



Health and Safety Policy Statement

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Birmingham Children's Trust recognises that good health and safety management is essential for it to be effective in making a positive difference every day to people's lives. It is also consistent with the Council's primary goal of being a fair city, where people are safe and that health and wellbeing are at national levels for all.

The Trust is committed to providing and maintaining a healthy and safe working environment for all our employees and will ensure that its work does not adversely affect the health and safety of others such as service users, visitors, contractors and members of the public.

To achieve this, the Trust will:

- ensure, as a minimum, compliance with relevant legislation and that all significant health and safety risks associated with our activities, workplaces, equipment and facilities are effectively managed;
- recognise that the management of health and safety is a core management function; ensuring appropriate arrangements and governance is in place to secure its effective leadership and a positive health and safety culture;
- ensure that roles and responsibilities for health and safety are clearly defined, communicated and monitored within the Trust's performance management framework;
- provide adequate resources to ensure the effective delivery of this policy and management of risk;
- ensure that employees are competent to carry out their work without risk to themselves or others, by providing adequate information, training and supervision;
- consult and support the role of employees' representatives on health and safety management and promote effective employee involvement; and
- ensure that its partners, suppliers and contractors are competent and that they conduct their activities so as not to expose themselves, our staff, service users, and members of the public to unnecessary risks to health and safety.

Further guidance on organisational responsibilities can be found within the Health & Safety Employee Guidance on the Trust intranet.

Andy Couldrick

Chief Executive Birmingham Children's Trust

Organisation and Responsibilities

Trust Board

The Chair and non-executive Directors of the Trust Board shall:

- Give due regard to and support the implementation of this policy when exercising their functions, ensuring that decision making is consistent with the promotion of health and safety policy and management of risk.
- Ensure that adequate resources are deployed by the Trust to enable it to discharge its health and safety responsibilities;
- Monitor the health and safety performance of the Trust.
- Act as a role model in promoting sensible health and safety management.

Chief Executive

The Chief Executive has responsibility for the health and safety performance of the Trust and is responsible, through the Directors and managers, for ensuring that adequate organisation and arrangements exist for effective implementation of this policy. He/she will:

- Promote a positive health and safety culture by demonstrating clear commitment to achieving high standards of health and safety management.
- Ensure adequate resources are made available for the effective implementation of this policy.
- Ensure that the management of health and safety is an integral part of the Trust's plans and strategies.
- Ensure that health and safety activities and performance are reviewed and reported at least annually.

Director of Resources

The Director of Resources has responsibility for strategic health and safety management within the Trust. He / she will:

- Act as an advocate for health and safety management within the Trust and support the Chief Executive in meeting the responsibilities set out in this policy;
- Ensure adequate governance arrangements for the effective leadership of health and safety including ensuring the Chief Executive is informed of health and safety performance.
- Promote the adequate allocation of resources for the effective implementation of this policy;
- Ensure sufficient competent persons are appointed, so as to assist the Trust to effectively deliver its responsibilities for health and safety;
- Ensure health and safety matters are given due consideration when developing any policies and strategies, and when allocating associated responsibilities and resources;
- Ensure that health and safety management is an integral part of all management plans, strategies and activities of the Trust;
- Ensure that suitable resources, in terms of time, finance and personnel, proportionate to the level of risk, are available to implement health and safety policies and arrangements within the Trust and that managers and staff are competent to fulfil their responsibilities.

Head of Human Resources

The Head of Human Resources has overall responsibility for the implementation of this policy and associated management arrangements within the Trust. The Head of Human Resources shall:

- Demonstrate clear leadership and commitment to health and safety management and a positive health and safety culture.

- Identify a member of staff of appropriate seniority to undertake the role of Health and Safety Champion, to assist the Director of Resources in the leadership and management of health and safety.
- Identify appropriate staff to liaise with the BCC Responsible Person(s) who manage(s) and co-ordinate(s) building safety issues including asbestos, legionella, fire safety and statutory testing.
- Establish and maintain a Trust Health and Safety Consultative Committee to promote health and safety and ensure that employees are consulted on matters of health and safety.
- To develop, monitor and review Trust Safety Plans to ensure risks are identified and managed.
- Ensure that health and safety performance is reviewed and managed within Trust Management Teams.

Heads of Service, Managers and Supervisors

Heads of Service, Managers and Supervisors are responsible for the identification and management of risk within their areas of responsibility and the effective implementation of health and safety policies and management arrangements. They will:

- Ensure all work related hazards associated with workplaces and activities for which they are responsible are identified and through a documented risk assessment process ensure that risks are managed to an acceptable level;
- Develop local working arrangements, safe work practices, guidance etc. as required to support the management of health and safety and control of risk;
- Ensure that health and safety training needs are identified and that employees within their control are provided with adequate training, instruction, supervision and information to allow them to work safely.
- Report and investigate, in accordance with the Accident, Incident and Near Miss Reporting guidance, all accidents, occupational ill health and incidents.
- Cooperate fully with, in liaison with Safety Services, enforcing authorities and their inspectors in relation to any enquiries and investigations.
- Engage and support safety representatives in the delivery of their functions.

Employees

All employees must take reasonable care for their health and safety and of others who may be affected by their acts or omissions and co-operate fully with management on health and safety matters. In particular, employees will:

- Assist with the assessment and control of risks;
- Not interfere with or misuse anything provided in the interests of health and safety;
- Use equipment, machinery or substances in accordance with instructions and training;
- Make themselves familiar and comply with relevant health and safety policies, procedures and safe systems of work;
- Notify their line manager of any health and safety training needs and undertake safety training as and when directed to do so;
- Report any accidents, incidents or near misses to their manager;
- Cooperate with any investigation of health and safety in the workplace;
- Report any medical condition which makes them unfit for or at increased risk from any particular work activity, whether temporarily or permanently.
- Report to their supervisor or manager any perceived dangerous situations / shortcomings in health and safety arrangements.

Access to Competent Advice

Safety Services in conjunction with Occupational Health will advise the Trust on all matters in relation to safety health and welfare of staff and arrange for additional or specialised resources as required.

In particular, Safety Services will:

- Support and work closely with managers, directors and safety committees to ensure that risks are identified and assessed and that activities are prioritised and co-ordinated to further control and mitigate risks, including the development of safety plans, work programmes and performance measures.
- Advise on developments within health and safety and the implications of business change and support the Trust in adapting and implementing revised policy and arrangements as required.
- Monitor and investigate accidents as appropriate, analyse statistics to establish underlying causes, identify trends and recommend action where necessary.
- Support the availability of general health and safety training and instruction;
- Support Directorate health and safety groups and committees as appropriate.
- Provide support and advice in responding to major accidents or injury and liaise with enforcement agencies.

Occupational Health will:

- Upon the request of the Trust, provide competent advice and make recommendations on the development of health and wellbeing strategies, policies and procedures to reduce the incidence of work related ill health;
- Undertake pre-employment health screening and medicals to determine medical fitness of prospective employees as well as statutory and 'best practice' health surveillance of employees;

Employee Consultation

Employee engagement is essential to good health and safety management. Employees or their representatives will be consulted on matters of health and safety. This will take place informally by managers and supervisors in the workplace, or formally through the Trust's health and safety committees.