Health and Safety Policy and SOP
Mandatory Read

The Children's Trust
For children with brain injury

Lead Director	Date Reviewed
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Lead Author(s)	**Date Drafted**
Jo Bailey, Head of Health & Safety Kevin Taylor, Head of Estates and Health and Safety	September 2023
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Contents

Policy

1. Purpose and Objectives
2. Scope
3. Definitions
4. Policy Statement
5. Stakeholder Consultation
6. Related Policies
7. External References and Guidance

Standard Operating Procedure (SOP)

1. Roles and Responsibilities
2. Process/ Procedure

Document Change Control

Appendices

Appendix 1 - Stakeholder Engagement Checklist

Policy

1   Purpose and Objectives

The Children's Trust recognises the importance of ensuring the risk to staff, children and young people we care for, their families and visitors to the organisation, is assessed and mitigated as much as is reasonably practicable.

It recognises it has statutory and moral duties to ensure the safety of all those affected by its undertakings and the need to continuously improve its health and safety arrangements.

This policy sets out the arrangements that are necessary for The Children's Trust (The Trust) to achieve its legal responsibilities under the Health & Safety at Work Act 1974, the Health and Social Care Act 2012 and the Children's Home Regulations 2015 (as amended).

It is the responsibility of all The Trust's staff and volunteers to adhere to this policy and ensure the safety of themselves, users of the services and all persons coming on to The Trust's property.

The objectives of the policy are to:

* Present the Health and Safety Policy statement, required under the Health and Safety at Work Act;
* Outline The Children's Trust's commitment to health and safety.
* Prevent accidents and cases of work-related ill-health and provide adequate control of health and safety risks arising from work activities.
* To improve health and safety performance across The Children's Trust.

Relevant laws and regulations include but are not limited to:

* Health and Safety at Work Act 1974;
* Management of Health and Safety at Work Regulations 1999;
* Workplace (Health, Safety and Welfare) Regulations 1992
* Health and Social Care Act 2012;
* Children's Homes Regulations 2015.

2   Scope

This policy applies to:

* All colleagues across The Children's Trust;
* All children and young people accessing TCT services;
* All contractors and visitors across The Children's Trust.

3   Definitions

Unless otherwise stated, the words or expressions contained in this document shall have the following meaning:

Terms:	Definitions:
[the Charity/ organisation/ TCT]	[means The Children's Trust]
[SOP]	Standard Operating Procedure

CE	Chief Executive
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
HSE	Health and Safety Executive
IoD	Institute of Directors

4   Policy Statement

The Chief Executive (CE) of The Children's Trust is committed to ensuring the safety and welfare of staff, volunteers, contractors, visitors, and others who may be affected by the undertaking of the organisation and to the protection of the environment and the prevention of fire. The CE is committed to continuous improvement in health and safety standards and its safety culture, recognising the need to engage, consult and involve staff and volunteers using the Health & Safety Committee and working groups as forums for management and for staff to work together to achieve the common objectives of a safe and healthy place of work.

4.1   The Trust acknowledges that it owes a duty of care under the Health and Safety at Work Act 1974, to ensure the safety, so far as is reasonably practicable, of its employees and other persons (to include service users, contractors, visitors and volunteers) who may be affected by its undertaking, supporting a pro-active approach in the planning, organisation and arrangements for health and safety matters.

4.2   To meet their obligations under Section 2 of the Act, the Board of Trustees and senior leaders will, so far as is reasonably practicable, ensure that:

- Safe equipment is provided and safe systems of work are devised and implemented.
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment.
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees/operatives and others affected by our actions.
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained.
- The working environment is without risks to health and adequate welfare facilities are provided.

4.3   The CE will ensure that arrangements are in place for the assessment of all significant hazards in order to minimise risks to all those affected by its undertakings.

4.4   The Health & Safety Policy and Health and Safety Procedures will be formally reviewed annually by the Head of Health & Safety and when there is a significant change to the core business of the organisation.

5   Stakeholder Consultation

Appendix 1 details the stakeholders who were consulted in the development of this policy and

6   Related Policies and Procedures

The following policies and procedures stated below support the effective application of this policy and SOP:

- Asbestos Management Policy and SOP;

- Control of Contractors Policy and SOP;
- Control of Substances Hazardous to Health (COSHH) Policy and SOP
- DSE Policy and SOP;
- Emergency Procedure File;
- Fire Policy and SOP;
- First Aid SOP;
- Incident Reporting and Investigation Policy and Procedures, including the Duty of Candour;
- Lone Working Policy and SOP;
- Maintenance Policy and SOP;
- Medical Gas Policy and SOP;
- Moving and Handling Policy and SOP;
- Occupational Health Policy and SOP;
- Permit to Work Procedures
- Risk Assessment Procedures;
- Water Systems Policy and SOP

7   External References and Guidance

The following external resources and guidance were consulted in drafting this policy and SOP:

- IoD and HSE Leading health and safety at work, INDG417, 2013;
- Successful health and safety management, HSG65, 2013;
- Risk Assessment – A brief guide to controlling risks in the workplace (INDG 163) Revision 4;
- Health and Safety at Work Act 1974;
- Management of Health and Safety at Work Regulations 1999.

Standard Operating Procedures (SOP)

1   Roles and responsibilities

- Board of Trustees

The Board of Trustees are responsible for:

- o   providing the CE with the necessary resources and assistance for him to meet his legal duties, and periodically satisfying themselves that these duties are being implemented;
- o   reviewing health and safety performance through management reports, at the Finance Fundraising and General Purposes Committee and board meetings;
- o   approving key management plans outlining actions and priorities for successive years;
- o   identifying learnings and ensuring that necessary change is implemented and embedded.

- Chief Executive

The Chief Executive has overall and final responsibility for the health and safety management of the Children's Trust, ensuring compliance with the Health and Safety at Work Act 1974 and other relevant legislation. Delegating responsibility for the day to day management of health and safety to the Head of Estates and Health and Safety and Head of Health and Safety and with advice and support from the Director of Resources, the CE is responsible for:

- o   identifying and allocating health and safety responsibilities to Senior Leaders;
- o   ensuring individual managers are able to allocate appropriate financial resources to health and safety development plans;
- o   accountability to the Board of Trustees for the overall effective implementation of this policy.

- Senior Leaders / Directors

Senior Leaders / Directors have delegated responsibility, assisting the CE in the execution of his duties for:

- o   Ensuring the Health and Safety Policy and SOP are properly understood and duties are assigned throughout all levels of the organisation and that these duties are fulfilled;
- o   implementing action planning, in so far as it relates to their area of responsibility, in order to meet the organisation's health and safety objectives;
- o   reviewing the risk register
- o   identifying and allocating health and safety responsibilities at house / department manager level;
- o   health and safety performance of their areas of responsibility – determined through accident investigation, health monitoring, key performance indicators, action planning and annual performance objectives;
- o   ensuring the CE is advised of the need for adequate staff, training, funds and materials to meet the health, safety and welfare needs of the organisation, allocating and prioritising resources on the basis of risk;
- o   The Director of Resources is the health and safety lead at senior leadership level and is responsible for providing assurance on health and safety to the Board of Trustees, with the

support of the Head of Estates and Health and Safety and the Head of Health and Safety. The Director of Resources is responsible for demonstrating strong and active leadership from the top and integrating good health and safety management with business decisions. The role holder also ensures worker involvement and management of health and safety risks, monitoring and reviewing of performance.

- Operational Leadership Team / Managers

The Operational Leadership Team / Managers have operational day-to-day responsibility for ensuring the health, safety and welfare of staff, volunteers, children, visitors and others affected by the business activities. They are responsible for:

- o producing safe systems of work and procedures through risk assessment, within their areas of responsibility;
- o ensuring staff and volunteers are suitably trained and have appropriate levels of supervision, to carry out the tasks they undertake and maintain safe standards;
- o Ensure staff under their direct report, have the appropriate equipment and PPE to carry out the tasks they undertake and maintain safety standards;
- o ensuring satisfactory emergency response preparedness within their areas;
- o managing and investigating accidents, in their area of responsibility, with the objective of establishing the cause and preventing recurrence;
- o implementing the requirements of the Health and Safety Policy, and other health and safety policies and procedures throughout their areas of responsibility;

- Head of Estates and Health and Safety

The Head of Estates and Health and Safety, with the support of the Estates team, is responsible for:

- o ensuring satisfactory health and safety governance;
- o coordination and monitoring of the organisation's organisational risk register, including health and safety risks;
- o leading on operational safety in the overall management of Estates, in carrying out, or commissioning, work requested by others, in order to maintain the workplace in a safe condition;
- o in connection with building, engineering, maintenance and project work, liaising with monitoring and control of internal and external personnel, such as contractors, in order to ensure safety during their activities;
- o reviewing actions arising through audit and risk assessments and providing costed proposals for the SLT to approve, to mitigate risks where they are presented;
- o complying with Construction (Design and Management) (CDM) Regulations and other regulation and best practice guidance in relation to the work of the Estates Team;
- o sourcing specialist support, where needed for the Estates function.

- Head of Health and Safety

The Head of Health and Safety is responsible, with the support of the Health and Safety Team, for:

- providing competent and professional advice, informing management and the Health and Safety Committee and working groups of statutory requirements;

- identifying activities requiring risk assessment, carrying out generic risk assessments with assistance from working parties as appropriate

- escalating serious health and safety risks to the Director of Resources;

- advising all levels of the organisation in safe working practices and highlighting areas where requirement is required;

- leading on health and safety strategy, driving engagement and establishing a positive health and safety culture;

- Challenging unsafe behaviour and practices, halting operations if required and identifying and reducing barriers to compliance;

- defining the organisation's health and safety priorities and objectives;

- providing performance reports to senior levels of management and sub-Board committees;

- developing and keeping up to date the Health and Safety Risk Register;

- co-ordinating and carrying out risk assessments where appropriate;

- leading on the Health and Safety Committee, liaising with health and safety representatives and working safety groups;

- arranging health and safety audits and developing prioritised action planning;

- carrying out necessary needs assessments, developing, arranging or providing necessary health and safety training to meet identified needs;

- developing, arranging and providing necessary statutory health and safety information required;

- assisting with accident investigations, escalating them in accordance with the Incident Reporting policy; supporting with the identification of key learning outcomes and sharing them; reporting incidents under RIDDOR;

- liaising with enforcement authorities;

- continuous professional development to ensure competence;

- monitoring compliance with the requirements of this policy.

- Health and Safety Committee

The Health and Safety Committee are responsible for:

- Taking all reasonable and practicable steps to maintain a safe and healthy working environment which complies with statutory requirements and legislation, complimented by health and safety initiatives designed to keep staff informed of their responsibilities;

- Oversee and recommend changes as necessary to the Trusts Health and Safety Policy documents;

- Review new legislation, Approved Codes of Practice (ACOPs) and guidance and their effect on the organisation;

- Approaching its work in a way that reflects and champions The Children's Trusts promises.

- Registered Manager and Head of School

The Registered Manager and Head of School are responsible, in their respective areas, for:

- ensuring a safe environment and safe working practices in clinical areas;
- ensuring risk assessments are carried out, documented appropriately and risks are mitigated and reduced;
- managing and investigating accidents, with the objective of establishing the cause, preventing recurrence and sharing lessons learnt;
- undertaking workplace safety walks and taking remedial action to minimise risks identified, report hazards and defects.

- People Team

The People Team are responsible for:

- health education including promotion of well-being;
- rehabilitation and return to work;
- assisting and advising where a risk to health exists;
- health surveillance monitoring;
- providing work-related sickness absence information.

- Team Leaders

Team Leaders are responsible for:

- reporting and completing actions for incidents and, with the support of the Incident Managers and Health and Safety Representatives, promoting safe working to prevent recurrence;

  checking and enforcing safe working practices, reporting any significant issues to the Manager.

- Staff

Staff are responsible for:

- working safely and efficiently, co-operating and adhering at all times to the safety information, instruction and training provided;
- reporting accidents and near misses using the agreed procedures through IRAR;
- assisting in the investigation of accidents with the objective of introducing measures to prevent reoccurrence.

Complying with Section 7 and 8 of the Health and Safety at Work Act 1974, it is the duty of every employee at work:

- to take reasonable care for the health and safety of themselves, and for other persons whom their acts or omissions may affect;
- To co-operate with the employer and others to enable them to fulfil their legal obligations
- not to misuse of interfere with anything provided in the interests of health, safety and welfare.

Complying with Regulation 14 of the Management of Health and safety Regulations 1999:

- o use any item of equipment, dangerous substance, transport equipment, means of production or safety provided by their employer in accordance with any training or instructions given by their employer;
- o Inform their employer or work colleagues of any work situation which they may reasonably consider represents a serious and immediate danger to health and safety and also inform them of any matter which reasonably presents a shortcoming in the employer's health and safety arrangements.

- Agency Staff / Temporary Staff

Agency / temporary staff must:
- o Follow all policies and safety procedures in their designated work area and report all accidents and incidents

- Managers

Managers must:
- o provide agencies with information on the qualifications and skills required to carry out the work;
- o adhere to Disclosure and Barring Service checks (DBS);
- o ensure agency workers are made aware of emergency arrangements and given induction.

- Volunteers

Volunteers are expected to:

- o Follow all policies and safety procedures in their designated work area and report all accidents and incidents

2   Process/ Procedure

The arrangements for health and safety management are based upon the Health & Safety Executive's (HSE) guidance HSG65, Successful health & safety management; a "Plan, Do, Check, Act" approach is adopted.

2.1 Plan
A systematic approach is in place to plan and effectively manage health & safety:

- Health and Safety Policies
Written policies and procedures are in place detailing safe working practices and outlining the arrangements for specific risks and how these risks are managed. Summaries of how we manage these specific risks are found in this policy.

- Health and Safety Reporting
Reviews are undertaken of key elements of the health and safety management system, including a review of risks, incidents, key performance indicators and audit findings. The priorities for the next year are outlined and agreed by the Board of Trustees. Updates on the priorities are summarised in health and safety reports.

- Risk Management

The process of managing risk is outlined in the Risk Policy and the Risk Assessment Procedures.

- Emergency Plans

Instructions for emergencies are outlined in the Emergency Procedure File; there are also Business Continuity Plans in place.

- Incident Reporting and Investigation

There is a process for all incidents, including near misses, to be reported on our Incident and Risk Assessment Reporting system. Management of incidents is outlined in the Incident Reporting and Investigation Policy, including the Duty of Candour.

- Health and Safety Compliance / Risk Register

The Trust has a Compliance Register which briefly outlines the statutory requirements that it has under health and safety legislation and how these are met. A Health and Safety Risk Register will be devised and kept up to date, feeding into the Corporate Risk Register.

2.2 Do

The Trust implements processes for managing and controlling health and safety related risks:

- Risk Profiling

The Trust will carry out the appropriate assessment of risk in order to provide suitable and sufficient control measures within the workplace. These will be documented where significant risks are identified. Specialist individual risk assessments will be carried out where appropriate for children and young people. External assessors will be consulted where risks cannot be assessed internally.

- Organising and Implementing the Plan

Roles and responsibilities for health & safety are outlined this policy, section 1.

Each member of staff has a job description with health and safety content, ensuring staff they are aware what is expected of them.

The effective implementation of health and safety roles and responsibilities is measured through individual appraisal and review of the health and safety management system.

The governance framework for health and safety outlines how health and safety is managed and communicated, its working parties and committees and reporting to Board of Trustees.

- Consultation and co-operation.

The Trust facilitates communication by various means:
  o senior health and safety committee;
  o working groups;
  o reporting and auditing;
  o prevalence walks;
  o training programmes

- Communication of health & safety information is delivered through:
  o health and safety reports;
  o information on the intranet, in the health and safety and occupational health sections;
  o notices and posters;
  o meeting forums as above.

- Competency and Training

Competent persons in the organisation assist the CE in the execution of his health and safety responsibilities, as per the responsibilities section above. Specialist advisors are also used to provide competent advice and information.

Health and safety information, instruction, training and supervision will be provided to all staff and volunteers across the Trust relevant to their job role. This may be formal classroom sessions, on-line training or on-the job training and both written and verbal information. Where appropriate, train-the-trainer sessions further develop in-house competence.

- Incident Management

Incidents relating to health and safety are managed by:
  - compliance with the Incident Reporting and Investigation Policy;
  - reporting and investigation of incidents using IRAR, review of risk assessments and measures to prevent recurrence;
  - reporting of incidents which fall under RIDDOR by the health and safety team;
  - where appropriate, identifying corrective actions and implementing them.

- Health

There is an occupational health service and a physiotherapist service to support health and wellbeing at work. A confidential employee advisory resource is available to all staff. Details of wellbeing are found in the Wellbeing Policy and on the Loop.

2.3 Check
- Measuring Performance

The Trust will carry out regular reviews of health and safety management, both organisationally and within individual work areas. This will be done though in-house auditing systems and workplace inspections.

The Trust undertakes both active and reactive monitoring with KPI's set for key areas feeding into committees and groups demonstrating compliance as part of the governance process.

Board of Trustees

Overall accountability for H&S risk management and compliance

Competent advice

Executive Committee Governance and Oversight

Holistic oversight of H&S risk management

CG & SG (safe care)

FFG&P (safe workplace, safe retail & events)

ECG (safe care)

Check and challenge the effectiveness of risk management and level of compliance Approve policy, process and practice for ratification

Management Layer Operational Governance and staff consultation

Quarterly Health and Safety Committee / Compliance Report

Competent advice

Clinical Governance Meetings

Food Safety Meeting

Estates compliance Meeting

Fire Safety Committee

H&S Audit / Assurance

Working group cross-representation

Clinical Assets Meetings

IPC Meeting

Medical Gas Committee

Water Safety Group

- Attended by relevant H&S leads
- Identify, assess and manage risks, ensure compliance
- Measure and monitor performance
- Communication, consultation and engagement

H&S walkabouts

H&S "drop-ins" and toolbox talks

Ad-hoc working groups to address specific issues that arise

- Provide guidance
- Consult staff, gather feedback

Line Management

- Ensure policies and procedures are reflected in practice
- Monitor training compliance

Foundations Four Ps

SAFE AND COMPETENT EMPLOYEES
- People

- Recruitment, information, instruction training, supervision, health surveillance, behaviour, appropriate authorised persons,

SAFE SYSTEMS OF WORK
- Policies, Procedures and Training

- Developed by Health and Safety, IPC and other relevant SMEs

SAFE EQUIPMENT, PLANT AND MACHINERY
- Plant, Machinery, Equipment

- Estates and Facilities
- Preventative and corrective maintenance
- Safe systems of work (SSW), risk assessments and method of work statements (RAMS)

SAFE PLACE OF WORK / SETTING
- Premises (including security, access / egress, housekeeping working environment)

- Statutory / best practice inspection and testing routines

2.4 Act

- Auditing & Reviewing Performance and Learning Lessons.

Issues and non-compliance identified through performance measurement tools will be documented, action plans developed as required and improvement action taken by individual managers or organisationally to ensure lessons are learned and continuous improvement.

Audit of the organisations health and safety management system will inform health and safety strategy, feeding into the charity's business plan.

Health and Safety Arrangements For Specific Risks

2.5 Asbestos

The Trust ensures that all ACM's (Asbestos Containing Materials) are identified and managed. Asbestos assessments are carried out periodically by competent persons and written plans are in place. Asbestos labelling provides a means of identifying ACMs at source and helps prevent anyone from inadvertently disturbing them. (Refer to Asbestos Management Policy and SOP)

2.6 Contractors / Subcontractors

The Trust actively favours those contractors who are accredited to competency schemes and operate an approved contractor scheme. Risk assessments and method of work statements are required prior to the commencement of any works and a permit to work scheme in place for higher risk activities. (Refer to Control of Contractors Policy and SOP and Permit to work Procedures)

2.7 Control of Substance Hazardous to Health (COSHH)

The Trust ensures, so far as reasonably practicable, that hazardous substances are kept to a minimum and that through the procurement process, safety data sheets are obtained from the

manufacturer to assist in applying the hierarchy of control to reduce risks. COSHH substances have a risk assessment in place and are identified to staff. (Refer to COSHH Policy and SOP).

2.8 Display Screen Equipment
The Trust ensures, so far as reasonably practicable, that staff and volunteers classified as 'DSE users' are identified and given training to perform a suitable and sufficient of their workstation in order to identify any health and safety risks they may be exposed to. The trust will ensure risks identified in the DSE assessment are reduced to the lowest practicable level. (Refer to the DSE Policy and SOP).

2.9 Electricity
The trust ensures that all electrical systems, including portable appliance testing, is undertaken by competent persons at regular intervals. Permit to work system will be operated as required by risk assessment. (Refer to Maintenance Policy and M&E (mechanical and electrical) SOP).

2.10 Health and Safety Signs
The Trust ensures that all health and safety signage provided in the workplace conforms to legislation and is provided where required.

2.11 Fire Safety
The Trust has ensured that a suitable and sufficient fire risk assessment is in place for each building across the organisation that address the risk of fire and the risk of the spread of fire. Each fire risk assessment is reviewed annually as a minimum. The Trust ensures that all services have suitable fire detection and fire-fighting equipment along with suitable and sufficient training for staff and volunteers. Management of fire safety is outlined in the Fire Safety Document Packs for each building. (Refer to Fire Policy and SOP)

2.12 First Aid
The Trust ensures the provision of first aid, suitable to the numbers of staff and appropriate risks present in those workplaces as identified through a First Aid Needs Assessment. (Refer to First Aid SOP).

2.13 Gas
The Trust ensures that the servicing and inspection of gas installations and pipe work is carried out using a Gas Safe registered engineer, keeping records of outcomes of these inspections and works. Permit to work system will be operated as required by risk assessment (Refer to Maintenance Policy and M&E SOP Permit to Work Procedures).

2.14 Infection Prevention and Control (IPC)
The Trust ensures a competent person is in place CSM/Clinical Nurse Specialist - IPC Lead. (Refer to IPC Policy and SOP).

2.15 Legionella and Water Temperatures
The Trust ensures monitoring and maintenance of water outlets in order to prevent and control exposure to Legionnaires Disease and ensure children and young people are not exposed to unsafe water temperatures. The Trust provides suitable signage where hot water outlets could cause a risk to all users. (Refer to Water systems Policy and SOP).

2.16 Lone Working
The Trust recognises an additional duty of care towards staff and volunteers who may be working in isolation or in vulnerable situations. The Tadworth site has 24 / 7 security in place and operates a SALTO system preventing unauthorised access to restricted buildings.
When lone working in retail shops Managers contact another shop and agree specific check in times and where possible, alert neighbouring shops they are lone working and emergency contact

numbers are pre-programmed in to shop phones. Where available, shops are signed up to local area 'shop watch' schemes. (Refer to Lone Working Policy and SOP).

2.17   Manual Handling

The Trust ensures that the manual handling of loads is removed as far as is reasonably practicable within each individual workplace. Suitable and sufficient handling equipment will be provided where necessary and lifting and equipment will be serviced and maintained as laid down in the Lifting Operations and Lifting Equipment Regulations 1998. Staff who carry out manual handling as part of their job role will be provided with suitable and sufficient training. (Refer to Moving & Handling Policy and Procedures).

2.18   Medical Oxygen

The Trust retains an Authorised Person for competent advise and support. Relevant staff receive competent person in order to sign off low hazard permit to work certificates and designated officer training. (Refer to Medical Gas Policy and SOP).

2.19   Noise

The Trust ensures that a suitable and sufficient risk assessment is carried out for staff who may be exposed to noise risk, taking measures to eliminate or reduce exposure to as low as reasonably practicable. Control measures include the provision of personal protective equipment suitable for minimising the risk of those exposed to loud noise and suitable health surveillance, which includes testing of their hearing, where appropriate. (Refer to Occupational Health Policy and SOP)

2.20   Personal Protective Equipment (PPE)

The Trust recognises that PPE should be used as the last line of defence and will provide all employees and volunteers with PPE where their role dictates protection from harm is required which cannot be reasonably met through alternative controls. Specific PPE will be provided to some individuals following suitable and sufficient risk assessment of the task. Workplaces will hold a variety of PPE in appropriate sizes at all times.

2.21 Records

All maintenance and testing records required are kept electronically or as hard copies in the maintenance office. (Refer to Maintenance Policy and M&E (mechanical and electrical) SOP)

2.22   Vibration

The Trust ensures that a suitable and sufficient assessment is carried out for staff who may be exposed to vibration risk taking measures to eliminate or reduce exposure to as low as reasonably practicable. Control measures include, appropriate work scheduling and rest breaks, the provision of information, instruction and training and suitable health surveillance where appropriate. (Refer to Occupational Health Policy and SOP)

2.23   Work at Height

The Trust ensures that work at height is not carried out where it is reasonably practicable to carry out work safely other than at height. Where work at height is to be carried out The Trust provides appropriate equipment such as ladders, step ladders, steps and kick stools which is inspected at 6-monthly intervals and ladder tagged. Permit to work system in place for work at height and only trained staff are permitted to carry out work from height. (refer to permit to work procedures)

2.24   Work Equipment

All equipment provided for use by the Trust will be suitable for the user, fit for purpose and maintained by a competent person in line with manufacturer's guidance. Persons under the age of 18 are prohibited from using dangerous equipment.

2.25   Workplace Environment

The Trust will ensure the maintenance of a safe working environment for all employees, volunteers, the children and young people we care for, their families, customers and visitors to the organisation through consistent monitoring of the workplace and ensuring suitable systems of planned preventive maintenance and servicing is in place. Suitable welfare facilities are provided in every workplace dependent on use and need. The trust will ensure, so far as reasonably practicable that resources are made available to improve or upgrade workplace environments where risks are identified.

Document Change Control

Version	Status	Description (of changes)	Reviewed by	Reviewed/ Issued Date
0.1	Draft	Rewrite of policy and separation of procedures.	S Rowden	Sept 2020
0.2	Draft	Minor amendments with stakeholders.	Stakeholders	Sept 2020
0.3	Draft	Updates following the H&S Committee.	H&s Committee	Oct 2020
1.0	Final	Approved at ARC and noted at FFGPC	Audit Committee	Nov 2020
1.1	Draft	Move to new format Full update and review with minor amendments with stakeholders	Jo Bailey	Nov 2023
1.2	Draft	Review of changes	Mike Maddick Kevin Taylor	Nov 2023
2.0	Final	Approved	Board	Nov 2023

Appendix 1 – Stakeholder Engagement Checklist

Review and complete the following checklist to indicate which stakeholders were consulted in the development of this policy.

#	Question	Yes/ No	Stakeholder(s) to be consulted
1	Is there a statutory requirement to have in place this particular policy/ does the policy need to comply with detailed legislation?	Yes	Audit, Risk and Governance team
2	Is implementation of the policy (or any element of it) dependent on the use of new or existing information technology?	No	
3	Does implementation of the policy (or any element of it) place any demands on/ or affect the activities of the Estates and Facilities teams (e.g. does it impact the provision or maintenance of premises, equipment, vehicles or other TCT assets)?	Yes	Head of Estates
4	Does implementation of the policy or any element of it involve/ impact the processing of personal data?	No	Data Protection Officer
5	Does implementation of the policy require significant unbudgeted operational or capital expenditure?	No	Finance Director
6	Does implementation of the policy (or any element of it) directly or indirectly impact on the delivery of services / activities in other areas of the organisation? E.g. a policy written by a clinical lead in CF&S might impact on the delivery of care for CYP attending the School.	No	Relevant, impacted OLT members
7	Is there a need to consider Health and Safety or potential environmental impacts in developing and implementing the policy?	Yes	Head of Health and Safety
8	Have you consulted with a representative of those who will be directly impacted by the policy?	No	
9	Is there a need to consider Equity, Diversity and Inclusion in developing and implementing the policy?		EDI Lead
10	Is there a need to consider sustainability and potential environmental impacts in developing and implementing the policy?	Yes	
11	Please detail any other stakeholder groups consulted, if applicable.	Yes	Health and Safety Committee