

The Children's Society

National Policy Statement on Health, Safety and Welfare at Work Policy

The Children's Society recognises and accepts its responsibility for providing, so far as is reasonably practicable, a safe and healthy workplace and working environment for all of its staff and anyone else who may be affected by its work activities.

Suitable and relevant information is shared with all staff. This includes the Health and Safety Intranet and SharePoint pages which gives further details and instructions as to how this Policy is to be implemented. Line Managers must make arrangements for those staff not having access to the internet to be informed of the relevant contents of the Health and Safety sites.

For the purposes of this Policy reference to 'staff' will mean employees and volunteers.

The Children's Society, in order to meet this responsibility, will take all reasonable steps paying particular attention to the provision of:

1. To prevent accidents and cases of work-related ill-health and provide adequate control of health and safety risks arising from work activities by assessment.
2. To maintain safe and healthy working conditions, provide and maintain plant, equipment, and ensure safe storage and use of substances.
3. Provide appropriate information, instruction, training and supervision to ensure employees are competent to do their work.
4. A safe place of work, with safe access and egress in case of fire or other significant incident.
5. Adequate welfare and first aid facilities and provide advice and supervision on occupational health issues.
6. Provision of appropriate resources to manage health and safety.

Responsibilities

Management

The Chief Executive of The Children's Society is responsible to the Board and Trustees for the implementation of The Children's Society's Policy on Health, Safety and Welfare.

All levels of management are made aware that they have a general duty to ensure that this National Policy Statement on Health and Safety and Welfare at Work is implemented in those areas for which they have management responsibility.

Safety Officers

All Managers are Safety Officers and have responsibility for the health and safety of their staff and any premises for which they are responsible for. The Safety Officer will be responsible for the day to day organisation and implementation of health and safety and associated safe working practices and are required to take all reasonable steps to safeguard and promote the health, safety and welfare of staff and any other persons who may be affected by our work activities. The duties of Safety Officers are more particularly set out in Appendix A.

All Staff

The co-operation of staff and volunteers is vital to the successful implementation of the Health and Safety Policy.

Each member of staff has a responsibility to work in such a way as to avoid and prevent accidents or damage to health to themselves or to others, to co-operate with management and to obey all reasonable instructions in order to achieve a safe and healthy working environment. It is the responsibility of all staff to report accidents, assaults and actual or potential hazards to their Safety Officer or Line Manager without delay.

Safety Representatives

In accordance with Health and Safety at Work legislation Safety Representatives will be appointed in conjunction with the recognised trade union, Unite.

Consultation

It is the Society's policy to consult with staff on matters concerning Health, Safety and Welfare, which policy includes consultation with Unite - The

Children's Society Section, as they arise but also formally consulted at regular health and safety committee meetings, or sooner if required. The mechanism for consultation will be the Health and Safety Committee as detailed in Appendix B.

Training

The Children's Society will ensure, so far as is reasonably practicable, that all employees have sufficient knowledge and skills to perform their duties with due regard to the Health, Safety and Welfare of themselves and all those who would be affected by their acts and/or omissions. Arrangements for training are set out in Appendix C.

Health and Safety at Work — Discipline

Any action or failure to act which threatens the health and safety of a staff member or any other person who may be affected by our work, may constitute a breach of discipline amounting to gross misconduct and/or breach of Health and Safety legislation.

Mark Russell

A handwritten signature in black ink, appearing to read 'Mark Russell', with a long horizontal flourish extending to the right.

Chief Executive, The Children's Society
July 2020

Appendix A

DUTIES OF SAFETY OFFICER

Safety Officers are required to regularly monitor premises equipment and working practices:

- A. Ensuring relevant risk assessments are completed and actions arising out of those assessments are implemented. Risk assessments will be reviewed each year or earlier if working practices require.
- B. Implementing health and safety in the area for which they are responsible including local safety rules and procedures, including:
 - a. Fire precautions, equipment and evacuation routines are regularly tested and maintained and appropriate records kept.
 - b. Routine inspection and testing of equipment and machinery and ensuring action is taken promptly to address any defects.
 - c. Staff trained in the safe handling, storage and use of substances hazardous to health.
 - d. Staff provided with personal protective equipment as relevant.
 - e. Routinely consult with staff on health and safety matters and advise them of forthcoming health and safety committee meetings and also formally consult individuals at the time of supervision or appropriate meetings.
- C. To investigate, record and report injuries, accidents, assaults and near misses taking preventative actions where necessary.
- D. To ensure that all staff are given necessary health and safety induction and provided with appropriate training and information, relevant to their role and local health and safety procedures.
- E. To ensure that members of staff and any other persons who may be affected by our work, are aware of and comply with these procedures for health and safety including local safety rules and procedures, fire precaution and evacuation procedures and first aid provision.
- F. To ensure that suitable arrangements are in place for staff engaged in lone or remote working or face increased personal safety risks.
- G. To ensure so far as is reasonably practicable that contractors working on the premises comply with Health and Safety legislation and are provided with appropriate training, including local rules and procedures.
- H. To monitor the workplace to identify hazards and potential hazards and to take action to deal with the hazard as appropriate.
- I. To ensure that locally-appointed contractors work with due regard for the Health, Safety and Welfare of The Children's Society staff and members of the public and receive relevant induction information.

DUTIES OF THOSE WITH PARTICULAR HEALTH AND SAFETY RESPONSIBILITIES

DIRECTORATE MANAGEMENT

- a. have responsibility for ensuring that the Society's policy and procedures are implemented, that appropriate monitoring and supervision is given to Safety Officers and, so far as lies within their control, adequate financial resources provided.
- b. have responsibility for responding expeditiously to matters referred by Safety Officers.

DIRECTOR OF PROPERTY SERVICES

Will be responsible for:

- a. ensuring that 'the fabric' of premises (for which The Children's Society owns or is responsible for, including plant and services considered to be part of the fabric) is:
 - a. safe in design and condition by means of regular inspection and/or maintenance and where appropriate, testing.
 - b. Complies with Workplace (Health, Safety and Welfare) Regulations with exception to the following regulations: (s9 cleanliness and waste materials, s11 workstations and seating, s12 conditions of floors and traffic routes (apart from initial responsibility at time of acquisition), s20 sanitary conveniences, s23-25 clothing, rest and meals.
- b. responding promptly to requests from Safety Officers and Management for professional advice and action where 'the fabric' of the premises is considered to be a Health and Safety hazard.
- c. ensure that Property Services appointed contractors work with due regard for the Health, Safety and Welfare of The Children's Society staff and members of the public and receive relevant health and safety information.

- d. For day-to-day management of health and safety within The Children's Society and accountability for the implementation of corporately-agreed health and safety objectives.

CONSULTANTS/CONTRACTORS

Are responsible for ensuring that the advice and guidance they give complies with The Children's Society's National Health and Safety policy and arrangements. The Children's Society management teams should be made aware of implications of any proposed changes to existing work practices or implementation of new practices or work as appropriate to health and safety management.

HEAD OF HR

Is responsible for reviewing Health and Safety as part of the Society's employee relations policies and procedures and for managing the employee relations implications of those policies.

EXECUTIVE LEADERSHIP TEAM

Has overall responsibility for implementing The Children's Society National Policy statement on health and safety and welfare at work and ensuring that proper and appropriate arrangements are made throughout The Children's Society. In particular this includes:

- a. Arrangements for the training of all staff and in particular Safety Officers and those who manage Safety Officers.
- b. Sufficient financial and budgetary provision for The Children's Society to fulfil, so far as is reasonably practicable, its duties and responsibilities.
- c. Arrangements for consultation with employees and their representatives.

HEALTH AND SAFETY CO-ORDINATOR

- a) Dealing with questions and delivering advice, views, information, reports and practical support on health and safety matters.
- b) Developing policy and guidance.
- c) Developing and providing training.
- d) Implementing auditing systems and performance.
- e) Monitor and review the external environment and develop policies and guidance as appropriate.

f) Provide formal written and oral reports as relevant.

Appendix B - HEALTH AND SAFETY COMMITTEE

PURPOSE

The purpose of the Committee shall be to keep under review the measures taken by The Children's Society to ensure the Health, Safety and Welfare within the organisation. It will act as a sub-committee of the National Joint Consultation & Negotiation Committee. The Committee will ensure that the Chief Executive is kept informed of its work but is empowered to make representations direct to appropriate manager(s).

OBJECTIVES

The objective of the Committee shall be to promote co-operation between The Children's Society and its employees. To achieve that objective, the committee shall:

- monitor injury, accident, assault and notifiable disease reports, statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- examine safety audit reports regularly on a similar basis;
- consider reports and factual information provided by Inspectors of the enforcing authority appointed under the Health and Safety at Work Act and any other reports by statutory agencies which have a Health and Safety implication;
- consider reports which Safety Representatives may wish to submit;
- at its discretion, consider any other reports submitted to it;
- assist in the development of the Society's safety rules and safe systems at work;
- monitor the effectiveness of the safety content of employee and volunteer training and information;.
- monitor the adequacy of safety and health communications and publicity in the work place;
- review links established locally with the appropriate enforcing authority;
- In exceptional circumstances, carry out or arrange for a safety inspection.

MEMBERSHIP

The Committee shall comprise up to five nominees from each of The Children's Society and the recognised union Unite, The Children's Society Section.

The Committee shall be empowered to invite or co-opt any other specialist, including The Children's Society Occupational Safety Consultants for particular meetings when subjects on which they have expertise are to be discussed.

Membership of the Committee will be regarded as part of an individual's normal work. As a consequence, s(he) will suffer no loss of pay through attendance at meetings of the Committee or other agreed activities, such as inspections undertaken by, or on behalf of, the Committee.

The Committee shall meet twice a year, but extraordinary meetings may be arranged if necessary.

Agreed minutes of the Committee and sub-committees will be published on The Children's Society intranet. Line management will make arrangements to notify those staff who are unable to access the intranet.

Advance notice of the meeting will be given to all committee members and staff by notification on the intranet or email message. Any staff may submit questions to any committee member or Unite or the Health and Safety co-ordinator for inclusion in the next appropriate committee meeting agenda. Anonymous comments can be submitted by survey-monkey.

Appendix C - ARRANGEMENTS FOR TRAINING

PURPOSE

The purpose of Health and Safety training is to ensure, as far as reasonably practical that all employees have sufficient knowledge and skill to perform their duties with due regard to the Health, Safety and Welfare of themselves and those who would be affected by their acts or omissions.

IMPLEMENTATION

Health and Safety training needs will be clearly identified and it will be the responsibility of the Line Manager to ensure that these training needs are met. Health and Safety training is available to all staff via online modules on the Learning Zone.

In addition, all new employees will receive, during their induction period, training and instruction in:

- a. The Health and Safety responsibilities and duties of the job to which they were appointed;
- b. The Society's Health and Safety arrangements;
- c. Specific policy and legislation that affects their duties.

Provision will be made for the initial and continuing training of Safety Officers. This will include training to heighten awareness, training specific to areas of operation and training in training skills.

Training needs resulting from changes in legislation and practice will be identified and implemented at local or national level as appropriate and without delay.