

Meeting: Trust Board Meeting in Public

Date: 24 September 2025

Assurance Report

Agenda item	Annual Health and Safety, Fire Safety and Security Reports
Board Lead	Chief Estates & Facilities Officer
Author	Property Services Risk Manager
Appendices	A> H&S Annual report B> Fire Safety Annual report C> Security Annual Report
Onward governance	n/a

Report overview

This year's annual reports provide assurance to the Trust Board on the disciplines of Health and Safety (H&S), Fire Safety and Security for the reporting period of 1 April 2025 to 31 March 2025. Key highlights from each report are summarised in the Executive Summary overleaf and with full reports attached in appendices.

The Trust Board are asked to review the annual progress in delivering each safety discipline and acknowledge that BHT is travelling in the right direction. Individual reports have been updated to reflect feedback from EMC on 29th July, which includes a summary of delivery of the 24/25 objectives.

EMC confirmed acceptable assurance on 2nd September, noting the need for greater triangulation of data related to security incidents and the need for improved communications to the organisation on progress as well as ongoing gaps related to health and safety, fire and security.

Level of assurance			
<input type="checkbox"/> Substantial assurance High level of confidence in delivery of objectives	<input checked="" type="checkbox"/> Acceptable assurance General confidence in delivery of objectives	<input type="checkbox"/> Partial assurance Some confidence in delivery of objectives	<input type="checkbox"/> No assurance No confidence in delivery of objectives
Previously considered	Trust Health and Safety Committee – 07 July 2025 Executive Management Committee – 29 July 2025 and 02 September 2025		
Decision	The Board is requested to take an acceptable level of assurance from the report, as above.		
Relevant strategic priority			
Outstanding Care <input type="checkbox"/>	Healthy Communities <input checked="" type="checkbox"/>	Great Place to Work <input checked="" type="checkbox"/>	Net Zero <input type="checkbox"/>

Relevant breakthrough objective – 2025/26			
<input type="checkbox"/> Reduction in emergency admissions <input type="checkbox"/> Reduction in elective waiting times	<input type="checkbox"/> Supporting people to live healthier lives	<input type="checkbox"/> Zero tolerance to bullying	<input checked="" type="checkbox"/> Governance / Statutory Requirement
Implications / Impact			
Quality		Improved quality of health and safety measures that directly influences the well-being of all colleagues, patients and visitors. Evaluating and addressing potential gaps or issues to ensure safety standards are upheld to highest standards.	
People (BHT colleagues)		Compliance with H&S Legislation will ensure the safety of our patients, staff visitors and contractors.	
Risk: link to Board Assurance Framework (BAF) and local or Corporate Risk Register		Principal Risk 6: Failure to deliver our People priorities H&S risks are included on divisional risk registers and higher-level risks are included on the Corporate risk register.	
Financial		Potential non-compliance with statutory requirements may lead to fines and litigation from personal injury claims	
Compliance Health and Safety Regulation Premises and Equipment		CQC Standard SAFE H&S at Work Act The Regulatory Reform (Fire Safety) Order	
Partnership: consultation / communication		H&S Committee	
Equality		This report is inclusive of all groups	

APPENDICES

- Appendix A: H&S Annual Report
- Appendix B: Fire Safety Annual Report
- Appendix C: Security Annual report

Executive Summary

This year's annual reports provide assurance to the Trust Board on the disciplines of H&S, Fire Safety and Security. Key highlights from each report are summarised below.

Health and Safety

There were six health and safety objectives set for 2024/25, of which three were delivered, two were partially delivered and one was not delivered owing to a lack of funding.

There has been a significant decrease (40.3%) in Slips, Trips, Falls & collisions this year, compared to last year. Needlestick and incidents connected with 'Sharps' has decreased by 9% this year. Verbal abuse and physical assault of our colleagues decreased by 5.4%.

The number of incidents that must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 has slightly increased from 13 to 14 reports.

The annual Health & Safety survey recorded a 90% compliance rate, with 128 completed returns submitted by Care Groups. Further work is underway to accurately determine the total expected submissions as some areas are used by multiple teams. Additionally, H&S compliance training surpassed the 90% target, achieving a completion rate of 94.21%.

Fire Safety

There were four fire safety objectives set for 2024/25, of which one was delivered, two were partially delivered and one was not delivered.

A fire safety audit was conducted by Buckinghamshire Fire & Rescue Service at Buckingham Hospital in May 2024. All identified actions were completed by December 2024. A follow-up visit in January 2025 confirmed full compliance.

A fire door survey focused on high-risk areas across all sites was completed in December 2024. The Fire Safety, Estates and Capital Development teams are working collaboratively to explore options for ongoing maintenance, via a combination of internal resources and certified external contractors and utilising the capital awarded to the Estates Safety Fund.

Key Performance Indicators (KPIs) for 2024/2025 were introduced, focusing on face-to-face fire training, fire warden training, and the reduction of unwanted fire service calls

Security

There were four security objectives set for 2024/25, of which three were delivered and one was partially delivered.

A new contract with PeopleSafe for lone worker devices has been implemented alongside new systems of control for allocation and management of devices.

A pilot for body worn cameras has been completed in three departments in the Trust. Work is now underway to analyse the data to inform a business case for investment.

Five policies have been updated, and one new policy has been created - BHT Pol 326 Searching Policy.