Remit

Health and Wellbeing Policy Group (HWPG)

This remit should be read alongside the LHSBR RSSB Memorandum of Collaboration, which sets out arrangements for HWPG, System safety Risk Group (SSRG) and the specialist risk groups in more detail.

1. ESTABLISHMENT & PURPOSE

1.1 The Health and Wellbeing Policy Group (HWPG) is a cross-industry group which promotes collaboration on health and wellbeing issues aligned to the railway health and wellbeing roadmap. HWPG provides strategic monitoring of the rail industry’s collaborative progress in delivering the health and wellbeing related aspects of the strategy set out in Leading Health and Safety on Britain’s Railway (LHSBR).

1.2 HWPG is supported in this task by a network of industry groups, aligned to the risk themes of the strategy, which undertake more detailed monitoring and analysis of safety risks, and which provide reports to it.

2. FUNCTIONS AND RESPONSIBILITIES

2.1 HWPG has the following functions and responsibilities:

a) Continually seek to ensure collective visibility of all railway health and wellbeing risks and drive and support proportionate action to address them, in accordance with the principles outlined in the industry document Taking Safe Decisions.

b) Support collaborative delivery of the LHSBR as it relates to health and wellbeing by:

i. Supporting and challenging the specialist health risk groups to ensure that they are functioning effectively and that they are appropriately monitoring the risks associated with their assigned risk themes from the LHSBR strategy.

ii. Encouraging the sharing of lessons relating to risk controls and effective group functioning.

iii. Reporting on industry’s progress in delivering the LHSBR strategy.

iv. Communicating with industry to improve the industry’s knowledge and understanding of the key health and wellbeing risks and the collaborative industry activity to address them.

c) Identify concerns in relation to railway health and wellbeing risk and, as appropriate:

i. Refer matters to specialist health risk groups, sector groups or capability groups;

ii. Escalate matters to the Industry Health and Safety Meeting (IHSM) and/or the RSSB board.

d) Ensure that issues or opportunities associated with the safety related themes of the strategy are communicated to the System Safety Risk Group (SSRG).

e) Strategically advise RSSB on its work programmes.
2.2 HWPG’s role is to monitor and advise and to foster collaboration.

2.3 HWPG does not discharge any health and safety management responsibilities. It exists to support collaboration and bring efficiencies in individual duty holders’ own activity to meet their individual health and safety responsibilities.

3. OPERATION AND MANAGEMENT

3.1 HWPG will document its activities in a work plan. The work plan will, as a minimum, provide a coherent agenda that links to LHSBR.

3.2 HWPG meetings will include reports from all LHSBR specialist health risk groups and discussion of these reports.

3.3 Where a specialist health risk group chair is unable to attend an HWPG meeting, it shall be the responsibility of that chair to ensure that a suitably informed alternate attends the meeting on their behalf, capable of representing the risk group.

3.4 The RSSB Director of System Safety and Health will report to HWPG on the activities of SSRG and will report to SSRG on the activities of HWPG.

3.5 HWPG will ensure that a communications plan is developed to support the dissemination of information to the railway industry.

3.6 RSSB will publish a quarterly progress report on industry’s progress in implementing the LHSBR strategy. HWPG will be responsible for ensuring that the sections of the report relating to health and wellbeing are up-to-date and accurate.

3.7 RSSB’s executive management will regularly report to the RSSB board about health and wellbeing, including the work of HWPG. Such reports will normally be published on RSSB’s website after being considered by the board.

3.8 Where support is required from RSSB, subgroups shall only be established with the authorisation of the RSSB Director of System Safety and Health. HWPG currently has no established subgroups.

4. MEETINGS

4.1 HWPG shall meet approximately every twelve weeks unless the Chair considers there is insufficient business to justify a meeting.

4.2 HWPG’s meeting shall be quorate only if all LHSBR specialist health risk groups are represented and at least half of HWPG’s full members are present.

5. EVALUATION AND REVIEW

5.1 HWPG shall undertake an annual self-assessment of its performance in carrying out its functions and responsibilities.

5.2 HWPG shall review its work plan and communications plan at least on an annual basis, or more frequently if it chooses to do so.

5.3 HWPG shall review its remit on an annual basis and report its findings including any recommendations to RSSB.
5.4 HWPG shall review the remits and functioning of the specialist risk groups on an annual basis and report its findings including any recommendations to the relevant groups and to RSSB.

6. MEMBERSHIP

6.1 HWPG shall consist of the following full members:
- Chair
- RSSB Director of System Safety and Health
- RSSB’s health and wellbeing lead
- Network Rail Chief Health and Safety Officer
- Chairs of the LHSBR specialist health groups: [tbc]
- Representative from RDG
- Representative from ASLEF
- Representative from RMT
- Representative from TSSA
- Representative from Unite

6.2 HWPG shall include the following additional members as observers:
- Representative from ORR

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