

AUDIT AND GOVERNANCE COMMITTEE



Report subject	Health and Safety Update
Meeting date	16 October 2025
Status	Public Report
Executive summary	This report details the progress made on the delivery of the Health and Safety governance arrangements for BCP Council and highlights: • The implementation of the Governance Framework continues to be embedded and is working effectively. • The framework includes the Health and Safety and Fire Safety Board and other meetings at the agreed frequency with generally good attendance
Recommendations	It is RECOMMENDED that: (a) Audit and Governance Committee notes the continued progress in implementing the Health and Safety governance arrangements and operational updates (b) Health and Safety ongoing governance arrangements updates continue to be reported annually to the Audit and Governance Committee
Reason for recommendations	Following its meeting in October 2024, the Audit and Governance Committee requested an annual update to provide on-going assurance that health and safety governance arrangements effectively operate. The Audit and Governance Committee terms of reference include the following in the 'Other functions' section - to consider arrangements for health and safety.
Portfolio Holder(s):	Councillor Mike Cox, Portfolio holder for Finance
Corporate Director	Health & Safety - Aidan Dunn, Chief Executive
Report Authors	Rebecca Lawry, Corporate Health and Safety Manager
Wards	Council wide
Classification	For Recommendation Decision

Background

1. The service provided by the Corporate Health and Safety team is to ensure competent, specialist and risk-based advice and guidance is afforded to the Council to enable it to safely carry out its statutory duties. These duties fall under the legislative framework of the Health & Safety at Work etc. Act 1974 and assist in promoting a positive safety culture throughout the council.
2. The BCP Council Health, Safety and Welfare Policy (reviewed September 2025) sets out roles and responsibilities and places the Health & Safety and Fire Safety Board at the centre of strategic oversight and performance monitoring.
3. The BCP Council Health and Safety and Fire Safety Governance framework below details the Governance arrangements, including the Health and Safety and Fire Safety Board, directorate meetings and the Safety Supporters Forum.



Ongoing Governance arrangements assurance

4. Health & Safety and Fire Safety Board meetings, chaired by the Chief Operations Officer or Chief Executive, continue quarterly with members attending remotely via Microsoft Teams. Attendance at these meetings by Directors (or their representative) since the last report to this Committee has been reasonable.
5. As part of our health and safety procedure, directors are made aware of all reported incidents that involve colleagues in their area. Not only is this good practice but it also contributes to strengthening our health and safety culture and Governance Framework. Through the sharing of incidents to directors we can demonstrably show there is senior leadership oversight, accountability and a commitment to health and safety.
6. Most directorates hold specific quarterly Health & Safety and Fire Safety meetings via Microsoft Teams. These meetings remain critical to our Governance arrangements. In lower Health and Safety risk areas, such as support directorates, health and safety matters are incorporated into standard senior leadership meetings as a standing agenda item.

7. The Safety Supporters Forum commenced in December 2020 and has met quarterly since. The forum comprises of representatives from directorates, known as their Safety Supporters, Corporate Health and Safety, Corporate Fire Safety and Union representatives.
8. The forum provides a means for consultation with all employees as per statutory requirements. Colleagues can share best practices and issues at the workplace and operational level and it provides a two-way communication tool between employees and the Board. A Microsoft Teams channel facilitates communication between attendees. In addition, Safety Supporters are invited to their quarterly directorate meetings.

Reporting to the Board

9. The Health & Safety and Fire Safety Board meetings facilitates discussion of strategic issues and emerging trends. This ensures that the meeting remains fit for purpose and considers the evolving nature of BCP Council services, our workforce, buildings and other assets.
10. A Corporate Health & Safety and Fire Safety Risk Register is established and is regularly reviewed between and at the Board meetings. This register contains directorate high-level risks that need further mitigation measures to reduce the current risk level. These are raised at the Board to agree on necessary risk reduction measures.

Operational updates

Resource

11. The Corporate Health and Safety (H&S) team continue to sit within the Resources directorate, under Finance, Estates and Benefits. The team report to the Head of Audit and Management Assurance along with Internal Audit, Emergency Planning and Insurance & Risk Management.
12. The H&S team comprises of one Manager, two Advisors, one Junior Advisor and one Training and Business Support Officer.

Corporate work

13. Since the last Committee meeting a further two maintained schools have been visited to carry out a Safer School Inspection. Another inspection is scheduled for November 2025.

To date five inspections of our fourteen maintained schools have taken place. Generally, the Health and Safety Management processes at the schools are to a very high standard. The team continue to work with schools to improve aspects of their site management.
14. The team are in the process of producing inspection templates designed specifically for the higher risk depots and lower risk office accommodation. It is anticipated that these will be ready to be used in the next few months. These proactive inspections will ensure that we remain compliant with regulations and that services are working in accordance with our corporate health and safety procedures and best practice.
15. Following the initial procurement of lone working product solutions to a single supplier, the team are now undertaking the ordering of new products. This ensures that we can streamline the process from the initial order to the configuration, testing

and issuing of a device. We have also undertaken several face-to-face training sessions to build user's confidence which in turn fosters a positive safety culture.

Corporate systems

16. The Incident Reporting System (IRS) which provides an online reporting tool for colleagues to log accidents and near misses continues to be developed by our inhouse ICT team. Planned enhancements include back office functionality to allow faster analysis and reporting by the safety team. Further reporting categories will be added to capture other incidents such as verbal abuse and adverse events.
17. The Cautionary Contact List (CCL) has been improved to allow all colleagues to search one database. Previous council registers have now been removed from use.
18. The design of the in house health surveillance database has been completed. The database is now in use and facilitates the retention of all health surveillance information of colleagues in a centralised location. This ensures that we can meet our legal requirements in terms of record retention in a central repository.
19. Our in house ICT team are currently working on the design of a Display Screen Equipment (DSE) database. It is envisaged that the assessments will be able to be completed online and electronically retained in one location. The assessments will be easily accessed by the individual user, their manager and the Health and Safety team.

Policies and procedures

20. A fully functioning [intranet landing page](#)* exists where colleagues can access all live policies and procedures. *This is an internal link for Councillors and colleagues only.



Health and Fire Safety

[Intranet Home](#) ▾ [Health and Fire Safety Home](#) [Health and Safety Library](#) [Fire Safety Library](#)

On these pages you will find things you need to know about health and fire safety at BCP Council.

Contact:

- health.safety@bcpcouncil.gov.uk
- fire.safety@bcpcouncil.gov.uk

First Aid

- [Report an accident or near miss](#)
- [Procedure for reporting an accident or near miss](#)
- [BCP Defibrillator locations](#)
- [First Aid procedure and forms](#)
- [First Aid training](#)

Health at work

- [Working from home guidance](#)
- [Cautionary Contact List \(CCL\)](#)
- [Living safely with respiratory infections, including COVID-19 \(gov.uk\)](#)
- [Working in council buildings](#)
- [Using personal protective equipment](#)
- [Building ventilation advice](#)
- [Hot water bottle safety](#)

[View all](#)

Health and Safety Library

- [Health, Safety and Welfare Policy](#)
- [Health and Safety and Fire Safety Governance Framework](#)

[View all](#)

Fire safety

- [Fire Safety Policy](#)
- [Fire Safety Library](#)
- [Fire Safety Aide Memoirs](#)
- [Personal Emergency Evacuation Plan](#)

[View all](#)

21. Health and safety policies and procedures are reviewed annually. Many procedures are updated more frequently in response to emerging issues or to provide further clarification on particular points.

Documents that have undergone updates since the last Committee include, but are not limited to:

- Health, Safety and Welfare Policy
- Display Screen Equipment Procedure and associated form

- Lifting Operations and Lifting Equipment Procedure
- Noise Procedure and associated documents
- Personal Protective Equipment Procedure
- Safety Training Procedure
- Vibration Procedure and associated documents
- Whole Body Vibration Procedure and associated documents
- Cautionary Contact List Guidance

Health and Safety Executive (HSE) interventions

22. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) we have a statutory duty to report certain work-related accidents to the Health and Safety Executive (HSE).
23. These notifications include fatalities (there have been none), specified injuries and over 7 day incapacitation to colleagues. Should a member of the public be taken to hospital from the scene of the accident, this is also notifiable. Additional reportable categories include Dangerous Occurrences, certain Occupational Diseases and exposure to substances known to be carcinogenic or classified as a biological agent (there have been none).
24. Between 1 October 2024 to 1 October 2025, 28 of these notifications were submitted to the HSE by the Corporate Health and Safety team. These consisted of 3 notifications reported on behalf of schools, two Dangerous Occurrences and 28 injury related reports.

Summary of financial implications

25. The 2025-26 budget for the Corporate Health & Safety is £263,400. This includes £64,000 for corporate training for all mandatory and safe levels for all colleagues across the Council. The training budget covers training for areas such as first aid, de-escalation and personal safety, asbestos awareness and duty to manage, manual handling, working at height and others.
26. Since the last Audit & Governance Committee meeting, this training budget has made it possible for the team to facilitate 68 courses. This has enabled 657 colleagues to receive essential health and safety training.
27. No material under or overspends are projected in the Health and Safety team.
28. No financial implications are arising from the specific recommendations of this report.
29. There are potential financial risks associated with inadequate or non-compliant health, safety and welfare practices that could lead to financial penalties and losses. The governance arrangements outlined in this report help to mitigate these.

Summary of legal implications

30. No legal implications are arising from the specific recommendations of this report.
31. The Council is legally obliged to have adequate health and fire safety arrangements in place and the current governance arrangements support demonstrating compliance with these obligations.

Summary of human resource implications

- 32. No human resource implications are arising from the specific recommendations of this report.
- 33. Where necessary, colleagues in People and Culture are contacted to ensure that HR implications of any health and safety management actions are considered.

Summary of environmental impact

- 34. There are no environmental impacts arising from the specific recommendations of this report.

Summary of public health implications

- 35. There are no public health implications arising from the specific recommendations of this report.

Summary of equality implications

- 36. No equalities implications are arising from the specific recommendations of this report.
- 37. Where necessary, the Corporate Health and Safety team work alongside People and Culture colleagues to ensure that both equality and health and safety aspects are considered to safeguard that equality aspects, such as disability, are suitably actioned.

Summary of risk assessment

- 38. Failure to report annually would leave the Committee unaware of continuing governance arrangements. This failure increases the risk of ongoing governance falling below acceptable standards.
- 39. Annual reporting to this Committee is considered appropriate. However, there should remain the option for exception reporting if relevant officers or members are concerned that governance arrangements may have been compromised.

Useful links:

- 40. [Health, Safety and Welfare Policy](#) (internal link only for Councillors and officers).

Appendices

None

This page is intentionally left blank