (SVGA) 2006.

Duties

The Welfare and Safety Lead will:

- Support the Head of HR and Operations with the development and ongoing management of key Welfare and Safety policies such as mental health and wellbeing strategies, safeguarding and health and safety at work, to ensure that BUCS is remaining at the forefront of best practice
- Lead the Board of Trustees in scrutinising the results of the BUCS employee engagement survey, including comments, synopsis and trends. They will also maintain familiarity with and share where appropriate, on any other employee engagement metrics.
- Lead the Board of Trustees in scrutinising the results of any health and safety audits.
- Where possible, share and analyse feedback and insight with the Board of Trustees on the Welfare and Safety concerns of BUCS external stakeholders.
- Attend BUCS' sub-committee meetings where appropriate.
- Support BUCS' Head of HR and Operations with the development of objectives aligned to the BUCS strategy that supports the Welfare and Safety of its staff and volunteers.
- Present for discussion, an annual update prepared by the BUCS staff to the Board of Trustees on

progress against BUCS Welfare and Safety objectives.

- Confirm risks associated with the Welfare and Safety of BUCS staff, volunteers, members and stakeholders are recorded, and appropriate mitigating actions are identified and implemented in line with BUCS' risk management processes.
- Raise any concerns regarding welfare or safety at BUCS Board meetings or to the Chair of the Board and CEO, in the event there is not an upcoming meeting.
- Advocate BUCS values in support of BUCS people's Welfare and Safety, and challenge in instances when this is not demonstrated.

Time Commitment

- The Board Welfare and Safety Lead is required to attend all BUCS Board meetings where reasonably practicable. The BUCS Board will meet together at least four times per calendar year for the conduct of business.
- The Board Welfare and Safety Lead should make reasonable endeavors to attend the BUCS Annual General Meeting.
- The Board Welfare and Safety Lead may hold a position on a subcommittee of the Board. They will be required to attend all meetings of the relevant committee where reasonably practicable.
- In addition to Board meetings, there may be the need for the Welfare and Safety Lead to communicate with BUCS staff or other Board members.
- The Board Welfare and Safety Lead will also need to be available in the event of an emergency/crisis and support BUCS, its Board of Trustees, and executive team as required.

Review

The BUCS Board of Trustees Board Welfare and Safety Lead role and responsibilities will be reviewed annually by the Board of Trustees, with the next review date in June 2026 unless changes in policy, governance or other circumstances require a review prior to this date.