

# Health and Safety Policy Statement

**Lead Director**

Colin Kerr, Director of Finance

**Date Reviewed**

October 2020

**Lead Author(s)**

Sara Rowden, Health & Safety Manager

**Date Drafted**

September 2020

**Recommending Committee**

Health and Safety Committee

**Endorsed Date**

October 2020

**Approval Body**

Audit Committee

Clinical Governance and Safeguarding Committee

Education Governance Committee

Finance, Fundraising and General Purposes Committee

**Ratified Date**

November 2020

**Published Date**

November 2020

**Next Review Date**

November 2023

## **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.

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.

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;
- 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 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:

(None)

## **4 Health and Safety Policy Statement**

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).

- 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, in so far as reasonably practicable, of its employees and other persons (to include service users, contractors, visitors and volunteers) who may be affected by its undertaking.
- 4.2 The board of trustees and senior leaders have responsibility for ensuring that appropriate resource is made available and allocated to discharge the obligations of the Trust:
  - 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 board of trustees support a pro-active approach in the planning, organisation and arrangements for health and safety matters.
- 4.4 The Chief Executive (CE) draws the attention of staff at all levels, and of volunteers, contractors and visitors, to the need to meet their own legal responsibilities requiring co-operation with the organisation, not doing anything that may prejudice the health, safety and welfare of themselves or others, as well as to achieving the objectives contained in this and other policy, procedures and safety documents.
- 4.5 The CE recognises the need for staff and volunteers to be consulted and involved, 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.
- 4.6 The CE will ensure arrangements are in place for sufficient resource, information, instruction, training and support to those charged with responsibilities under section 2 of the Health & Safety Policy.
- 4.7 The CE is committed to continuous improvement in health and safety standards and in its safety culture, both of which will assist in minimising the occurrence of accidents and incidents.
- 4.8 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.
- 4.9 The CE will monitor the effectiveness of this policy through a variety of reports, using statistical data, audits and inspections, involving all levels of the organisation. He will obtain competent advice in order to verify the effectiveness of these reports. Following incidents, investigations will be carried out. Lessons learned will be identified, shared and implemented.
- 4.10 The Health & Safety Policy and Health and Safety Procedures will be formally reviewed annually by the Health & Safety Manager and when there is a significant change to the core business of the organisation.

Dalton Leong, Chief Executive

Nigel Scott, Board of Trustees

Date

Date

## 5 Stakeholder Consultation

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

## 6 Related Policies and Procedures

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

- Health and Safety Procedures;
- Incident Reporting and Investigation Policy and Procedures, including the Duty of Candour;

- Risk Assessment Procedures.

## 7 External References and Guidance

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

- IoD and HSE Leading health and safety at work, INDG417, 2013;
- Successful health and safety management, HSG65, 2013.

## 8 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	September 2020
0.2	Draft	Minor amendments with stakeholders.	Stakeholders	September 2020
0.3	Draft	Updates following the H&S Committee.	H&s Committee	October 2020
1.0	Final	Approved at ARC and noted at FFGPC	Audit Committee	November 2020

## 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 teams (e.g. does it impact the provision or maintenance of premises, equipment, or other TCT assets)?	Yes	Estates Manager
4	Does implementation of the policy or any element of it involve/ impact the processing of personal data?	No	
5	Does implementation of the policy require significant unbudgeted operational or capital expenditure?	No	
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	
7	Is there a need to consider Health and Safety or potential environmental impacts in developing and implementing the policy?	Yes	Health & Safety Manager
8	Have you consulted with a representative of those who will be directly impacted by the policy?	No	Audit Committee
9	Please detail any other stakeholder groups consulted, if applicable.	Yes	Health and Safety Committee