

# Health & Safety and Fire Safety Governance framework



Version 1.7 14 Nov 19

## Purpose of this document

1. This document sets out the governance framework (The Framework) for Health & Safety and Fire Safety to be adopted by BCP Council with effect from 14 November 2019.
2. This document should be read in conjunction with the [Corporate Health Safety and Welfare policy](#) and the [Corporate Fire Safety policy](#)
3. This document includes the Terms of Reference, including purpose and responsibilities for;
  - The Health & Safety and Fire Safety Board
  - Service Directorate Health & Safety and Fire Safety Meetings
  - The Health & Safety and Fire Safety Forum Meeting
  
  - Optional - Operational team meetings (to focus on very specific issues)

*\*Service Directors may choose to 'pool' or coordinate meetings across Corporate Directorates in lower risk areas such as Resources Directorate if it suits and is agreed by the Corporate Director.*

4. The Framework will co-exist alongside other Boards/Committees and there may be a requirement for the Board, Meeting, or an individual within The Framework to report periodically into such Boards/Committees, for example, Joint Consultative Committee/Forum.
5. For the avoidance of doubt the Audit and Governance Committee will receive at least an 'Annual Health & Safety and Fire Safety Report', or more frequently as determined by the Committee itself, The Health & Safety and Fire Safety Board or Corporate Management Board.
6. The Framework is not intended to replace day to day reporting of health & safety and fire safety issues and concerns, the details of which are in the Policies above and in procedures which will be updated as required. Some of these procedures are legacy Council (Bournemouth, Christchurch and Poole Council) and will be changed when it makes sense to do so.
7. The diagram below shows the 'governance framework on a page', the Terms of Reference for the various board/meetings then follow.

# Health and Safety and Fire Safety – Governance Framework

Strategic Direction

## Cabinet

Who are they? - Leader and H&S portfolio holder

## Audit & Governance Committee (A&G)

To receive an Annual Report (as a minimum, otherwise as required)

## Corporate Management Board (CMB)

For escalation as needed

## Health and Safety and Fire Safety Board

Who are they?

- Chief Executive / Corporate Director Environment & Community
- Director of Communities
- Service Directors (or their delegated representatives)
- Head of Audit and Management Assurance
- Health and Safety Manager and team
- Fire Safety Manager and team
- Union representative

What do they do?

Ensure Council is meeting its statutory responsibilities for H&S and Fire Safety

How often do they meet? - Quarterly

## Corporate Support

Who are they?

- Corporate H&S Team
- Corporate Fire Safety Team
- Audit & Management Assurance
- Human Resources
- Facilities Management

What do they do?

- Offer professional and expert advice and support
- Provide assurance (compliance work) separate from those responsible for delivery

Operational Direction

## Service Directorate Health & Safety and Fire Safety meetings

Who are they?

- Service Directorate Director & Managers
- Service Directorate H&S coordinators/lead
- Staff reps wishing to raise any matters
- Corporate H&S Team rep.
- Corporate Fire Safety Team rep. (on request)
- Union representative(s)

What do they do?

Responsible for delivery of H&S and FS against expectations (policy and regulatory)

How often do they meet? - Quarterly

## Operational Team meetings (optional)

Who are they?

- Team Managers
- Staff
- H&S and Fire Safety on request
- Union Representative on request

What do they do?

H&S management for specific team or service areas

How often do they meet?

Frequency determined by Team (if considered necessary)

## Health & Safety and Fire Safety Forum meeting

Who are they?

- Corporate H&S team
- Fire safety team
- Service Directorate H&S coordinators/ leads
- Union representative(s)

What do they do?

Share best practice and issues at workplace and operational level

How often do they meet?

Quarterly

## Terms of Reference

### The Health & Safety and Fire Safety Board

#### 1. Purpose & Responsibilities:

- a. Ensure the Council is meeting its statutory responsibilities with regard to the health and safety and fire safety of all Council employees and any person affected by Council undertakings through the effective application of policy, procedures, measures and training.
- b. Ensure that H&S and fire safety standards for BCP Council are clearly defined
- c. Establish an appropriate corporate policy framework, overseeing policy development and approval
- d. Commissioning audits where required
- e. Capture and share best practice working so it can be applied consistently across the Council, where relevant.
- f. Resolve non-compliance matters escalated or raised by Service Directorate meetings from across the organisation.
- g. Ensure there is an effective assurance process for Health & Safety and Fire Safety across the Council and monitor and review its effectiveness
- h. Monitor the Health & Safety and Fire Safety Risk Register(s) ensuring that potential health and safety and fire safety risks arising from Council operations are identified, evaluated and minimised.
- i. Review and input into key reports, reviews and findings as and when required ahead of submission to decision making bodies (such as Corporate Management Board, Cabinet or Council).
- j. Champion new thinking and best practice which enables the Council to commit to the continual improvement of Health and Safety and Fire Safety by managing a dedicated action plan.
- k. Review national guidance updates and initiatives which may require significant changes or investment and make recommendations to facilitate progress.
- l. Adopt an appropriate conduct which reinforces and strengthens a positive safety culture.

#### 2. Levels of Authority

The Board may escalate matters of concern and/or make recommendations to Corporate Management Board (CMB) where there is sufficient risk or levels of compliance are considered to significantly increase the risk levels for the Council or a service.

Where required, the Board may commission investigations into areas of compliance concern.

### 3. Reporting

At each Board meeting, the Corporate Health & Safety and Fire Safety managers will provide the Board with a quarterly report, and a summary of the Health and Safety and Fire Safety Risk Register.

In addition, the Health & Safety and Fire Safety Board may be required by CMB to provide ad-hoc updates on specific risks and the Action plan.

### 4. Membership

Membership is outlined as follows:

Name	Committee Role
Chief Executive	Chair
Corporate Director Environment & Community	Deputy Chair
Director of Communities	Lead HS Service Director
Service Directors (or their delegate)	Service Directorate representative
Head of Audit & Management Assurance	Management Assurance
Health and Safety Manager	Health & Safety advice and guidance
Fire Safety Manager	Fire Safety advice and guidance
UNISON - Branch Secretary and/or H&S rep.	Trade Union Health & Safety Representative
GMB Branch Secretary and/or H&S rep.	Trade Union Health & Safety Representative
H&S Advisors and H&S Officers (as required)	Health & Safety advice and guidance
Fire Safety Advisors (as required)	Fire Safety advice and guidance
Insurance & Risk Manager	Key Function - Insurance
Facilities Management	Key Function – Facilities management
HR Business Partner	Key Function - HR
	Minute Taker

Service Directors are expected to fully embrace the responsibility of the board. If they are unable to attend a meeting, they are required to find a suitable deputy to attend on their behalf and update them prior to the meeting.

### 5. Meeting frequency and administration

The BCP Council Health & Safety and Fire Safety Board will meet on a quarterly basis and meeting dates will be published well in advance on the BCP Council intranet pages. Wherever possible, meetings shall not be cancelled or postponed (except in exceptional circumstances). If any attendees cannot attend, then they will nominate a deputy to attend in their place.

Agenda items will include:

- Actions from last meeting

- Policy and procedure updates
- Health and Safety and Fire safety reports
- Escalated issues and matters of non-compliance
- Review of health and safety and fire safety risk register
- Review of health and safety data (accident statistics, absence statistics)

Agenda items and papers will be emailed to all attendees and Service Directors and Corporate directors prior to each meeting.

Key notes, decisions and actions will be circulated to attendees after each meeting in a timely fashion.

## 6. Chair

The Board will be chaired by the Chief Executive (or his delegate)

## Terms of Reference

### Service Directorate Health & Safety and Fire Safety Meetings

#### 1. Purpose & Responsibilities

Service Directorate meetings, with Union attendance and Health & Safety and Fire Safety team members (where appropriate) to discuss health & safety and fire safety issues relevant to the workplace. All staff levels can engage in dialogue to address health and safety and fire safety concerns, and to formulate the appropriate improvement action when this is required.

- Ensure the Council is meeting its statutory responsibilities with regard to the health and safety and fire safety of Council employees and contractors in each workplace represented at the meeting and that concerns or issues are identified and addressed.
- Promote co-operation and liaison between departments and their contractors involved in ensuring the health, safety, fire safety and welfare of employees, the employees of other organisations and members of the public is established at the workplace.
- Ensure a high quality of understanding and compliance is established throughout each workplace area, and an opportunity for the nominated Health & Safety and Fire Safety Advisors to inform, guide and advice on corporate health and safety and fire safety matters.
- Ensure the workplace(s) covered by the meeting discharges all duties stated within its Health & Safety and Fire Safety Policy and is fully compliant with relevant current health and safety obligations and legal requirements affecting employees, residents, visitors and other non-employees affected by the workplace services.
- Consider incidents, accidents and work related ill health, and sensible measures to reduce such occurrences
- Share and develop safe working practices, procedures and information.
- Consider current and proposed health and safety and fire safety

legislation or best practice that may impact on staff activities.

- h. Liaise and share information with other organisations and Boards that have similar, or associated, health and safety interests.
- i. Discuss any other relevant matters appertaining to health, safety and welfare.
- j. Escalate to the BCP Council Health & Safety and Fire Safety Board any relevant issues that cannot be resolved by the Service Directorate
- k. To adopt an appropriate conduct which reinforces and strengthens a positive safety culture.
- l. To provide minutes of each meeting to the Corporate H&S and Fire Safety teams to enable the minutes to be posted on the BCP Council H&S and Fire Safety intranet pages

## **2. Levels of Authority**

Service Directorate meetings have authority to:

- action and resolve the majority of concerns, issues and non-compliance, without the need to escalate to the Health and Safety and Fire Safety Board.
- Escalate matters of non-compliance and make recommendations to the Health & Safety and Fire Safety Board
- Escalate urgent issues arising from a Service Directorate meeting directly to the Health & Safety or Fire Safety teams

## **3. Accountability and reporting**

Service Directorate Health & Safety and Fire Safety meetings are accountable to the Corporate Health & Safety and Fire Safety Board and will escalate key health and safety and fire safety issues identified.

Service Directorate meetings are required to provide notes and actions from the meetings to cascade information to the staff and contractors within the service areas and to the Corporate Health & Safety and Fire Safety Teams prior to each Board meeting.

## **4. Meeting frequency and administration**

Service Directorate Meetings will meet quarterly prior to each BCP Council Health & Safety and Fire Safety Board meeting, ensuring meeting dates are published well in advance. Wherever possible, meetings shall not be cancelled or postponed (except in exceptional circumstances).

Each Service Directorate Chair should publicise their agendas prior to meetings in order that the Health & Safety and Fire Safety Team can prioritise attendance and contribute/advise in respect of business to be discussed.

Agenda items should include:

- Review of recent incidents / near misses
- Health and safety work related absence data

- Review health and safety and fire safety issues or concerns / matters of non- compliance
- Review of health and safety and fire safety risk register
- Overview of policy and procedure updates
- Health and safety and fire safety training requirements

Key notes, decisions and actions will be circulated after each meeting in a timely fashion. Minutes to be emailed to the Corporate Health & Safety and Fire Safety teams prior to each BCP Council Health and Safety and Fire Safety Board meeting.

## **5. Membership**

Membership should include

- Chair - shall be the Service Director or their formal delegate
- Appointed Trade Union Health and Safety representatives – to gather and represent views of staff / feedback to staff
- Representatives of employee safety - to gather and represent views of staff / feedback to staff
- Service managers (as appropriate / required)
- Health & Safety Advisor or Health and Safety Officer – to advise on corporate health and safety updates and offer advice/guidance. For low risk areas, there may not be a need for an Advisor to attend. If there is a specific significant concern/incident, then a Health & Safety advisor should attend.
- Fire Safety Advisor – to advise on corporate fire safety updates and offer advice/guidance. The Fire safety team will determine which meetings they need to attend.
- Minutes taker - shall attend all meetings to record the decisions made within it.

## Terms of Reference

### Health and Safety and Fire Safety Forum meeting

#### **1. Purpose & Responsibilities**

The Health and Safety Forum operates at an operational level and discusses local corporate health and safety performance/issues. It is a forum for consultation with employees or their representatives on health and safety matters.

- To promote and ensure a 'Safety First' culture throughout the organisation.
- To provide a formal and informal access point whereby staff can contribute to the development and implementation of safety measures within the Council.
- To develop ownership of safety issues, the understanding and use of safety management amongst members, the management of contractor safety performance, the promotion of suitable and appropriate training to support staff in managing safety
- To review results of local health and safety inspections/audits and take-up of

mandatory training

e. Provide a channel for communication between the workforce and the Health and Safety Board

## **2. Levels of Authority**

H&S and Fire safety meetings have authority to:

- Escalate matters of non-compliance and make recommendations to the Health & Safety and Fire Safety Board
- Escalate urgent issues arising from a Forum meeting directly to the Health & Safety or Fire Safety teams

## **3. Accountability and reporting**

Health & Safety and Fire Safety Forum meetings are accountable to the Corporate Health & Safety and Fire Safety Board and will escalate key health and safety and fire safety issues identified.

## **4. Meeting frequency and administration**

The Health and Safety Forum will be held quarterly. The minutes of the meetings will be publicised on the health and safety intranet site and shared with staffing groups without intranet access via Service Directorate representatives

They will be scheduled for 1.5 to 2 hours depending on the agenda items.

Agenda items will include:

- Feedback from the H&S Board
- Results of Corporate H&S team audits/inspections
- Results of member inspections
- Health and safety issues from each attendee – verbal
- Policies/procedures for review/comment

Distribution of agenda and minutes:

- Two weeks prior to a group meeting the attendees will be asked to provide agenda items.
- One week prior to a group meeting, the agenda will be issued to all attendees via email.
- Draft minutes and the action plan will first be circulated to nominated H&S Forum members to ensure they are correct before circulation
- They will then be issued to all staff via publication on the health and safety intranet site.

## **5. Membership**

- Corporate Health and Safety Team Member(s) - Chair
- Corporate Fire Safety Team Member(s)
- HR Manager (Health & Wellbeing Officer)
- Insurance/Risk Manager
- Union Health and Safety Representatives

- Service Directorate reps with suitable competence, knowledge and authority to report on and discuss H&S issues from Service Directorates
- Minute taker
- Open invitation to the Corporate Director for Health & Safety

## 6. Roles and responsibility of members

- To attend at least 75% of meetings.
- To comment on and contribute to policies and procedures.
- To liaise with the colleagues they are representing and put forward their views and opinions.
- To report back to colleagues any relevant information following attendance at the meetings
- To bring to the meeting suggestions with regard to areas of health and safety they and their service feel need to be addressed.
- To lead by and set a good example to colleagues on all health and safety practices.
- To promote a positive attitude towards health and safety.
- To complete identified actions within the agreed timescales

## Terms of Reference

### Team operational meetings (optional)

#### 1. Purpose

Team operational meeting to discuss routine relevant health and safety fire safety issues. All staff levels can engage in dialogue to address health and safety and fire safety concerns, and to formulate the appropriate improvement action when this is required.

These meetings are held where the local management team(s) consider it is appropriate

#### 2. Responsibilities:

- a. Ensure the teams/services are meeting the statutory responsibilities with regard to the health and safety and fire safety of Council services/operations represented at the meeting and that concerns or issues are identified and addressed.
- b. Consider incidents, accidents and work related ill health, and sensible measures to reduce such occurrences
- c. Develop safe working practices, procedures and information.
- d. Discuss any other relevant matters appertaining to health, safety and welfare.
- e. Escalate to the BCP Council work place meetings any relevant health and safety or fire safety issues
- f. To adopt an appropriate conduct which reinforces and strengthens a positive safety culture.

### 3. Levels of Authority

The meetings have authority to:

- Escalate matters of non-compliance and make recommendations to the relevant Service Directorate meeting in their Service Directorate.
- Escalate urgent issues arising from a Service Directorate meeting directly to the Health & Safety or Fire Safety teams

### 4. Meeting frequency and administration

The team /operational meetings will be at a frequency agreed locally.

Administration will also be agreed locally. Key notes, decisions and actions should be recorded.

### 5. Membership

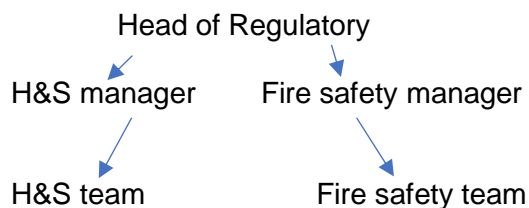
Membership is to be determined locally.

## The Corporate Health & Safety and Fire Safety Teams

The Corporate Health & Safety and Fire Safety Teams are the suitably qualified professionals (competent persons) appointed by the Council to operational support all levels of staff on health & safety and fire safety matters.

The Teams support management who are responsible for health & safety and fire safety matters for the Council. The Chief Executive has overall responsibility for health & safety and fire safety for the Council

The diagram below shows the BCP reporting structure for the Corporate Health & Safety and Fire Safety teams:



The responsibilities of the corporate teams are stated in the [Corporate Health, Safety and Welfare Policy](#) (section 3.8) and the [Corporate Fire Safety policy](#) (section 5.4).