



November 27th, 2025

Chairperson: Alderman O Gawith

Vice-Chairperson: Councillor S Burns

Aldermen: J Baird, S Skillen

Councillors: J Bamford, D Bassett, P Catney, A Givan, A Gowan, G Hynds, C McCready, B Magee, M McKeever, R McLernon, N Parker

Ex Officio:

The Right Worshipful the Mayor, Alderman A Grehan

Deputy Mayor, Alderman H Legge

Notice Of Meeting

A meeting of the Environment and Sustainability Committee will be held on **Wednesday, 3rd December 2025** at **5:00 pm** for the transaction of the undernoted Agenda.

Hot Buffet will be available in Lighters from 4.15pm for Committee Members.

David Burns
Chief Executive

Agenda

1.0 Apologies

2.0 Declaration of Interests

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

📎 *Disclosure of Interests form Sept 24.pdf*

Not included

3.0 Report by the Head of Service (Building Control and Sustainability)

3.1 Climate Change (Reporting Bodies) Regulations (NI) 2024

For Noting

📎 *Item 3.1 BC - Public Body Reporting Report.pdf*

Page 1

📎 *Appendix 1bc - LCCC - 2025 - Mitigation Report Oct 2025 (1).pdf*

Page 3

4.0 Report by the Head of Service (Environmental Health, Risk and Emergency Planning)

4.1 Corporate H&S Policy & Corporate Health & Safety Procedure (CHaSP) Review

For Decision

📎 *Item 4.1 EH - Corporate H&S Policy & CHaSPs Review Dec 25.pdf*

Page 22

📎 *Appendix 1EH - Health Safety Policy v5 Oct 2025 (n).pdf*

Page 24

📎 *Appendix 2 EH - CHaSP Amendment Summary (1).pdf*

Page 37

4.2 Cemeteries Rules & Regulations Annual Review

For Decision

📎 *Item 4.2 EH - Cemeteries Rules & Regulations Annual Review.pdf*

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5.0 Confidential Report from the Director of Environmental Services

5.1 Directorate Position – Estimates 2026 /2027 - (To follow)

REPORT TO FOLLOW

5.2 Provision of cemetery land – Updated position

For Noting

Confidential due to Information relating to the financial or business affairs of any particular person (including the Council holding that information).

5.3 Redevelopment of Carryduff Household Recycling Centres

For Decision

Confidential due to Information relating to the financial or business affairs of any particular person (including the Council holding that information).

6.0 Any Other Business



Committee:	Environment & Sustainability Committee
Date:	3 December 2025
Report from:	Head of Service – Building Control & Sustainability

Item for:	Noting
Subject:	The Climate Change (Reporting Bodies) Regulations (NI) 2024

	<u>Background and Description</u>
1.0	The purpose of this report is to update the committee on the requirements of the Climate Change (Reporting Bodies) Regulations (NI) 2024. Elected Members were made aware of this requirement within a noting report to the October meeting of the Environment & Sustainability Committee. Members were also informed at that time, that the information submitted will subsequently be presented to a future Environment & Sustainability Committee, likely to be in the December reporting cycle.
1.1	The Climate Change Act (NI) 2022, Part 3, section 42, entitled ‘Climate change reporting by public bodies’ makes provision for Regulations to be made to place duties on specified public bodies to prepare and submit reports on various matters.
1.2	The Climate Change (Reporting Bodies) Regulations (NI) 2024 were made and came into effect on 3 rd May 2024. The Reporting Bodies Regulations specifies that all district councils are a ‘reporting body’ and therefore have a duty to report under these Regulations.
	<u>Reporting under Regulation 5 – Climate change mitigation reports</u>
1.3	The Climate Change (Reporting Bodies) Regulations (NI) 2024 specify that the first mitigation reports must be submitted to the Department (DAERA) by ‘not later than 31 st October 2025’. This report is attached at Appendix 1BC
1.4	<p>The mitigation report contains details of:</p> <ul style="list-style-type: none">• The organisation• Our Green House Gas (GHG) mitigation governance arrangements, monitoring and reporting• The high-level strategic mitigation objectives and goals• Details of our reporting boundary• Our emissions statement for year 2024/2025 and data gaps• Future proposals for collation of Scope 3 emissions• Our Climate Action Plan and emissions reductions• Validation and authorisation
	<u>Greenhouse Gas Emissions (Scope 1 and Scope 2)</u>
1.5	Council Officers are capturing data that informs how we calculate our GHG emissions.

1.6	<p>The councils total Scope 1 and 2 emissions, to run its estate and carry out its functions, for financial year 2024 / 2025 were 6274 tCO2e. This figure will set the benchmark to which future council Scope 1 and 2 emissions will be compared. It is Officers intentions to develop an annual report that provides context to our utility use and GHG emissions, where they occur, and overall variance year on year.</p> <p><u>Future Reporting</u></p>	
1.7	<p>Council Officers will continue to:</p> <ul style="list-style-type: none"> Track our utility use and Scope 1 and Scope 2 emissions over the coming years, whilst steadily increasing our Scope 3 emissions data. An annual council emissions position will be reported to Elected Members. The Councils agreed Climate Action Plan will be subject to internal council annual review, again reported to Elected Members. The Climate Change (Reporting Bodies) Regulations (NI) 2022, indicates that the next 'official' report is to be submitted to the Department by 31st October 2028. It will require and include the amalgamation of the council's work within the 3-year period (2025 to 2028). 	
2.0	<p><u>Recommendations</u></p> <p>It is recommended that the committee note this update report.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Officer time and resource in compiling information and in complying with the Regulations.</p> <p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.0	Has an equality and good relations screening been carried out?	No
4.1	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	
	Third Party Data Collection Under Legislation	
4.2	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.3	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	
	Third Party Data Collection Under Legislation	

Appendices:	Appendix 1BC – Public Body Reporting: Submission as made (Oct 25)
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Climate Change Public Body Reporting

Summary Report:	Mitigation
Submission year:	2025
Organisation:	Lisburn and Castlereagh City Council
Status:	Started

Part 1 - Report setup and profile
Report set up

1.1 (a) - Is this a report for a single organisation, or more than one organisation (i.e. a joint report)?

Single organisation

Profile

1.2 (a) - Contact name

Colin Duff

Contact number

02892 447370

Contact email address

colin.duff@lisburncastlereagh.gov.uk

1.2 (b) - Name of the organisation

Lisburn & Castlereagh City Council

1.2 (c) - Is your organisation required to report under the Regulations, or is your organisation reporting voluntarily?

Required to report under the Regulations

1.2 (d) - Organisation type

Local government (Council)

1.2 (e) - Average number of full-time equivalent staff employed (in Northern Ireland) (Specify the average number of staff for the most recently completed financial year - 1st April to 31st March)

715.50

1.2 (f) - For education organisations only – Number of students in the most recent academic year

No response

Part 2 – Governance, objectives and strategies

Climate change governance structures

2.1 (a) – Does the organization currently have any climate mitigation governance structures in place?

Yes

2.1 (b) - How is climate change mitigation governed within the organisation?

Officer Reporting and Governance Structure - Climate & Sustainability Officer reports through Head of Service (Building Control & Sustainability) to Director of Environmental Services, Corporate Management Team and to Environmental & Sustainability Committee. LCCC Sustainability Strategy and Climate Action Plan was agreed at Environmental & Sustainability Committee and ratified at Council meeting in June 2025. It was officially launched on 25th September 2025. Mitigation Actions within Councils Climate Action Plan to be subject to annual monitoring and reporting to CMT and Elected Members through the Environmental Services Committee.

2.1 (c) - Provide a summary of how the organisation monitors, reports on and manages its climate change mitigation decision-making at a senior staff level e.g. the responsibilities for the organisation's senior managers, departmental heads, etc.

LCCC Sustainability Strategy and Climate Action Plan was agreed at Environmental & Sustainability Committee and ratified at Council meeting in June 2025. It was officially launched on 25th September 2025. Mitigation Actions within Councils Climate Action Plan to be subject to annual monitoring and reporting to CMT and Elected Members through the Environment and Sustainability Committee, as 2.1(d)

2.1 (d) - If available, provide a diagram/chart to outline the climate change mitigation governance and responsibilities within the organisation, including senior management, departmental heads, etc. (individual names are not required).

LCCC Appendix 2.1 d.pdf

Climate change objectives and strategies

2.2 (a) - Does the organisation currently have any high-level, strategic objectives (goals) for climate change mitigation? (e.g. in a climate change strategy or corporate plan or similar document)

Yes

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC SUSTAINABILITY CLIMATE STRATEGY 2025-2029.pdf

Title of the climate change mitigation objective

Reducing energy consumption across council facilities

Description of the climate change mitigation objective

This objective/ goal will link to actions to be taken within the Climate Action Plan to reduce energy consumption and so reducing costs to council and GHG emissions.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2025-2029, page 7

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC SUSTAINABILITY CLIMATE STRATEGY 2025-2029.pdf

Title of the climate change mitigation objective

Exploring and progressing viable renewably generated energy sources

Description of the climate change mitigation objective

This objective/ goal will link to actions to be taken within the Climate Action Plan to reduce where possible the viability of energy from renewable sources.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2025-2029, page 7

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC SUSTAINABILITY CLIMATE STRATEGY 2025-2029.pdf

Title of the climate change mitigation objective

Becoming a civic leader by promoting sustainability and climate action

Description of the climate change mitigation objective

This objective/ goal will link to actions to be taken within the Climate Action Plan to lead by example in what we do and in the longer term to assist and influence others within the council boundary.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2025-2029, page 7

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC SUSTAINABILITY CLIMATE STRATEGY 2025-2029.pdf

Title of the climate change mitigation objective

Protecting and enhancing native biodiversity

Description of the climate change mitigation objective

This objective/ goal will link to actions to be taken within the Climate Action Plan to take actions that aligns with the councils biodiversity plans to enhance and protect.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2025-2029, page 7

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC SUSTAINABILITY CLIMATE STRATEGY 2025-2029.pdf

Title of the climate change mitigation objective

Promoting Environmental Protection

Description of the climate change mitigation objective

This objective/ goal will link to actions to be taken within the Climate Action Plan to promote the environment as one of the strands of sustainability.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2025-2029, page 7

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC SUSTAINABILITY CLIMATE STRATEGY 2025-2029.pdf

Title of the climate change mitigation objective

Developing a council policy to give sustainability direction to council services and functions

Description of the climate change mitigation objective

This objective/ goal will link to actions to be taken within the Climate Action Plan to take actions that aligns sustainability principles with all council actions and plans.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2025-2029, page 7

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC CLIMATE ACTION PLAN 2025.pdf

Title of the climate change mitigation objective

Developing and delivering a Climate Action Plan

Description of the climate change mitigation objective

Action Plan attached. Details all short, medium and longer term actions that council will take to promote and deliver sustainably.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2025-2029, page 7

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC SUSTAINABILITY CLIMATE STRATEGY 2025-2029.pdf

Title of the climate change mitigation objective

Training all staff and Elected Members in climate awareness

Description of the climate change mitigation objective

This objective/goal will link to actions to be taken within the Climate Action Plan to raise Climate awareness with all staff and Elected Members

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2025-2029, page 7

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

LCCC SUSTAINABILITY CLIMATE STRATEGY 2024-2028.web.pdf

Title of the climate change mitigation objective

Planet

Description of the climate change mitigation objective

Outcome: We live in resilient and environmentally friendly places.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Sustainability Strategy 2024-2028, page 20

2.2 (b) - Provide details of the high level, strategic climate change mitigation objective(s) - its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

No file uploaded

Title of the climate change mitigation objective

Theme 4: Where we live

Description of the climate change mitigation objective

Outcome: We live and work in attractive, resilient and environmentally friendly places.

Name of document and page number where the objective is located (e.g. climate change plan / strategy, corporate plan, etc.)

LCCC Community Plan 2017-2032, page 30

https://www.lisburncastlereagh.gov.uk/documents/d/guest/community_plan_2017-2032_email-pdfpdf

2.2 (b) – Provide details of high level, strategic climate change mitigation objective(s) – its description, and where it can be found (e.g. strategy or corporate plan or similar documents)

No file uploaded

Title of the climate change mitigation objective

Various Sustainability Objectives

Description of the climate change mitigation objective

A: A Quality Place B: A Thriving Place C: A Vibrant Place D: An Attractive Place E: A Green Place F: A Connected Place

Name of document and page number where the objective is located (e.g. climate change plan/strategy, corporate plan, etc.)

LCCC Local Development Plan 2032, pages 30-35
https://www.lisburncastlereagh.gov.uk/documents/d/guest/local_development_plan_2032_part_1_plan_strategy

Part 3 – Setting a reporting boundary
How is the reporting boundary defined

3.1 (a) - Which approach has been used to define the 'organisational boundary' in the organisation's reporting?

Control Approach - Operational

3.1 (b) - Provide a diagram or table showing where the organisation's reporting boundary has been set

Operational Boundary - Appendix 3.1b.pdf

Part 4 - Emissions statement

4.1- Scope 1: Direct GHG emissions - Scope 1 accounts for direct GHG emissions that occur from sources that are owned or controlled by the organisation.

Direct GHG emissions totals

Title	Total
Total scope 1 emissions (tCO ₂ e)	4960.491662
Total outside of scopes emissions (tCO ₂ e)	108.042191

Direct GHG emissions added

4.1(a) Enter the organisation’s activity data for Scope 1 – based on the embedded DESNZ emission conversion factors

Fuels-Gaseous fuels-Natural gas		2024/2025
Activity Data	16771046.000000 kWh (Gross CV)	
Emission conversion factor	0.182900 kg CO ₂ e/kWh (Gross CV)	
Emissions (tCO ₂ e)	3067.424314	
Type of activity data collected	Primary data	
Detail how the activity data was collected (i.e. what is the source of the data)	No Response	
Detail any uncertainties or caveats if known – please declare if unknown	No response	
Any additional comments, which may be considered relevant by the organization- provide them here	No response	

Fuels-Gaseous fuels-LPG		2024/2025
Activity Data	79860.000000 litres	
Emission conversion factor	1.557130 kg CO ₂ e/litres	
Emissions (tCO₂e)	124.352402	
Type of activity data collected	Primary data	
Detail how the activity data was collected (i.e. what is the source of the data)	Delivery documentation and financial/ bills documentation	
Detail any uncertainties or caveats if known – please declare if unknown	No known uncertainties	
Any additional comments, which may be considered relevant by the organization- provide them here	No response	

Fuels-Liquid fuels – Burning Oil		2024/2025
Activity Data	3200.000000 litres	
Emission conversion factor	2.540150 kg CO ₂ e/litres	
Emissions (tCO₂e)	8.128480	
Type of activity data collected	Primary data	
Detail how the activity data was collected (i.e. what is the source of the data)	Delivery documentation, invoices and financial bills	
Detail any uncertainties or caveats if known – please declare if unknown	No known uncertainties	
Any additional comments, which may be considered relevant by the organization- provide them here	No response	

Fuels-Liquid fuels – Diesel (average biofuel blend)		2024/2025
Activity Data	667198.000000 litres	
Emission conversion factor	2.512790 kg CO ₂ e/litres	
Emissions (tCO ₂ e)	1676.528463	
Outside of scopes (tCO ₂ e)	106.751681	
Type of activity data collected	Primary data	
Detail how the activity data was collected (i.e. what is the source of the data)	Delivery documentation invoices and financial information	
Detail any uncertainties or caveats if known – please declare if unknown	No known uncertainties	
Any additional comments, which may be considered relevant by the organization- provide them here	No response	

Fuels-Liquid fuels – Gas Oil		2024/2025
Activity Data	22997.000000 litres	
Emission conversion factor	2.755410 kg CO ₂ e/litres	
Emissions (tCO ₂ e)	63.366164	
Type of activity data collected	Primary data	
Detail how the activity data was Collected (i.e. what is the Source of the data)	Sourced from delivery documentation, invoices and financial information	
Detail any uncertainties or caveats if known – please declare if unknown	No known uncertainties	
Any additional comments, which may be considered relevant by the organization- provide them here	No response	

Fuels-Liquid fuels – Petrol (average biofuel blend)		2024/2025
Activity Data	9927.000000 litres	
Emission conversion factor	2.084400 kg CO ₂ e/litres	
Emissions (tCO ₂ e)	20.691839	
Outside of scopes (tCO ₂ e)	1.290510	
Type of activity data collected	Primary data	
Detail how the activity data was collected (i.e. what is the source of the data)	Sourced from delivery documentation, invoices and financial information	
Detail any uncertainties or caveats if known – please declare if unknown	No known uncertainties	
Any additional comments, which may be considered relevant by the organization- provide them here	No response	

4.1(b) Enter the organisation’s activity data for Scope 1 – for an alternative emission Source and own-sourced emission conversion factors

No response

4.2 – Scope 2: Energy indirect GHG emissions – Scope 2 accounts for GHG emissions from the generation of purchase energy consumed by the organization

Energy indirect GHG emissions totals

Title	Total
Total Scope 2 Emissions (Location-based (tCO ₂ e)	1315.722415
Total Scope 2 Emissions (Market-based) (tCO ₂ e)	1315.722415

4.2 (a) Enter the organisation’s activity data for Scope 2 – based on the embedded DESNZ emission conversion factors (for electricity – this is called the location-based method)

Energy indirect GHG emissions added

UK Electricity – Electricity generated – Electricity:UK		2024/2025
Is this purchased green electricity	No	
Emissions (tCO ₂ e)	1315.722415	
Emission conversion factor	0.207050	
Activity data	6354612.000000	
Units (activity data)	kWh	
Units (emission conversion factor)	kg CO ₂ e/kWh	
Type of activity data collected	Primary data	
Detail how the activity data was collected, (i.e. what is the source of the data)	Meter readings, supplier data, invoices and financial information	
Detail any uncertainties or caveats if known – please declare if unknown	No known uncertainties	
Any additional comments, which may be considered relevant by the organization – provide them here	No response	

4.3 – Scope 3 – Other indirect GHG emissions – Scope 3 emissions are a consequence of the activities of the organization, but occur from sources not owned or controlled by it

4.3 (a) Enter the organisation’s emission data for Scope 3 – based on the DESNZ emission conversion factors

No response

4.3 (b) Enter the organisation’s emission data for scope 3 – for an alternative emission source and the own sourced emission conversion factors

No response

Data gaps

4.4 (a) - If the organisation wishes to provide comments on any gaps in its data (i.e. excluded/unavailable emissions data) in relation to Scopes 1, 2 and 3, the detail can be provided here. (For example, details such as the scope, activity type, reason why excluded, plans to obtain the missing data for future reporting and when the data might become available - could be included in answer to this question)

Scope 1 and 2 - This organisation is aware of data gaps in areas such as AC fugitive gases, fire extinguishers, off street carparks and with a single leased building yet to be included into emissions calculators due to the magnitude of the data capture and resourcing. It is anticipated as annual reporting progresses the data quality will improve to capture all anomalies and gaps. Scope 3 - This organisation is not yet in a position to capture and report on Scope 3 emissions but intends to commence and have some Scope 3 reporting completed by the next round of reporting.

Renewable energy

4.5 (a) - Has the reporting body generated its own renewable energy?

Yes

4.5 (b) – Provide details on whether the energy was used or exported by the organisation

Renewable	
Renewable Energy Technology	Wind
Renewable Electricity Total Used (kWh)	48,743.000000
Renewable Electricity Total Exported (kWh)	0.000000
Renewable Heat Total Used (kWh)	0.000000
Renewable Heat Total Exported (kWh)	0.000000
Any additional comments, which may be considered relevant by the organisation – provide them here	Wind Turbine situated at Lough Moss Leisure Centre. 10.09 tCO ₂ e avoided due to generated electricity

District Heating Schemes

4.6 (a) - Has the organisation had any involvement in district heating schemes?
No

Part 5 – Emissions reduction actions

Targets

5.1 (a) – Does the organisation have any emissions reduction target(s) and/or energy efficiency target(s)?
Yes

5.1 (b) – Provide detail of the emissions reduction target(s) and/or energy efficiency target(s) which the organisation aims to achieve

Title of target	Description of target
Net Zero by 2050	The Council has set a target to support and align with the Climate Change Act (N) 2022 and associated legislation

5.1 (c) - If the organisation has comments, which it considers relevant, further to the selected option under question 5.1(a), they can be provided here

The council has recently agreed its own Climate Action Plan to reduce its energy use and emissions, however at this stage no specific reduction targets have been set at present, but is committed to Net Zero by 2050. Council awaits the DAERA Climate Action Plan that will allow co-ordination of effects and support to meet wider global targets.

Action Plan

5.2 (a) – What actions is the organisation taking, or planning to take, to reduce its greenhouse gas emissions?

Action Plan	
Title of action	LCCC Climate Action Plan
Description of action	The Council has agreed a Climate Action Plan to support its Sustainability Strategy, with both launched on 25th September 2025. It sets out actions to be taken in the short, medium and longer term by Council to be more sustainably focused, to reduce utility use and reduce GHG emissions. The Climate Action Plan sets out actions in the following areas: Citizen engagement and leadership - How we engage and communicate with our citizens to promote and encourage a more sustainable way of living and working, leading by example as a sustainable organisation. Buildings and energy - The energy we currently use within our estate and functions, the emissions produced from our facilities and the types of energy we will use in the future. Transport - The way we travel and the means we choose to make these journeys for business purposes and to deliver the operational functions of the council. Economy - Our local economy, supply chains and supporting businesses. Waste and resource management - The way we manage our waste and resources from council facilities and operations. Natural environment - How we protect our natural environment and use it to reduce the impacts of climate change. The Climate Action Plan is uploaded and attached within section 2.2(b) of this submission.
Action Status	Action started and on going
If available, implementation start date of the action (can be indicative) (if not applicable state 'N/A', if not available state 'unknown')	Various actions ongoing
If available, completion date of the action (can be indicative) (if not applicable state 'N/A', if not available state 'unknown')	Various actions ongoing

Provide details of any related performance indicators for the action or if they are currently under development (if not applicable state 'N/A')	There are various actions within the Climate Action Plan all with varying delivery timelines. The CAP will be subject to annual review and will develop as a living document
Any additional comments which may be considered relevant by the organisation- provide them here (e.g. state if timelines for the implementation are indicative or any other comments which the organisation 'thinks are important etc) (if not applicable state 'N/A')	All timelines within the CAP are indicative at this stage

Co-ordination of actions

5.3 (a) – For each of the organisation’s actions (provided under question 5.2 (a)), select the appropriate option on the desirability to co-ordinate the action with corresponding proposals/policies/actions in other parts of the United Kingdom, in the Republic of Ireland or elsewhere. ('elsewhere' can include Northern Ireland)

LCCC Climate Action Plan	
Select appropriate option relating to desirability of co-ordinating the action	Yes-desirable but not co-ordinated or co-ordination is under development
Any additional comments which may be considered relevant by the organisation- To support the selected option, provide them here (if not applicable state 'N/A')	The Council has developed its Climate Action Plan that is initially looking at our own activities and functions in an attempt to understand our own emissions and to plan their reductions. However, we are aware that DAERA is consulting on a NI wide CAP and would suggest that better co-ordination between central and local government could be advantageous in delivering the collective goals. This would create an environment of support and Co-ordination to local councils including resourcing.

Part 6 – Emissions reduction case studies

6.1 (a) – Does the reporting organisation wish to provide any case studies which illustrate its best practice that it is undertaking/has undertaken in relation to mitigation actions?

Yes

6.1 (b) – Provide details of the reporting organisation's case studies, up to a maximum of five, which illustrate its best practice that it is undertaking/has undertaken in relation to mitigation actions?

No file uploaded

Title of case study

Joint Council Procurement - Purchase of 'green' energy tariff.

Description of case study (e.g. aim / objective, timescale, location, key lessons learned, etc.)

Council is engaged in joint procurement with 9 other NI Councils to procure energy. In 2025/26 Council has capitalized on this approach, reducing 100% green electricity premium from 0.65p per kWh to 0.05p per kWh. Purchasing energy on a 'green' tariff results in lower emissions outputs to the environment.

Provide generic contact details (e.g. the organisation's generic email address) for further information regarding the case study [N.B.: Contact details will be published]

6.1 (b) - Provide details of the reporting organisation's case studies, up to a maximum of five, which illustrate its best practice that it is undertaking / has undertaken in relation to mitigation actions?

No file uploaded

Title of case study

Buildings Energy Reduction Feasibility Project

Description of case study (e.g. aim / objective, timescale, location, key lessons learned, etc.)

Engage with a third party energy/sustainability specialist to analyse councils 4 biggest GHG emitting buildings and to make recommendations to reduce emissions, by: (objectives) 1. Reviewing previous energy audits and creating a baseline of what still requires progressing 2. Identify the Scope 1 and 2 emissions from the 4 buildings, review energy systems within the buildings and look for optimisation opportunities 3. Identify and recommend new or upgraded sustainable, low and zero emissions generating technologies 4. Review opportunities for energy generation and potential income 5. Identify any grant funding available to support progression. Once these reports were delivered, Council Officers worked to develop them into an Energy Reduction Action Plan (which has commenced delivery of some actions).

Provide generic contact details (e.g. the organisation's generic email address) for further information regarding the case study [N.B.: Contact details will be published]

colin.duff@lisburncastlereagh.gov.uk

6.1 (b) - Provide details of the reporting organisation's case studies, up to a maximum of five, which illustrate its best practice that it is undertaking / has undertaken in relation to mitigation actions?

No file uploaded

Title of case study

LCCC Biodiversity Action Plan

Description of case study (e.g. aim / objective, timescale, location, key lessons learned, etc.)

Local Biodiversity Action Plan available at https://www.lisburncastlereagh.gov.uk/documents/d/guest/lccc_local_biodiversity_action_plan_web Our Local Biodiversity Action Plan (LBAP) aims to: conserve and enhance the rich biodiversity of our area for both current and future generations, educate and raise awareness of the importance and variety of biodiversity found within our area, encourage local ownership/guardianship of biodiversity in our area. Key highlights of the LBAP are: Grasslands, We will: create species-rich lowland neutral grassland while protecting and enhancing existing grasslands, work with farmers to adapt practices to support local biodiversity, create and install features in existing and newly created meadows to benefit invertebrates including bug hotels and beetle banks. Woodlands and hedgerows, We will: increase woodland cover within our area through the creation of native woodland on our estate, utilising available schemes for woodland restoration and creation, deliver the BIG Tree project, monitor and control invasive non-native species, plant native species-rich hedgerows on selected council sites to act as demonstrations for planting wildlife-friendly hedgerows, provide tree planting packs to school and community groups to encourage tree planting. , We will: protect rivers from pollution using SuDS, create ponds at council sites, promote wetland biodiversity through local events and groups (water sports, anglers), discourage feeding of waterfowl at public parks with ponds or lakes. Urban areas, We will: install interpretation panels at our key sites to highlight their biodiversity value, improve the value of urban green spaces for biodiversity by supporting 'friends of' groups at selected sites, install bat roosting boxes at suitable locations, install bird nesting boxes at suitable locations, work with local schools to enhance school grounds for biodiversity, provide and enhance allotments to attract birds, insects and pollinators.

Provide generic contact details (e.g. the organisation's generic email address) for further information regarding the case study [N.B.: Contact details will be published]

colin.duff@lisburncastlereagh.gov.uk

6.1 (b) - Provide details of the reporting organisation's case studies, up to a maximum of five, which illustrate its best practice that it is undertaking / has undertaken in relation to mitigation actions?

No file uploaded

Title of case study

LCCC Tree & Woodland Strategy

<https://www.lisburncastlereagh.gov.uk/documents/d/guest/lisburn-and-castlereagh-city-council-tree-and-woodland-strategy-03-digital-pdf>

Description of case study (e.g. aim / objective, timescale, location, key lessons learned, etc.)

This Strategy aims to support the Council's commitment to combating climate change. Northern Ireland is one of the least wooded regions in Europe with less than 9% woodland cover. This is lower than the Republic of Ireland (11%), the UK (13%) and European Union (38%). Within Northern Ireland, Lisburn & Castlereagh City Council (LCCC) area has the lowest levels of tree cover. With trees playing a vital role in tackling climate change and supporting wildlife, it is vital that tree cover is increased within the Council area. The Council values the importance of trees in our local environment and are committed to their protection. This is acknowledged through the Council's Corporate Plan which includes as a corporate action under Strategic Theme 4 'Where we live' to promote use of our natural environment, open spaces and waterways, with improved facilities. Council has a policy that for every tree cut down we plant two. There are a number of workstreams that undertake to compliment climate priorities, one is the Big Tree Project to grow and plant UK and Irish Sourced and Grown (UKISG) certified trees to increase our tree portfolio

Provide generic contact details (e.g. the organisation's generic email address) for further information regarding the case study [N.B.: Contact details will be published]

colin.duff@lisburncastlereagh.gov.uk

Part 7 – Validation and authorization

Validation of data

7.1 (a) - Has the organisation applied any validation process, to the contents of this report?

Yes

7.1 (b) - What was the type, or source of the validation?

External expert (i.e. independent third party such as a consultant or auditor)

7.1 (c) - Provide details of the validation which the organisation thinks is relevant, this could be for example which emissions data was validated, etc

All Scope 1 and 2 data and calculation of total GHG emissions was verified by an independent external third party consultant organisation.

7.1 (d) - If the organisation has any further comments which it considers important or relevant to its selected option under question 7.1(a), they can be provided here.

In addition to the third party check on the emissions data, the data was internally mapped, logged and verified. It should be noted that the councils internal checks, match the third party consultants emissions totals which are also verified by the totals calculated by this portal.

Authorisation for submitting the report

7.2 (a) - Is the organisation, at the time of this submission, providing confirmation that they have obtained their own appropriate internal approval of the content of this report and the authorisation for it to be analysed and published by DAERA?

No

Committee:	Environment & Sustainability
Date:	3 December 2025
Report from:	Head of Service - Environmental Health, Risk and Emergency Planning

Item for:	Decision
Subject:	Corporate H&S Policy & Corporate Health & Safety Procedure (CHaSP) Review

1.0	<u>Background and Key Issues</u>
1.1	The Council's Health & Safety (H&S) Policy and supporting Corporate Health & Safety Procedures (CHaSPs) have recently undergone review including HR, Trade Union and H&S Committee consultation.
1.2	All changes within the Policy and CHaSPs have been highlighted in yellow.
1.3	One consistent change has been made to both the Policy and CHaSPs which is the review frequency that has been amended from annually to three yearly or sooner if legislation/processes dictate.
1.4	The Policy (Appendix 1 EH) has been subject to a number of additional amendments outlined as follows: <ul style="list-style-type: none"> • H&S Fire Risk Assessment function removed due to transfer to Building Control. • H&S Champion role added to H&S Committee Member responsibilities.
1.5	The Council's CHaSPs further support the Health & Safety Policy outlining the Council's arrangements to ensure legislative compliance. Appendix 2 EH provides a summary of amendments made to the CHaSPs.
1.6	The H&S Policy and CHaSPs will be made available on the staff intranet upon ratification.
2.0	<u>Recommendation</u>
2.1	It is recommended that the committee: <ul style="list-style-type: none"> • agree amendments to the H&S Policy and CHaSPs.
3.0	<u>Finance and Resource Implications</u> N/A
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>
4.1	Has an equality and good relations screening been carried out? Yes

4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out:</p> <p>The Equality and Good Relations Screening process determined that all groups will benefit from the application of the policy as it sets out the manner in which health and safety practice and management within the Council should be implemented and developed and provides guidance on how information regarding safety can be accessed.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes

4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>The H&S Policy and CHaSPs have been developed for Lisburn and Castlereagh City Council staff with a likely indirect moderate positive effect to all groups as such measures are expected to enhance the health and safety of all whom the council employs, works with or otherwise come into contact with, including those who live or work in rural area.</p>	
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Appendices:	<p>Appendix 1 EH - Health & Safety Policy</p> <p>Appendix 2 EH - CHaSP Amendment Summary</p>
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Health & Safety Policy

Council Health & Safety Policy

Document control summary	
Title	Health & Safety Policy
Policy/Procedure Author:	Health & Safety
Status:	Ratified
Senior Officer responsible for policy:	Director of Environmental Services
Date of Inception:	01 February 2015
Date of Approval by Committee:	09 January 2019
Date of ratification by Full Council:	22 January 2019
Minute Reference:	09/01/2019 (ESC)
Date placed on the Internet:	
Version:	5 (October 2025)
Policy Review Date: (where applicable)	October 2028



LISBURN & CASTLEREAGH CITY COUNCIL

HEALTH & SAFETY POLICY

PAGE/ SECTION	DESCRIPTION OF AMENDMENT	REVIEWED BY	AMENDMENT DATE
Page 1	Policy review date amended from annually to three yearly or if legislation / processes dictate.	K. Pantry	Oct 25
Page 2	Amendment recorded included	K. Pantry	Oct 25
Page 4	New Environmental Health, Risk And Emergency Planning Structure	K.Pantry	Oct 25
Page 5	Revised Policy Date	K.Pantry	Oct 25
Page 7	HOS Added	K.Pantry	Oct 25
Page 12	H&S Officer Removed	K.Pantry	Oct 25
Page 12	H&S advisor RA review reworded-	K.Pantry	Oct 25
Page 12	H&S Fire Risk Assessment function removed	K.Pantry	Oct 25
Page 13	H&S committee act as H&S Champions	K.Pantry	Oct 25

1. STATEMENT:

Lisburn & Castlereagh City Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its staffemployees, but also to all visitors to the Council including contractors and temporary workers.

Whilst the Council will take all reasonable steps to ensure the health and safety of its staffemployees, it is also the duty of each staff member employee to take reasonable care of their own and other peoples health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

The Council is committed to ensuring that it at least complies with the minimum legal requirements and wherever reasonably practicable shall exceed them. The following general duties, as imposed by the Health and Safety at Work (NI) Order 1978 and the Management of Health and Safety Work (NI) Regulations 2000, will form the focus of the Council's health and safety provisions:

- The provision and maintenance of a working environment for Council staffemployees that is, so far as is reasonably practicable, safe, without risks to health, and adequate with regards to welfare facilities and arrangements.
- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- The provision of arrangements that are, so far as is reasonably practicable, safe, and without risks to health, relating to the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all Council staffemployees.
- The maintenance of any place of work under the Council's control, including access and egress, in a condition that is, so far as is reasonably practicable, safe and without risks to health.
- To provide and maintain a healthy working environment including adequate welfare facilities.
- The carrying out, where applicable, of suitable and sufficient assessments of the risks to the health and safety of Council employees, and any others who may be affected by Council undertakings.

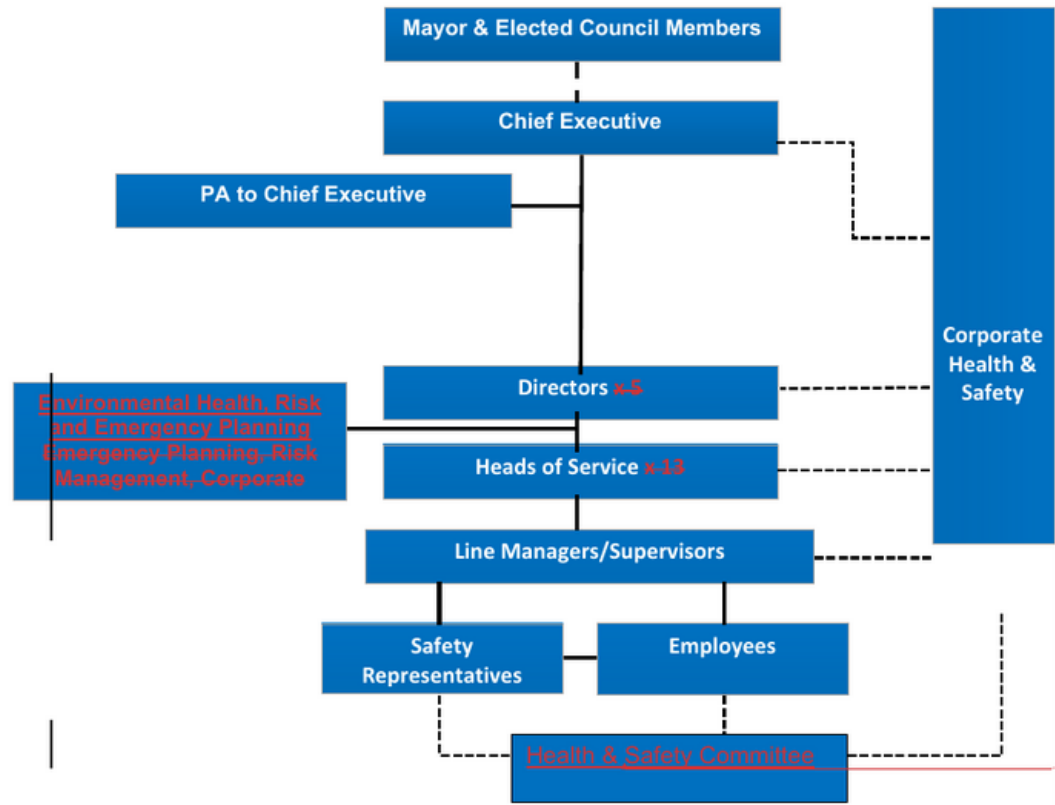
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The promotion, enhancement and maintenance of a positive health and safety culture within Lisburn & Castlereagh City Council is achieved by all staff employees displaying a positive attitude to health and safety. It is vital that staffemployees at all levels accept that they have responsibilities for health and safety and ensure that all activities are adequately resourced both financially and physically. Success in health and safety management is dependent upon the integration of health and safety into all management functions within Lisburn & Castlereagh City Council.

It should be noted that the Order places, upon staff-employees, the duty to take reasonable care for the Health and Safety at Work of themselves, as well as of others, who may be affected by their acts or omissions, and to co-operate with their employer, so far as is necessary, to enable any duty or requirement imposed on the employer by any relevant statutory provisions to be performed or complied with. They must not interfere recklessly with or misuse anything that is required by law to be provided for Health and Safety.

2. ORGANISATION:

Whilst overall responsibility for health and safety rests with the Chief Executive, all Lisburn & Castlereagh City Council ~~staff~~employees have health and safety responsibilities, and the following chart depicts the primary organisational and functional health and safety responsibilities.



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3. **ARRANGEMENTS:**

This health and safety policy statement is supplemented by specific responsibilities, policies, Council Health and Safety Procedures (CHaSPs), guidance and training courses as are required to address relevant work places and work activities.
All relevant documentary material will be held as follows:

- In ~~staff~~employee handbooks / E-Learning Module (living documents that will be revised as and when required).
- On the Council Intranet.
- Line managers must make relevant Council Health and Safety Procedures (CHaSPs) available to ~~staff~~ employees as necessary.

Signed:

Mr David Burns
Chief Executive
Lisburn and Castlereagh City Council
October 2025

Part 2 Organisation:

Legislation

There are three primary pieces of legislation outlining responsibilities for Health and Safety for employers and **staff employees**, they are,

- The Health & safety at Work (NI) Order 1978
- The Management of Health & safety at Work Regulations (NI) 2000
- The Workplace (Health, Safety & Welfare) Regulations (NI) 1993

Legal Requirements

It is a legal requirement to have the following in place:

- A written & up to date Health & Safety Policy.
- Relevant Risk Assessments with findings recorded.
- A Health & Safety Law Poster on display in all locations, or H&S law leaflets distributed to all workers (must be current version, with relevant details filled in).
- A system of recording and reporting injuries, diseases and dangerous occurrences.
- A method of consulting union safety representatives, representatives of employee safety and/or employees themselves.
- Appropriate provision for new and expectant mothers.

Enforcement

The Health and Safety Advisor addresses only internal issues and works purely on an advisory basis, with no enforcement powers. Health and Safety law within Lisburn & Castlereagh City Council is enforced by the Health & Safety Executive for Northern Ireland (HSENI), who can enter any Council property and inspect at any time, and who have the power to stop work, and ultimately, the power to prosecute.

Mayor & Elected Council Members are responsible for: -

- Accountability to the electorate to ensure that the Council complies with the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- Overall responsibility for ensuring sufficient resources and funds are available to permit the Chief Executive and his Directors to comply with the council's legal and moral duties.
- Liaise with the Chief Executive to establish a strategy to integrate the Health and Safety Management function fully within the Councils Management process.
- Delegating the day-to-day responsibility for Health and Safety matters to the Chief Executive.
- [Compliance in accordance with the NI Local Government Code of Conduct for Councillors.](#)

Chief Executive is responsible for: -

- Accountability to the Council for the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- Overall responsibility for the development, implementation and communication of the Health and Safety Policy and Procedures (CHaSP's) and their proper interpretation by the Directors, Heads of Service and Line Managers, etc.
- Liaise with each Director and Health and Safety Advisors, to establish a strategy to integrate the Health and Safety Management function fully within the Council Management process.
- Delegating responsibility for Health and Safety matters in particular departments to the appropriate Directors.

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- Make provision to appoint a competent person or persons to assist and advise the Council on Health and Safety matters.
- Ensure that through consultation with the Elected Members that adequate resources are made available to implement the policy and legislative requirements and relevant statutory provisions.
- Ensure that adequate arrangements for consultation and communication on Health and Safety matters are provided, at all levels throughout the Council's organisation.
- Assess reports from the Directors and competent persons on the planning, monitoring, review, implementation and development of the policy and make recommendations accordingly.

Director's & Heads of Service are responsible for: -

- Being accountable to the Chief Executive for the detailed aspects of the Council Policy particularly in respect of the organisation and arrangements for Health and Safety within their respective departments.
- Ensuring that the Council's Health and Safety policy is effectively monitored in their departments and that any proposed amendments are notified to the Chief Executive.
- Ensuring that the policy is enacted within their departments and that their managers and supervisors accept ownership with regards to their appropriate responsibilities in Health and Safety.
- Ensuring that proper account is taken of Health and Safety factors in all forward planning, i.e.
 - New buildings and projects,
 - Planned improvements and maintenance of premises,
 - Purchase of equipment and substances,
 - Employment of staff.
- Setting out adequate arrangements for consultation and communication with competent persons on matters of Health and Safety.
- Ensuring that adequate arrangements for consultation and communication of Health and Safety information are maintained throughout their areas of responsibility.
- Assessing and taking appropriate action on reports from their officers and competent persons on matters of Health and Safety.
- Making adequate arrangements for and ensure that health and safety training needs are identified to enable staff to perform their duties competently.
- Ensuring that procedures include the protection of visitors or the public in general and that all safety considerations are observed by contractors employed by their departments.
- Maintaining a positive culture towards Health and Safety in order that it can be engendered at all levels of the workforce.
- Ensuring that risk assessments of their respective areas are completed and reviewed to the appropriate timescales and that employees under their control are informed of any subsequent procedure changes.

All Line Managers & Those Responsible for Capital Projects are responsible for: -

- Understanding the aims of the Council's Health and Safety Policy and observing the responsibilities they have been assigned.
- Liaising with other Managers in order to establish written instructions with regard to safe working methods.
- Informing their Line Manager/Head of Services etc. of any health and safety concerns.
- That all hazards involved in operations and work tasks within their respective areas, are subject to formal risk assessments (note that suitable and sufficient risk assessments are a statutory requirement). Liaise with [staff employees](#) under their control to ensure they are

advised of any relevant risks, control measures, procedures, etc. including the provision of clear reporting lines that staffemployees can use to raise concerns/make suggestions. .

- Outlining potential hazards and indicating the appropriate control measures that needs to be taken.
- Ensuring that plant, equipment and systems of work within their areas are safe and without risk to health.
- Ensuring that contractors carrying out works on Council property, or on behalf of the Council, are made aware, and comply with, the Council's Health and Safety Policy and have adequate provision for Health and Safety.
- That all aspects of Health & Safety relating to members of the public, or anyone else who may be affected by Council undertakings, are given adequate attention and included during risk assessment.
- Ensuring that contractors are competent and the working methods do not give rise to danger to Council staffemployees and other persons who may be affected by their working activities.
- Maintaining a positive culture towards Health and Safety and striving to promote Health and Safety among the workforce.
- Ensuring that the Health and Safety Advisor is informed of all impending changes in methods, processes, substances and equipment, and to carry out prior consultation with the Health and Safety Advisor as necessary.
- Setting out arrangements to ensure that safety representatives and safety committees appointed under statutory regulations can carry out their functions.
- Ensuring that all accidents, incidents and deviations from the Council Health and Safety Policy are recorded and reported to the Health and Safety Advisor.
- Ensuring that the policy is enacted within their respective areas of responsibility and that their supervisors accept the day-to-day ownership with regards to their appropriate responsibilities in Health and Safety.
- Assessing and taking appropriate action on any health and safety reports from their supervisors and competent persons on matters of Health and Safety.
- That adequate Hhealth and Ssafety training and instruction is given to all levels of staffemployees in all aspects of their job, and that re-training and instruction be given where necessary, especially in respect of any new plant/equipment, systems of work, safe working procedures, or the implementation of new regulations, including internal policies and procedures.
- That any materials, work equipment, protective clothing/equipment, etc., purchased, conform to applicable standards where necessary and is the most appropriate for the job. That safety equipment/protective clothing is made available, issued, worn/used as a mandatory requirement, kept in good order and repaired or replaced as necessary. Note that the purchase of health and safety materials such as PPE should be arranged and initiated by line managers, and that the Health and Safety Section are available to advise as required.
- Ensure arrangements are in place for the safe use in handling, storage and transportation of any articles and/or substances that may be hazardous to health, and that all such substances are assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. Note: Assessing hazardous substances can be complex and it is recommended that the Health and Safety Officer/Advisor be consulted where any substances are suspected of being hazardous.
- That the Fire Log is completed in accordance with the Council's established procedures.
- That adequate facilities and arrangements for the welfare of staffemployees are provided.
- That all safety, fire, first aid and emergency arrangements are reviewed on a regular basis.
- Provision and maintenance of plant and systems of work, which, so far as is reasonably practicable, are safe, and without risks to health. That personnel are fully aware of the correct methods of the use of equipment, the dangers inherent in the job they are about to perform, and any special safety rules that apply. Safety devices, where fitted, are checked,

kept in working order and are used in the correct manner. That safety systems/procedures, such as permit to work systems, are strictly adhered to and that all equipment/tools required for the job are available and in safe and good working order. Defects should be reported immediately.

- That only competent persons undertake relevant tasks and activities and personnel under their control perform their duties in a safe manner without danger to themselves, other ~~staff~~**employees** or the general public.

Supervisors are responsible for: -

- The effective implementation of the Health and Safety Policy and procedures within their area of control.
- Recording and reporting to the Health and Safety Advisor all accidents, incidents and/or near misses within their respective areas, in line with the Council Health and Safety policy.
- Conducting the initial investigation of accidents and incidents in their area and where necessary assist the Health and Safety Advisor and others in any investigations of more serious incidents.
- Formally inspecting (at a minimum bi-monthly) the areas and activities under their control to ascertain whether safety measures are being maintained and safe working practices followed.
- Initiating corrective action deemed to be necessary as a result of their investigations into accidents or incidents or as a result of their regular formal inspections.
- Ensuring that clear and precise Health and Safety instructions are given to those under their control with regards to themselves and others.
- Ensuring that persons under their control have received an adequate level of health and safety training to allow them to operate any necessary plant or equipment.
- Informing their Manager and the Health and Safety Advisor of any necessary health and safety training needs for ~~staff~~**these employees** under their control.
- Informing their manager of any health and safety concerns.
- Ensuring risk assessments are in place for all activities. Assisting management in the carrying out and implementation of risk assessments. Ensuring risk assessments are adhered to and any concerns raised immediately with line management.
- Adequate supervision of contractors and reporting any health and safety concerns with contractors.
- Monitoring housekeeping in the area under their control and ensuring that it remains clean and tidy at all times.
- Ensuring that any necessary personal protective equipment is issued as required and full documented records are maintained.
- Ensuring that personal protective equipment is issued and properly used, maintained and stored.
- Maintaining a positive culture towards Health and Safety and promoting Health and Safety among the workforce.

Employees Staff are responsible for: -

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or do not do.
- Co-operating with Lisburn & Castlereagh City Council as an employer (or their line manager) to ensure all legal and statutory duties and requirement are complied with, and to adhere to departmental rules which have been the subject of formal risk assessment.
- Making themselves familiar with the Council's Health and Safety Policy, the Council's Fire Safety and Emergency Evacuation Procedures and organisation and arrangements for implementing them. Health, Safety and Fire Safety information, including the policy

statement and Council Health and Safety Procedures (CHaSP's) are available on the Intranet.

- Observing all safe working practices that are contained within this policy or otherwise advised and instructed.
- Notifying their immediate superior of any accident or incident at work (whether or not injury has occurred) and ensuring that it has been recorded.
- To be aware of any hazards in their workplace and to take the appropriate precautions including the use of any personal protective equipment that has been issued.
- Ensuring that they wear and correctly use all personal protective equipment and other safety devices that are set out in the safe operating procedures or risk assessments for their task
- Attend training provided to ensure compliance in health and safety matters.
- To conduct all work in accordance with safe operating procedures, instructions and arrangements.
- Notifying their immediate superior, or any other affected member of staff-employee, of any situation, which they consider to represent any serious and or immediate danger to health and safety.
- Notifying anyone who may be affected by their work of any potential hazards, i.e. the general public (special attention must be given to children), other members of staffemployees and contractors.
- Immediately informing management, on becoming aware of, of any special medical or other conditions which might affect their work or their ability to perform their job fully, e.g. asthma, heart condition, skin condition, epilepsy, etc.
- Using any equipment, machinery, dangerous substance, transport equipment or safety device in accordance with training and instruction received.
- Making a visual check (or other checks that they are authorised to do) on all equipment before use.
- Setting aside and labelling any faulty equipment and informing their immediate supervisor.
- Acquainting themselves with the escape routes and evacuation procedures relevant to each place in which they work.
- Acquainting themselves with the location of first aid facilities and the identity of the local qualified first aider.
- Ensuring that working areas remain clean and tidy and assisting to maintain a good standard of hygiene and housekeeping in their workplace.

Staff You Must NOT

- NOT using any equipment for which they have not been trained and are not authorised to use.
- WNOT wilfully damaging, tampering with, or abusing any equipment or clothing provided.
- Making a visual check (or other checks that they are authorised to do) on all equipment before use.
- Setting aside and labelling any faulty equipment and informing their immediate supervisor.
- NOT bringing to work any personal equipment. i.e. including tools, radios, personal stereos, kettles, etc.
- Acquainting themselves with the escape routes and evacuation procedures relevant to each place in which they work.
- Acquainting themselves with the location of first aid facilities and the identity of the local qualified first aider.
- Ensuring that working areas remain clean and tidy and assisting to maintain a good standard of hygiene and housekeeping in their workplace.

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- ~~NOT indulging~~Indulge in horseplay or other activities, which could endanger the safety of others.

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STAFF FAILING TO COMPLY WITH ANY PART OF THIS SAFETY POLICY MAY RESULT IN DISCIPLINARY ACTION, WHICH MAY ULTIMATELY LEAD TO SUMMARY DISMISSAL.

Health & Safety Advisor is responsible for: -

- Providing advice and assistance to the Management Team on all Health & Safety matters, including current and forthcoming legislation, and concerning requirements of contractors.
- Providing advice to Council staff on satisfying their responsibilities relating to Health & Safety.
- Keep abreast of health and safety legislation and developments and undergo training as required.
- Formulate and put in place Council Health and Safety Policies and Procedures (CHaSP's), which shall ensure the Council's compliance with such legislation.
- To provide an audit function for the Council regarding departmental compliance with Council Health & Safety Policies and Procedures.
- Co ordinating risk assessments within the Council to analyse risk exposure. Developing a planned review process regarding Council buildings, activities and practices to ensure effective health and safety procedures are in place to mitigate risk.
- Carry out accident/incident investigations including those relating to industrial diseases and dangerous occurrences.
- Assisting with the identification of training needs as they relate to health & safety and to co-ordinate appropriate training programmes in consultation with Human Resources. Conducting direct training as and when required.
- Liaising with external enforcing agencies as necessary. Complete any necessary documentation such as RIDDOR reports.
- To act as Secretary and Vice Chair to the Council's Health & Safety Committee.
- Liaising with the Council's Insurance Brokers to ensure that adequate cover is in place in order to protect the Council in respect of Health & Safety matters.
- Assisting the Chief Executive with the Council's Emergency Incident Response Plan and major incident planning.
- Complying with and actively promoting the Council's policies and procedures as directed.
- Notify Directors/Heads of Service etc. as necessary of all urgent matters relating to health and safety.
- Reporting to relevant committees as necessary.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.

Safety Representatives

Safety representatives will basically follow the functions laid down in the Safety Representatives and Safety Committees Regulations 1977, or within the Health and Safety

(Consultation with Employees) Regulations 1996, whichever is applicable to the representatives. Summarising, they shall: -

- Liaise with management on Health and Safety matters raised by the workforce.
- Represent the workforce in any liaison with the Health and Safety Executive or other enforcing Authorities.
- Receive information from inspectors in accordance with the relevant section of the Health and Safety at Work NI Order 1978.
- Investigate complaints by any members of staff/employee relating to that staff members employee's health, safety or welfare at work.
- Assist in the investigation of accidents/incidents that occur in the workplace.

Safety representatives are required to give adequate notice (so far as is reasonably practicable) to their direct supervisor before leaving their contracted work to carry out their health and safety related functions. This will ensure co-operation and co-ordination between all parties.

Health & Safety Committees

The remit of the Health and Safety Committees is to liaise between local management and staff on all matters pertaining towards Health and Safety. The Committees will meet 2-4 times per year and will include nominated safety representatives, the Health and Safety Officer/Advisor and representation from management. The main objectives of the Safety Committee will be to look at: -

- Accident trends and statistics.
- Proposed legislation.
- Procedures to implement same.
- Inspection programs.
- Act as H&S Champions

Health & Safety Notice Boards

A Health and Safety notice board shall be located within each Lisburn & Castlereagh City Council facility for the purpose of displaying Health and Safety Information. The Facility Manager will ensure this is located in an area that can be observed by all staff members and shall display the following:

- Health & Safety Law Poster (completed with current Health & Safety representative information).
- Current Health & Safety Policy.
- Health & Safety Committee representatives and minutes of the H&S committee.
- First Aiders and their normal location. Location of defibrillator if present.
- Any relevant Health & Safety promotional materials.
- Fire Wardens and their normal location.
- Fire evacuation procedures/maps etc. Location of major hazards as necessary.
- Employer's liability Certificate.

The list is not exhaustive and should be used for raising awareness of Health & Safety issues

LISBURN & CASTLEREAGH CITY COUNCIL
LIST OF POLICIES & PROCEDURES

Policy Name	Latest Review Date
Health & Safety Policy V.2	November 2018
Health & Safety Policy V.3	July 2021
Health & Safety Policy V.4	July 2023
Health & Safety Policy V.5	Oct 2025

The most recent copy of the Policies will be available on the staff intranet.

- 1 Health and Safety Committee
- 2 Risk Assessment
- 3 Accident Incident Reporting
- 4 Fire Safety
- 5 Control of Asbestos
- 6 Control of Legionella
- 7 Control of contractors
- 8 COSHH
- 9 First Aid at Work
- 10 PPE
- 11 DSE
- 12 Mental Health and Well Being
- 13 Working at height
- 15 Alcohol and Drugs in the workplace
- 16 Manual Handling
- 17 Electrical Safety at work
- 18 Permit to work
- 19 Smoke Free
- 20 Personal Safety and Lone working
- 21 Needlestick and Sharps
- 22 Playground MUGAs and Outdoor EQ
- 23 Memorial and Burial ground safety
- 24 Remote and home working
- 25 Inflatable play devices
- 26 Handling Deliveries
- 27 Anaphylaxis
- 28 Controlling infection at work-
- 29 Automatic External defibs
- 30 Health and Safety Training
- 31 Adverse Weather Conditions
- 32 Event Safety
- 33 Noise Chasp

Appendix II CHaSP Amendment Summary

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CHaSP Ref	CHaSP	Amendment
0	Health and Safety Policy	Section 2.0 Environmental Health changed to Environmental Health, Risk and Emergency Planning. Section 3.0 Revised Policy Date. Part 2 HOS added to Directors H&S responsibilities. Part 2 H&S Officer replaced with H&S Advisor. Part 2 H&S advisor RA review reworded to assist line managers. Part 2 H&S Fire Risk Assessment function removed. Function now sits with Building Control. Part 2 13 H&S Champions role added to H&S Committee Members.
1	Health and Safety Committee	Section 3.2 Chair of H&S Committee amended from HOS to Director in line with providing link to CMT Section 3.3 Additional duties of Members amended to include role of Health & Safety Champion. Section 3.7 Alternation of members of staff to attend meeting.
2	Risk Assessment	Section 7.0 Reference to new smartsheet risk assessment inventory.
3	Accident Incident Reporting	No Amendment.
4	Fire Safety	Section 10.2 Reference to Fire Risk Assessment Actions now added to smartsheet and associated escalation procedures for completion.
5	Control of Asbestos	No Amendment.
6	Control of Legionella	Section 3.2 Temperature changed from 40 to 45C. Appendix 3 Flushing timings changed from 2 to 5 minutes. Appendix 3 Facility Managers to sign check sheets to verify weekly flushing conducted.
7	Control of contractors	Appendices removed to support a more user-friendly document and evaluation stage of tender process already incorporates: <ul style="list-style-type: none"> Pre-qualification Questionnaire; Contract Management Checklist A; Contract Management Checklist B; Work Orders; Method Statements; Questions to ask Contractor; Examples of designing out Hazards Appendix 2 RAG Spot-Check Form amended to enable line managers/supervisors to manage contractors on site more succinctly. The responsibility for a contractor on site lies with the Head of Service responsible for the operation of that facility who may delegate management of the contractor to a line manager or supervisor. When contractors are on site, the facility manager/supervisor must be aware of the contractor's presence and when they have left the site safely. Appendix 1 - Contractor to complete Council's Mandatory Induction for Contractors. Assets Unit to conduct random spot-checks on works. Heads of Service to ensure those responsible for managing contractors on site are aware and implement the CHaSP.
8	COSHH	No Amendment.
9	First Aid at Work	Section 7.2 Roles of appointed person and note regarding Mental Health First Aid. Appendix 1 Updated checklist for first aid at work. Appendix 3 New First Aid Assessment Tool.
10	Personal Protective Equipment	No Amendment.
11	Display Screen Equipment	Appendix 2 Updated email address on eyesight reimbursement form.
12	Mental Health and Well Being	Ownership of Procedure transferred to HR & OD.
13	Working at height	Appendix 2 Fixed ladders inspection process.
15	Alcohol and Drugs in the workplace	Section 1.0 Health and Safety at Work Statement added. Section 1.1 Elected Members added to scope. All Sections - Removal of all reference to testing. Section 3.2 Amendment to occupational health services and counselling. Appendix 1 Removal of testing from Guidance for Managers flow chart. Appendix 2 Removal of Refer to Contractor for testing.
16	Manual Handling	No Amendment.
17	Electrical Safety at work	Section 13.0 LCCC Insurance Department arrange the formal inspections including PAT testing across LCCC. These are carried out by British Engineering Services (BES).
18	Permit to work	No Amendment.
19	Smoke Free	No Amendment.
20	Personal Safety and Lone working	Section 1.1 Risk assessment inventory on smartsheet. Section 1.1 Sharing of diary/calendar with proposed locations/timeframes.
21	Needlestick and Sharps	Section 6.3 Employee Counsellor Contact Details Updated. Appendix 1 Scoring of Risk Assessment removed.
22	Playground MUGAs and Outdoor EQ	Section 2.2.1 Updated British Standard added BS EN1176 -7:2020 . Section 4.3 Door Step locations included in routine visual inspection. Section 4.5 Annual Inspection cloud storage added. Section 4.6 Updated to supervisor and reference to PSS Live +. Section 6.0 Relevant Supervisor added. Appendix 2a removed as online. Appendix 2a removed as online. Appendix 2b removed as online. Appendix 2c removed as online. Appendix 2c removed as online.
23	Memorial and Burial ground safety	Under review - will be considered in line with the cemetery strategy.
24	Remote and home working	Section 1.0 Reference to Hybrid Working Protocol.
25	Inflatable play devices	Appendix 2 Inclusion of a monometer to read air pressure on an inflatable before use added.
26	Handling Deliveries	No Amendment.

CHaSP Ref	CHaSP	Amendment
27	Anaphylaxis	Section 3.1 Reference to Appendix 2. Section 4.0 Epi pen training Section 4.0 Training of staff regarding cross contamination. Section 6.0 Changed reference to auto injector to epi pen for consistency.
28	Controlling infection at work-	No Amendment.
29	Automatic External defibs	Corporate Policy in place - No requirement for additional CHaSP.
30	Health and Safety Training	In draft in conjunction with IA recommendation.
31	Adverse Weather Conditions	Section 7.0 Event guidance with Adverse weather. Appendix 1 Kilmakee and Glenmore Activity Centres added. Appendix 1 Removal of Union Street Carpark. Appendix 1 Carpark dimensions for Billy Neil, Lisburn New Cemetery and Sir Milne Barbour. Appendix 1 Updated Nominated Officers.
32	Event Safety	In draft - Events Working Board to progress.
33	Noise Chasp	Health Surveillance to be agreed. Currently not within Occupational Health contract.

Committee:	Environment & Sustainability Committee
Date:	3 December 2025
Report from:	Head of Service - Environmental Health, Risk and Emergency Planning

Item for:	Decision
Subject:	Cemetery Rules & Regulations – Annual Review

1.0	<u>Background and Key Issues</u>
1.1	To support the operations of cemeteries within LCCC, activities are delivered in accordance with the Cemetery Rules and Regulations. The latest version is attached (Cemeteries Rules and Regulations 2025 26.docx).
1.2	A proposal was agreed at the September meeting of the committee, whereby officers were asked to look at the possibility of council replacing benches and undertaking the subsequent upkeep where the person responsible has either passed away or become unable to undertake this task.
1.3	Section 17(l) of the Cemetery Rules and Regulations 2025/26 provides details on memorial benches within our cemeteries. It states: ‘Any benches within the Cemeteries that are in disrepair will be removed and any memorial plaque on the bench will be retained at the Cemeteries office for collection by the former owner if they wish it back. No new benches are permitted to be installed within the Cemeteries’.
1.4	From 2017 the upkeep and maintenance of memorial benches have been the responsibility of the bench owner. This change in policy followed a report by the former Head of Parks and Amenities to the meeting of the committee held on 7 June 2017. <u>Key Issues</u>
1.5	Memorial benches, of which there are 144 and of largely wooden structure, have been installed in the main in Lisburn New Cemetery Extension (Blaris) since its inception. They range in age and condition depending on how they have been maintained by families/friends.
1.6	Officers have undertaken a condition survey of the 144 memorial benches and they have been graded from 5 to 1 based on their current state of repair/disrepair. Benches graded 2 and 1 are identified as in the most significant state of disrepair and have the potential to pose health and safety concerns. There are currently 50 memorial benches which fall into categories 2 and 1.
1.7	The Parks Manager has confirmed that a replacement memorial bench which would require minimal maintenance would cost £855 plus vat. The bench is of steel design and powder coated for protection. It should be maintenance free for 15 years. Therefore, to replace the currently identified memorial benches which are in disrepair would cost £42,750. The ongoing replacement cost for the remainder of the memorial benches

	which will gradually deteriorate if they are not maintained, at today's cost would be an additional £80,370.	
1.8	There is no budget provision for these replacements, and it is out with the current policy provision agreed by council that if memorial benches are in disrepair they will be removed. Furthermore, there are memorial benches in other council owned cemeteries where space has been exhausted and if agreed, the benches within these locations would also have to be considered for upkeep and replacement. It is therefore recommended that the council continue to adhere to the agreed policy position on this matter.	
1.9	Council appreciates that this is an emotive subject, and the removal of a memorial bench should only be a last resort position. Officers will continue to exhaust all avenues to locate family members associated with a memorial bench in order that they are given every opportunity to repair or replace their bench as necessary before it would be removed. Furthermore, where a bench does fall into disrepair and needs to be removed, there is an opportunity for the details of the individual who the memorial bench honoured, to be displayed, with family consent, on a memorial structure to be included as part of the Garden of Reflection. (Phase 3 of the medium objectives of the Cemetery Strategy).	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that the committee agrees:</p> <ul style="list-style-type: none"> the Cemeteries Rules and Regulations as currently in place and they continue to apply for the remainder of the council term. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>£42,750 for replacement of 50 Memorial Benches excluding installation costs and potential costs of additional £80,370 for the replacement of the remaining 94 as they fall into disrepair. The costs would be further incurred beyond 15 years as benches require to be further replaced.</p>	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>This is a statutorily required report, so screenings are not applicable.</p>	

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Appendices:	
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