Health & Safety and Environmental Annual Report





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Chief Executive and Trustee foreword

Welcome to our Health & Safety and Environmental (HSE) Annual Report for 2019.

With the launch of our new HSE strategy it has been an exciting year of progress, as well as one where we continue to focus on our compliance agenda to ensure families and children in our care, staff and volunteers, visitors, supporters and contractors, stay healthy and are kept safe.

HSE has formed an integral part of the agenda across the whole of The Children's Trust in 2018.

We have a new working group formed to focus on the environment; our Trustees have undertaken dedicated Health & Safety training conducted by an external party to ensure responsibilities are understood; compliance has been a significant focus with external support brought in to help us in some areas; our fire strategy activities continue at pace.

The environmental element of our strategy deserves special mention as this is a new area of focus for The Children's Trust and one which many people feel passionately about. Organisations, not just in the UK but around the world, face mounting pressure from service users and staff to address their impact on the environment across many areas, such as waste, recycling, carbon emissions, water management and energy usage.

The Children's Trust is committed to taking positive action. This report reflects that we have already made significant progress in working out where we are today, and what our targets should be. It has been essential to determine the starting point from which we can improve, and we are excited about tracking our 'Green agenda' progress in the coming year. As you read this report you will see that our low incident rates and Key Performance Indicator (KPI) statistics tell us we are doing well; but, as ever, there is room for improvement. This is where we ask for your help.

HSE activities should be integral to all of our roles here at The Children's Trust – they should never be viewed as someone else's responsibility. It is our duty as an organisation to provide staff with education and training, but each and every one of us is responsible for ensuring we maintain safe work environments, follow working procedures and practices and raise issues when this is not the case.

Over the next few months, you will hear more about our Wellbeing Strategy, managed through our People Team. This is focused on helping our staff stay healthy in the workplace. Looking after our staff in the right way is core to our agenda.

I encourage all staff to get involved in our HSE strategy. We want our policies and actions to support the entire organisation, and for our working groups to be representative of staff of all occupations and levels of seniority. This is an opportunity to make HSE a dynamic and engaging part of our operations.

Please do take the time to read the report and share with your teams. Thank you.



Dalton Leong Chief Executive



Michael Gercke Vice Chair of Trustees

Introduction to the Health & Safety and Environmental Strategy

Our Health & Safety and Environmental Strategy 2018-2021 was agreed towards the end of last year. It outlines our existing arrangements, identifies influences on health and safety and the environment, proposing areas for development.

The strategy sets out planned activities and objectives and tracks progress against these. It is based on seven key objectives which sit under an umbrella purpose statement.





This report will provide an update on each of these objectives, followed by our annual incident review and Key performance indicators.

Deliver audit compliance



The audits of our health and safety management system last year by Phoenix Health & Safety and Citation identified a number of key areas for improvement; a huge amount of work has been done since then to enhance our compliance and best practice.

In order to expedite some of the more skilled and labour-intensive areas of development, and impact our action planning, we secured the support of a health and safety consultant to work alongside the Estates team.

Progress to date

1. Documentation

Estate's compliance documentation has been reorganised and can now be evidenced more easily.

2. Contractors

- In Retail, bespoke contractor information sheets have been introduced for each charity shop; these help The Children's Trust demonstrate its duty to provide information to contractors prior to them starting work, forming an important part of their induction.
- A review was carried out of the control of contractors policy and procedures have been embedded in the way we manage our contractors.

3. Policies and procedures

- Our approach to working at height has been re-evaluated; a policy has been created and specific activities assessed so that they can be undertaken safely by operatives.
- Safe systems of work have been introduced for activities within the grounds team and are being extended to other areas where appropriate.
- Ladders are compliant with standards for a working environment in Retail and Facilities.
- Noise readings have been updated and are within acceptable levels.
- Procedures for staff and volunteer induction have improved and compliance targets for completing health and safety training were achieved in spring this year.
- Procedures have been added to the emergency procedures file to take into account plans post-evacuation in the event of fire or flood in the charity shops.

4. Training

Support staff, whose role includes a lot of handling, have received at least one practical manual handling session to support them in their activities.

Audit actions have been investigated in a much broader context; specialist reports have been developed in areas such as water management and asbestos, with action plans in place. Our audit score is 94%, a significant increase on previous years.



Deliver audit compliance

Next steps 2019/20

Historically a one/two-day day health and safety annual audit has been conducted, with actions raised to continuously develop what we have in place; auditing is a well-established part of a health and safety management system, however, such frequent auditing has not provided the depth or breadth of what we need, nor has it afforded us a sufficient timeframe in which to tackle big and sometimes complex areas of compliance.

Our approach has been discussed with the external consultant and we will now:

- Conduct a more extensive health and safety audit every three to five years;
- Target themes, focusing on the 'big picture'; these will be identified through external specialist reports, internal audit or driven by compliance, best practice and guidance;
- Set longer term objectives, reporting progress against these.

As part of our review of documentation, we have identified areas of continuous improvement against our health and safety management system.

Plan

Health & Safety policies are an area for development, identified in the Health & Safety Consultancy Progress Report 2019. Most of those policies that need to be developed are simply outlined in HS001 Health & Safety Policy, rather than having separate policies in their own topic. We will develop policy for areas such as confined space working, drugs and alcohol, electrical systems, noise, personal protective equipment, safe systems of work, vibration and use of work equipment.

Risk profiling Planning Organising Implementing Policy Plan Do the plan Check Act Learn Measuring lessons performance Review Investigating accidents

and incidents

Internal reviews have identified that we also need to update COSHH, lone working and manual handling policies due to changes within the organisation.

A review of our Health & Safety policy and Fire policy has been recommended by a legal health and safety professional and this is currently underway; we will make any adjustments in line with this review.

As part of our planning we will also review training needs across the organisation at all levels to ensure familiarity and understanding with roles and responsibilities outlined in our policies.

Do

Safe systems of work are a legal requirement under the Health & Safety at Work Act; they are essential for working safely, using plant and equipment. They have been introduced by the grounds team and cross referenced with the relevant risk assessments and this work will continue with the Estates team, linking in with CAFM development.

In addition to this, we will continue our work on producing safe operating procedures for manual handling, rationalising the number of manual handling assessments.

Previous audits have repeatedly targeted risk assessments; we will continuously develop the quality of our assessments and the skills of those undertaking them. We will provide online risk assessor training, specific to operational roles, make the training more readily available, auditing the quality of our risk assessments to ensure they meet requirements.

Deliver audit compliance



Check

We carry out proactive monitoring of safety standards in our areas using weekly and monthly checklists, and a similar inspection schedule in Retail. There has however been no way of collating results and monitoring them centrally. More recently we have introduced weekly checklists electronically in clinical areas where there is already audit software and hardware to complete them.

We will extend digitisation of this monitoring to other areas so that we can monitor results and customise inspections where more bespoke monitoring is needed; this will help us in monitoring the effectiveness of some of our safety arrangements.

Monitoring of incidents is undertaken by Clinical and Health & Safety teams with trends reviewed in meetings; this year we also introduced review of trends in the Operational Leadership team meetings. We will continue to look at how key learning outcomes can be shared and how they can help reduce further incidents.

Act

The Health & Safety and Environmental Compliance Register compiled this year identifies that there are 29 health and safety acts, orders or regulations with which we need to comply, we will continue to evaluate our compliance against these.

The internal audit schedule will continue to support review of our policies and how these are implemented. Reviews will be supported by feedback from specialists such as our Manual Handling Adviser, Fire Safety Consultant and Health and Safety Consultant, where the need arises.

As recommended, we will carry out a more in-depth audit every three to five years to have our Health & Safety management system evaluated and validated by external auditors.



Making our buildings safe from fire and develop robust procedures

Our three-year fire safety strategy 2017-19 draws to a close this year, and good progress has been made reflecting our commitment to making buildings and shops safer for all those visiting, residing or working in them. Changes in fire procedures have kept pace with developments.

Progress to date

The development of the ramp for the Mansion has not only improved accessibility but also supports those using wheelchairs to evacuate promptly from the Mansion in the event of a fire. Prior to its installation, evacuation was only possible using the wheelchair lift at the front of the Mansion. The number of children and visitors using wheelchairs who are able to use the Mansion has significantly increased.

> Evacuation has also been improved for the School, with the development of the fire exits from some of the classrooms, linking in with the new pathways installed last year; emergency lighting has also been installed at school exits ensuring they all meet required standards.

The new lift installed in the Mansion offers enhanced fire safety protection from fire spread through the lift shaft. In accordance with modern lift design, it has a 'fail-safe' mode which means the lift will automatically lower to the ground floor and doors will open in the event of the fire alarm system activating in the Mansion.

Making our buildings safe from fire and develop robust procedures



- Fire safety manuals are a well-established method of detailing fire safety arrangements specific to each building and there are British Standards outlining their content. We have devised electronic fire safety manuals for every building and every shop and they are located on The Loop. They will be updated in line with fire risk assessment reviews.
- Our fire risk assessment format was not fit for purpose and we were reliant on an external fire consultant, to conduct our assessments. A new fire risk assessment function has been developed on IRAR, in consultation with him, and we will now be conducting our own fire risk assessments, which will be audited to ensure they meet expected standards.
- The completion of fire risk assessment and fire compartmentation actions has been very good; a very small number of complex remedial actions requiring longer timeframes are now being project managed.
- New pagers have been introduced which link in with our fire detection and warning system, enabling holders of the pagers to see where fire alarms have activated; this is particularly useful for fire responders such as Security, Health & Safety and Estates teams.
- Online fire warden training for each area has been introduced and is being widely used.
- A paper was presented to the SLT recommending a suitable standard, (called 'crib 5') for the furniture and furnishings that we buy, and this has been agreed. Procurement actively monitor what we purchase to ensure it meets the agreed flammability standards.

Next steps 2019/20

In the year ahead we will be pursuing the remainder of the planned activities on our three-year strategy:

- we will be continuing the review out-of-hours fire procedures with the intention of cancelling the two-way linked fire alarms in Archie Norman House, Child and Family Services and the Mansion now that pager notifications have been tested and can support our fire procedures;
- the project for the installation of a fire lift to support bed evacuation from Oak; architects and lift engineers have been involved in creating a specification for it and planning permission is now ready for submission;
- we will be undertaking fire risk assessment in-house using the new fire risk assessment function on IRAR.

Lessons learned from fire incidents also influence what we plan. As a result of the findings of the Newgrange care home fire in Cheshunt in 2017, we will identify all roof voids and check whether compartmentation lines in compartmentation reports extend to roof voids, including the findings in our fire risk assessments.

Under the fire safety strategy 2017-19, The Children's Trust has invested considerable resource, resulting in huge improvements in fire maintenance, fire safety equipment, building safety and update of procedures, thus making workplaces safer for staff, families, visitors and vulnerable children. We will identify any areas requiring further development and, if necessary, plan for continuous improvement.

Online fire warden training for each area has been introduced and is being widely used.



Develop good environmental management and compliance

In early 2018 we sought support from the British Safety Council to satisfy what we needed to put in place to achieve our ISO 9001 quality accreditation. As plans were progressed and commitment strengthened, we realised that our original aspirations did not match the commitment that we wanted to give to this area and a new Environmental Strategy 2019-23 has been agreed.

Key objectives under the new strategy are:

- zero waste to landfill; increase recycling, saving natural resources;
- reduce carbon emissions by 10% through reduction in energy consumption and renewable sources;
- improve our transport carbon footprint, targeting a reduction of 20% in carbon-emitting staff travel;
- identify, manage and minimise water use;
- educate staff to promote a good environmental culture;
- develop environmental compliance and good practice;

The environmental strategy activities will also feed into The Children's Trust Business Plan 2020-23 as it is developed under the broader topic of sustainability.

Progress to date

We have been working hard over the past 12 months to establish information and set baselines from which we can measure performance and a huge amount has been achieved.

Information was collected on our waste and key waste • contracts have been tendered; we are in the process of awarding new contracts for our general, recycling and clinical waste and, as part of the new contracts will now receive waste management reports and will extend what we can recycle. Under these new contracts we will achieve zero waste to landfill in these areas, also benefitting from cost savings.

We partnered with the Carbon Trust and work has been done to collate energy information which forms part of their energy audit; the scope of this covers transport fuel, gas, electricity and gas oil. The energy audit provides a baseline from which we can target carbon reductions:



4,043MWh total annual consumption	1,258MWh electricity used	2,785MWh gas used
868 tonnes of equivalent carbon emissions PA	9.2% potential savings identified	

Transport has also been included in our energy audit identifying baseline data against which we can target reductions:



Develop good environmental management and compliance

- Our gas and electricity contracts for the whole business have also been renewed; there will be some savings over a period of time with our electricity, particularly in Retail.
- Our environmental compliance register has been updated to include regulation which now applies to us.
- We have added environmental awareness to our induction and mandatory health and safety training and when staff do these, they will also find out a bit about the environment and our plans.
- We have held our first Environmental Awareness Day; this was an introductory campaign about why we need to manage this area and what our plans are. Our children and young people also got involved providing materials for the campaign day. The transformation of the Buttery into a Rainforest Café, special menus, the additional plants, wildlife, artwork, story books, magic carpet, display boards and opportunity to plant a sunflower made for an impactful campaign.

- The key message was that everyone should be involved and can make a difference by:
 - switching off lights and computers at the end of the day;
 - having their own re-usable drink bottles and mugs instead of disposable cups;
 - putting rubbish in the correct bin, particularly recycling;
 - thinking before they print;
 - looking at less carbon emitting alternatives to car travel for work, such as cycling to work, taking the train or possibly working from home.



Develop good environmental management and compliance

Next steps 2019/20

Our plans can be viewed in full in the Environmental Strategy 2019-23, however some of our key activities are outlined below:

- we will plan for the smooth transition from our current waste contractors to our new ones, extending recycling to include glass and food waste initially. The transition will include staff education on waste streams. Following implementation we will then look to other waste streams which can be added to the new contracts, where this is commercially viable, ensuring we can reduce our waste to landfill;
- we will target paper-use, single-use plastic, supplier packaging waste, introduce localised battery recycling across the organisation and promote 're-use' of unwanted work items;
- we will review the findings of the energy audit and agree which areas we will investigate for carbon reduction, putting forward business cases if investment is required;
- an energy bill validation exercise will be conducted to gain rebates on some VAT and climate change levies in retail;
- we will plan for electric/hybrid vehicle sponsorship, in order to reduce our carbon footprint on grey fleet mileage and look at ways to reduce staff vehicle journeys onto site by promoting initiatives such as cycling to work;
- we plan to go out to tender for our water contracts, conduct a water audit and agree recommendations for reduction;

- our next campaign will be a 'rubbish campaign'(!) timed with the introduction of the new waste contracts;
- we will submit our ESOS (Energy Savings Opportunity Scheme) compliance well in advance of the December 2019 deadline and use the same data process to collate information needed for the compliance with the Streamlined Energy and Carbon Reporting regulation under which we will include energy reporting in our annual company reports;
- we will complete environmental risk assessment, update our energy and environmental policies, working towards improvement in best practice for our energy and transport management;
- it is important that our children and young people express their views on the environment and are part of our plans; they are working with the Marketing and Communications team on a brief video to do just that and to remind us all of the key messages of the Environmental Awareness day;
- the newly-formed multi-disciplinary environmental group will help drive our environmental objectives, raise staff awareness championing environmental initiatives in their areas and involving our children and young persons;
- environmental reporting will form part of the health and safety reporting at all levels of the organisation.



Developing our staff health arrangements

Putting the 'health' into health and safety and promotion of wellbeing are the two core themes regarding our health arrangements.

Progress to date

- We have carried out assessment of our noisiest equipment and introduced baseline audiometry testing.
- Practical manual handling and back awareness training sessions have been held for support workers. Online training for office workers has recently been introduced and provides awareness on these risks, supplementing the workstation training that they do every three years.
- Our furniture handling training, specific to site logistics and retail van driver roles is also now available for online completion to supplement their practical training.
- We have assessed potential risks from medications that we use and COSHH assessments have been completed outlining suitable control measures. New COSHH posters have also been introduced explaining the pictograms that are used in these assessments so that hazards and health hazards can be easily recognised, referenced and understood.
- The development of risk assessment and safe systems of work in Estates has inevitably included re-evaluation of potential health risks through activities such as carpentry, noisy and vibrating equipment, and has enhanced working practices.

The People team recruited a Wellbeing and Engagement Officer late in 2018 to lead on and promote staff wellbeing. Some of the activities so far include:

- the formation of a wellbeing strategy consisting of four wellbeing themes: financial, mental, physical and social wellbeing. Each theme aims to address key issues and/or difficulties faced by individuals, having its own objectives and aims. Financial wellbeing, the focus February to June 2019 has involved looking at improving the range and accessibility of benefits, recognition and rewards available for staff;
- additional promotions have included staying hydrated, mental health and laughter yoga;
- team meetings to explore what wellbeing means to staff and ideas to develop this.

Next steps 2019/20

- The review of the mandatory Health & Safety and Environmental awareness training at the end of 2019 will provide an opportunity to include additional information on health risks.
- The Health & Safety and Occupational Health teams will continue to work together monitoring health implication from work-related incidents and reviewing health surveillance.
- The People team will continue to implement the wellbeing strategy, focusing on the remainder of the themes. The first year focuses on staff and volunteer wellbeing, moving to children and family wellbeing year two.





Laughter yoga session

Digitise and make health and safety accessible



Progress to date

- We have looked into hardware and software for health and safety audit and inspection; weekly health and safety checklists have recently been set up on audit software used by clinical teams.
- Budget has been approved for equipment and audit software used in clinical areas to be used in other areas of the business.
- Health & Safety and Environmental training has been set up online, making it accessible to staff when they need it.

Next steps 2019/20

- We will be implementing electronic completion of weekly health and safety checklists in non-clinical areas. The next stage will be to develop reporting and identify trends.
- Looking at possible applications for health and safety under the new People team's software.
- With voluntary support, we will carry out mini projects, looking, for example, at setting up case histories and environmental information electronically.
- The Head of Audit, Risk and Information Governance will be looking at possible merging or linking of the business continuity plan and emergency procedures and their digitisation.



Educate and train



Many of the targets under this objective understandably crossover with our other objectives and education is continuously evolving in line with demands. In particular, we have made alot of progress with our online training.

Progress to date

- The following training previously carried out in small groups or in 1:1 sessions is now available online, with much of it now using interactive software and our intranet to facilitate it:
 - fire warden training (location specific);
 - link nurse out-of-hours fire training ;
 - COSHH champion training;
 - looking after your back for office workers;
 - furniture handling training;
 - environmental awareness training (forming part of induction and mandatory health and safety training).
- We have identified some areas of duplication and crossover and started a matrix of health and safety training.
- House Managers have attended a session on fire specific to managing risk in their areas.
- Senior Leaders and Trustees have undertaken health and safety training relevant to their roles.
- In addition to training per se, we have started to raise awareness in alternative ways, such as the Environmental Awareness Day.

Next steps 2019/20

- The programme to develop online training will continue and will include bespoke risk assessor training.
- The matrix for health and safety environmental training will be completed and plans put in place to address gaps and slim line training where possible.
- Further initiatives to promote learning, such as awareness days and campaigns.
- Further review of operational and senior level Health & Safety and Environmental training.

Senior Leaders and Trustees have undertaken health and safety training relevant to their roles.

Communicate and engage

We recognise the importance of communication and engaging staff, especially in new areas such as the environment, but also in refreshing information in such a way that it becomes part of the way we work. Much has been done to improve communications and engage staff, however there is still more to do.

Progress to date

- The Health & Safety Annual Report last year was presented in a colourful and engaging format and the Health & Safety and Environmental Manager met with teams across the organisation to outline our progress and plans.
- The Environmental Awareness Day was a good opportunity to communicate plans with staff; it was timed to coincide with Retail staff being on site to capture a wider audience.
- Small initiatives have been put in place to change behaviour, such as new posters in staff and parent accommodation on fire safety, 'switch off' stickers widely in place to promote unnecessary energy consumption and reduction and information at water stations to reduce the number of plastic cups that we use. Our giant sunflower competition involving ninety staff and children is a reminder of our environmental promotion.
- Our key learning outcomes from incidents now form part of the agenda for the Operational Leadership team meetings and in our Health & Safety Committee we now look at particular themes and prevention.

Next steps 2019/20

- We will be running more campaigns; the next will be timed to coincide with our new waste contracts and to influence staff to use the correct waste streams.
- The Health & Safety and Environmental Annual Report will continue to be designed with support from the Communications and Marketing team and communicated to all staff.
- There will be an increase in communications through the intranet regarding key focus areas.



Incident review



Incident analysis

Incident type	2016/17	2017/18	2018/19	Variance versus last year
Total number of incidents (staff, volunteers and other groups)	210	280	248	-11%
Behavioural incidents (from children, staff and the public)	47	77	45	-42%
Slip, trip and fall incidents (on the level)	15	21	8	-62%
Manual handling incidents	15	17	7	-59%
Equipment incidents (including medical, IT and maintenance)	9	10	18	+80%
RIDDOR reports (Reporting of Injuries, Diseases and Dangerous Occurrences to the HSE)	6	6	1	-83%
Total number of non-injury reports	140	210	193	-8%
Total number of injuries	70	70	55	-21%
Injuries to staff	52	47	38	-19%
Injuries to volunteers	3	6	2	-66%
Injuries to other groups (contractors, public, families, visitors)	15	17	15	-11%

Our incident data excludes clinical incidents related to children; these are reported through clinical governance. Not all incidents are health and safety related; other significant categories of reporting include data protection, security, documentation, poor communication, theft/break-in and medications, which form 29% of the total number of incidents last year.

Overall there are more incidents being reported, despite this trend, the number of injuries has dropped and most of the key categories for accidents show a decrease in numbers compared to two years ago.



Incident review



Key statistics

- There has been a significant drop of 11 % in the total number of incidents reported, compared to the peak we had last year.
- RIDDOR injuries are at their lowest level in over a decade.
- Our incidence rate is 52 incidents per 100 FTE employees compared to 58 per 100 FTE staff in 2018.
- Our non-injury/near-miss reports have grown from approximately 75% of the total reports to 78%; this always indicates a good reporting culture, and, by investigating near misses, we manage the risk of more frequent and more serious injuries.
- Our total number of injuries dropped compared to two years ago. Our injury incidence rate is 11.43 injuries per 100 FTE employees compared to 14.61 injuries per FTE employees in 2018 which is extremely good news.

Behavioural incidents

- Challenging behaviour is our single highest cause of incidents and injuries, rising and falling in response to child behaviours.
- There is a 42% reduction in incidents compared to the previous year.
- Injuries sustained are minor.
- Half of these incidents relate to children's challenging behaviour and the remainder relate to staff, volunteers and customers.
- There are well established procedures in place to minimise the risk of staff injury in supporting children, such as the identification of triggers and monitoring against the behaviour plans, key worker meetings and support from the Psychology team. Staff are also MAPPA trained (management of acute or potential aggression).
- Visitor and customer behaviour issues are dealt with in accordance with security procedures, reported to the police. The lone working policy review will form part of our plans to consider more vulnerable workers.

There has been a significant drop of 11% in the total number of incidents reported.

HEAVY

Slips, trips and falls

- These types of incidents dropped by 62% and are at their lowest in four years.
- Trips related to everyday equipment or floor surfaces.
- A slip, trip and fall audit was carried out to look at hazards associated with working practices and wider environmental conditions on site.
- The Retail team have relentlessly improved signage and measures to reduce trips on steps in their shops, resulting in just one incident this year.
- There has been focus on slip, trip and fall incidents as part of reviewing learning outcomes in the Health & Safety Committee.

Incident review



Manual handling

- Manual handling incidents fell significantly by 56% and are at the lowest in four years.
- Five incidents related to staff performing child care. Clinical training continues to be very comprehensive.
- Two incidents related to the handling of donations. Furniture handling training has been redeveloped.
- These types of incidents are reported mainly when there is an injury (six injuries out of seven) so we will encourage near-miss reporting to help reduce injuries.
- Support staff that carry out significant manual handling tasks have been given practical training and guidance relevant to the type of manual handling they undertake and this has helped reduce incidents; further training is targeted. Clinical training continues to be very comprehensive.
- We have not been able to appoint the Manual Handling Lead role for the Clinical teams for 18 months.

Equipment

- Our only increase in incident reports related to equipment; but there was only one minor injury out of the 18 equipment reports raised.
- Equipment reports relate to a range of equipment, such as IT and medical equipment and how these incidents affect staff. The most significant incidents related to two lift incidents; the Mansion lift has now been replaced.

A key objective for the following year will be to focus on developing key learning outcomes from our incidents and get good staff involvement raising awareness of the key risks.

Reportable Incidents Under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015)



Key performance indicators

Risk assessment performance has continued to be good, however two areas have recently been affected by some wider influences:

- The scope of reporting for manual handling has been extended to include children's moving and handling assessments, for which compliance has previously been reported through clinical governance. For this reason an incremental target was agreed in May 2019 and, although there has been a drop in compliance, we are amber against our target;
- The majority of our fire risk assessments on site were completed within the space of a couple of months last year by our Fire Consultant. This year assessments will be staggered throughout the remainder of the year; there has been a small delay in setting up the function for this on IRAR resulting in a short-term red rag rating.

Significant attention has been given to closing off both assessment and audit actions, some of this driven by the health and safety consultancy that has supported us, and resulting in big improvements in performance.

Our audit compliance in particular has increased by 20%, beating all previous targets. Some compliance actions now form part of a broader review of the compliance topics; large projects have been undertaken in addition to more minor ones.

Staff continue to keep their health and safety training up to date, beating target again. There has been a sudden drop in fire safety training which is annually refreshed and this is an area where there will be more emphasis for staff completion.







Your Health & Safety and Environmental team



The Health & Safety and Environmental team report into Nicola Smith, Director of IT and Facilities. Sara Rowden, the Health & Safety and Environmental Manager, leads on the team, supported by Rachel Fisher/Erica Ferriera, the Health and Safety Officers.

At The Children's Trust we want to ensure a safe and healthy environment and compliance with health and safety and environmental statutory requirements. We provide leadership and support to teams so they can work safely and provide competent advice to the organisation so we can continually improve, learn from outcomes and follow good safe working practices.

Contact us

You can find us in the Morton office on the first floor of the Mansion. 01737 365 052



Nicola Smith Director of IT and Facilities



Sara Rowden Health & Safety and Environmental Manager



Rachel Fisher (maternity leave) Health & Safety Officer



Erica Ferriera Health & Safety Officer



Notes









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