

HEALTH & SAFETY COMMITTEE WORK PLAN APRIL 2025 – MARCH 2026

Currently, Health & Safety Committee (HSC) meets bi-monthly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee's Terms of Reference into a basic work plan April 2025 – March 2026.

AGENDA ITEM/ ISSUE	Purpose	LEAD	Responsible Officer	6 May 2025	3 July 2025	9 Sept 2025	11 Nov 2025	13 Jan 2026	10 March 2026
GOVERNANCE & RISKS									
Welcome and Apologies	N/A	Chair	All	✓	✓	✓	✓	✓	✓
Declarations of Interests	N/A	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from previous meeting	N/A	Chair	CSO	✓	✓	✓	✓	✓	✓
Matters Arising (not on agenda)	N/A	Chair	All	✓	✓	✓	✓	✓	✓
Table of Actions (ToAs)	N/A	Chair	CSO	✓	✓	✓	✓	✓	✓
Review of Terms of Reference (TORs)	Approval	Chair	JW					✓	
HSC Annual Self-Assessment of Effectiveness	Assurance	Chair	JW						
Health & Safety Committee Annual Report 2025/26	Assurance	Chair	JS						
Health and Safety Sub-Committee Update	Assurance	JS	JS	✓	✓	✓	✓	N/A	N/A
Health and Safety Sub-Committee Table of Actions (from October 2025 meeting)	Assurance	JS	JS					✓	N/A
Assurance and Risk Report	Assurance	JS	RW		✓	✓		✓	✓
Governance Review	Information	Chair	JW				✓		
HEALTH AND SAFETY UPDATES									
Staff/Patient Story	Assurance	JS	various	D	D	✓			
H&S Dashboard and Compliance report (cover the work of reporting groups and other legislation) (3.1, 3.2, 3.3, 3.4, 3.11, 3.12, 3.14, 3.18)	Assurance	JS	TH	✓	✓	✓	✓		
Health and Safety Assurance Report	Assurance	JS	DE&F					✓	✓
<i>Site Visit Report and associated actions</i>	Assurance	JS	TH		✓			✓	

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<i>Safety Management Systems and Audits, and associated corrective actions * (3.7 & 3.10)</i>	Assurance	JS	TH			✓			
Accident, Incident and Notifiable Statistics Process Review* Including V&A (3.8)	Assurance	JS	TH	✓			✓		
<i>Monitoring of H&S Annual Work Plan (3.9)</i>	Assurance	JS	TH	✓	✓	✓	✓	✓	D
Review of efficacy of the health, safety, fire and security training programmes (3.13)	Assurance	JS	TH		✓				
Health and Safety Policy (3.17) <i>not due for review until Sep27)</i>	Approval	JS	TH						
Produce Health and Safety Annual Report for Board (3.19)	Approval	JS	TH					✓ draft	D
Electrical Infrastructure Risks	Assurance	JS		✓					
Risk 1745 – Estates Condition	Assurance	JS		D	✓				
RAAC Assurance Report	Assurance	JS		✓					
Trade Union Health & Safety Group Update	Assurance				✓				
Bariatric Report	Assurance		JB				✓		
Stress in the Workplace	Assurance	JS	TH/KR				✓		
Individual Regulations Assurance Reports: • Fire Safety • Security	Assurance	JS	RJ CS					✓	✓
Clinical Care Groups Health & Safety Assurance Reports: • Planned & Specialist Care • Community & Integrated Medicine • Allied Health & Health Sciences • Mental Health & Learning Disabilities • Primary Care • Estates & Facilities	Assurance	AC	PG PS SQ LC PS DE&F						

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Health & Safety/Individual Regulations Written Control Documents Status Report	Assurance	JS	DE&F/ CJ						D
Integrated Quality, Financial Performance and Delivery Group Reporting Template	Assurance	JS							✓
EMERGENCY PLANNING									
Critical Threat Level Response Framework		AG	SH						
Major Incident Annual Plan: 2025/26 (3.6)		AG	SH		✓				
PREVENT and CONTEST: Update 6-monthly update		AG	TH		IC				
Counterterrorism Assessment Report: Gap Analysis & Response to Martyn's Law					IC				
Security Review		JS							IC
Policies									
Business Continuity & Planning Policy	Approval	AG	SH		✓				
Administration									
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Draft agenda to go to Executive Team	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting)	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Disseminate agenda/papers 7 days prior to meeting	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Issue a draft TOA within two days of the meeting	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Circulate minutes and TOA to the Lead Director within 7 days of meeting	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓
Issue minutes and TOA to Members (including the Committee Chair) following Lead Director review	N/A	CSO	N/A	✓	✓	✓	✓	✓	✓

Chair: Ann Murphy **Vice Chair:** Sarah

Harraway **Lead Executive:** James Severs

JS James Severs
TH Tim Harrison
SC Simon Chiffi
CS Charles Scarf
CJ Christine James

JW Joanne Wilson
CW Charlotte Wilmshurst
RJ Richard Jupp
LC Liz Carroll

CSO Committee Services
Officer

AC Andrew Carruthers
SA Shaun Ayres
PS Peter Skitt
PG Paula Goode

D Deferred

AG Ardiana Gjini
SH Sam Hussell
SQ Sara Quarrie
DE&F Director of Estates &
Facilities