

Children, Education and Families Health and Safety Policy Part 2



Director for Children, Education and Families Statement of Intent

As the Director for Children, Education and Families (CEF) I am committed to safeguarding the health, safety and wellbeing of Oxfordshire County Council's staff, service users, carers, volunteers, partners, contracted providers and others affected by our activities.

I fully endorse the Chief Executive's Part 1 Policy Statement and will ensure the effective management of all activities within my control. To achieve this I will make available appropriate resources, information, training and supervision to ensure the necessary competence in all managers and employees. The directorate will also secure competent advice and support from the Health & Safety Team in Oxfordshire Customer Services.

To promote a positive culture, our CEF Directorate Leadership Team will provide visible leadership and continue to embed health and safety into our business planning. We will focus our attention on significant risk and ensure that we are supported by comprehensive strategic level management information that enables us to respond in a pro-active rather than a reactive manner. We will prioritise and detail our objectives within an annual plan. The annual plan will consider and support the County Council Management Team (CCMT) approved strategic health and safety plan and will address the significant risks identified by members of the Leadership Team within the services they control. The annual plan will be influenced by managerial decision making and needs arising from organisational change plus, the reporting of performance and accidents and near misses.

In addition to our responsibilities for maintaining a healthy and safe working environment for staff and members of the public, we have a specific responsibility to younger, disabled, vulnerable and disadvantaged service users and their carers; this includes consistently supporting them and ensuring that services are delivered in a safe and effective way. In areas of significant risk and importance the CEF Directorate will take on board lessons learned and will share that learning across the council and our partners.

To promote ownership of risk, individual members of the CEF Leadership Team will have responsibility for the services that they are directly accountable for. This will include the identification of the significant risks that exist and the development of control measures to reduce those risks. Performance measures will be created to review the success of the controls and will be reported to the Directorate Leadership Team. The Directorate Leadership Team will be required to assess the effectiveness of the safety management systems for the services within the Directorate. To ensure a systematic approach to the management of health and safety we will utilise the areas identified in the Plan, Do, Check and Act list overleaf.

The Directorate Leadership Team will review performance through formal reports on a quarterly basis and by the inclusion of health and safety as a regular item on all 1:1's and management team meetings.

To promote a positive health and safety culture we will provide a consistent approach to the management of significant risk by promoting the use of a structured Health and Safety Management System. This will be supported by managerial training, senior management safety tours, health and safety appraisal objectives and the monitoring of health and safety performance standards which will be reported to CCMT.

To improve wider ownership of health and safety, we will support and involve our employees, through for example, the setting up and use of consultation mechanisms as they are key to the identification and control of risk through their sector experience. We will ensure that they are competent to deliver our services in a safe manner and we will accept and promote the shared ownership of risk when accidents occur. We will maximise the lessons learned by recognising that the root causes generally relate to managerial responsibilities and strive to ensure continuous organisational improvement.

I recognise my role and responsibility as client officer when commissioning services. Where we provide services to service users through a third party we will both require and demand exemplary levels and standards of service provision. We will monitor and report on the service provided by third parties and we will support our partners in meeting our expectations. The control of risks within contracting and commissioning will require specific and detailed arrangements to ensure that they are robust and effective.

The nature of our service users means that the risks and challenges faced by our staff are dynamic and challenging. Our management processes and procedures will need to reflect this.

Jim Leivers
Director for Children, Education and Families

Date: October 2012

Review Date: October 2015

Plan	<ul style="list-style-type: none"> ➤ Creation of a Directorate annual health and safety plan. ➤ Establish and maintain communication routes including, where appropriate, setting up and using consultation mechanisms. ➤ Implementation of the OCC adopted health and safety management system. ➤ Ensure robust systems are in place to revisit/review plans, policy documents and risk assessments to ensure they are up-to-date and contemporary. ➤ Ensure all appraisals include meaningful health and safety objectives. ➤ Address the risk presented when commissioning services and/or working with partners.
Do	<ul style="list-style-type: none"> ➤ Promote a positive and pro-active health and safety culture. ➤ Identify and assess significant risks including those posed through commissioning and partnership working. ➤ Decide and agree the preventative and protective measures to address these risks. ➤ Create Health and Safety Committees. ➤ Conduct meaningful senior management safety tours. ➤ Ensure the effective implementation of the adopted health and safety management system. ➤ Promote a positive culture, ensure health and safety is a regular agenda item on all management meetings. ➤ Ensure training and instruction is provided to ensure everyone is able to complete their work competently and safely. ➤ Provide adequate resource within financial constraints.
Check	<ul style="list-style-type: none"> ➤ Systems are in place to measure and report performance upwards throughout the organisation so that CCMT can review and be assured of compliance. ➤ Ensure commissioned services and partner organisations are monitored to ensure compliance. ➤ Conduct health and safety reviews. ➤ Develop escalation process to ensure areas of significant weakness and non-compliance are brought to the attention of CCMT. ➤ Ensure action is planned or discharged to remedy poor performance or failure to comply with policies/procedures. ➤ Measure the effectiveness of the health and safety management system. ➤ Monitor the reporting of both proactive and reactive performance measures. ➤ Monitor appraisal objectives to ensure they include a meaningful health and safety objective which adds value.
Act	<ul style="list-style-type: none"> ➤ Learn from accidents, incidents and from audit and inspection reports. ➤ Action lessons learnt and share information across the business. ➤ Revisit plans, policy documents and risk assessments to ensure they are up-to-date. ➤ Communicate, encourage and monitor the outcomes of lessons learnt and audits relating to commissioned services and partnering arrangements.

Roles and Responsibilities

1.0 Health & Safety Team and H&S CEF Business Partner

- To promote a positive and pro-active health and safety culture;
- To provide professional advice on health and safety matters;
- To provide the link between Directorates and the central health and safety team to ensure that there is cross-directorate information exchange and that experiences, and the learning from them, are shared across the authority;
- To report on health and safety performance, including accidents and near misses, to CEF Directorate Leadership Team to enable them to make managerial decisions;
- To support the Directorate Leadership Team in the creation and discharge of their annual health and safety plan;
- To support service managers in the creation and implementation of systems to identify and control significant risks;
- To undertake reviews of processes and procedures to examine their suitability and effectiveness.

2.0 Director of Children, Education and Families

- Promote a positive and pro-active health and safety culture;
- To accept overall responsibility for health and safety within the CEF Directorate;
- To ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others affected by the work activities;
- To ensure adequate resource are provided to enable employees to discharge its duties under the Health and Safety at Work Act 1974;
- Ensure policy is translated into safe working arrangements and that performance is measured and reviewed;
- Ensure all members of the CEF DLT champion health and safety.

3.0 Deputy Directors and Directorate Leadership Team

- Deputy Directors will produce a 'Part 3 Arrangements' document which will set out the arrangements to be put in place and implemented in order to fulfil the Corporate and Directorate requirements in actioning the safety management system;
- To collectively and individually promote a positive and pro-active health and safety culture;
- To collectively fulfil the role of Health and Safety Champions for the Children, Education and Families Directorate;
- The Directorate Leadership Team are individually responsible to the Director for planning, organising, controlling, monitoring and reviewing the health, safety and welfare arrangements for the services they control;
- Responsible for the creation and discharge of the Directorate H&S Plan;
- Ensure that health and safety is reported on quarterly basis through meetings;
- Responsible for reviewing health and safety performance and ensure weakness and non-compliances are identified and addressed.

4.0 Managers, Headteachers and Governing Bodies of Community, County and Controlled Schools and Colleges

- Promote a positive and pro-active health and safety culture;
- Ensure health and safety is given a high priority and is an integral part of the way we conduct our services;
- Comply with the requirements of the Council's and the Directorate's health and safety procedures and supporting documentation;
- Ensure that suitable and sufficient risk assessments are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, pupils, students, clients and others who use our services;
- Develop and ensure local working arrangements, safe working practices, guidance etc. are in place to support the output of risk assessment. This embraces the planning of work as well as the assurance that staff are adequately informed, instructed, trained and supervised;
- Ensure all employees and volunteers under their control are competent and have received the necessary training to carry out their work activities safely;
- Ensure safety events (accidents, incidents and near misses) are reported and investigated;
- Conduct self-monitoring of the activities for which they have responsibility on an annual basis;
- Ensure that health and safety issues are a standing item on team meeting agendas, and actions are monitored through these and through supervision.

5.0 Managers, Headteachers and Governing Bodies of Community, County and Controlled Schools and Colleges with Responsibility for Premises

- Promote a positive and pro-active health and safety culture;
- Ensure that their site specific Health and Safety Policy is completed, kept up-to-date and communicated to all staff based on the site;
- Ensure effective monitoring and proactive inspections of workplaces for which they have responsibility on an annual basis;
- Ensure property defects are reported and co-operate with property consultants, Carillion Capita Symonds so as to ensure a safe place of work;
- Liaise with other building users where buildings are shared;
- Monitor contractors working on site.

6.0 All Employees

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, is expected to:-

- To be part of and promote a positive and pro-active health and safety culture;
- Ensure they are familiar with the content of this policy statement;
- Ensure work is carried out with due regard for the health and safety of themselves and others (employees, service users, carers, volunteers, public etc.) around them;

- Ensure they support line managers in the delivery of good health and safety practice and the minimising of risks;
- Ensure they draw to managers attention health and safety problems or deficiencies in the workplace;
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

7.0 Staff working in the community

In addition to the responsibilities described in 6, staff working away from their usual base will:

- To be part of and promote a positive and pro-active health and safety culture;
- Ensure reasonable precautions are taken to ensure their own safety when travelling alone or visiting service users at home;
- Check any hazard checklist before visiting new clients;
- Ensure they leave details of visits and timescales when working away from their office base ;
- Ensure that, when not returning to the office from a visit they arrange to confirm the conclusion of that visit with a member of the team or other designated contact.

8.0 Partners and contracted providers

It is expected that partners and contracted providers working with us to deliver services will:-

- Be part of and promote a positive and pro-active health and safety culture to support the Council;
- Co-operate with the council on all relevant health and safety matters;
- Ensure they meet health and safety standards required of them, (e.g. Ofsted, the Care Quality Commission, the National Minimum Standards for Fostering Services, Adoption, Children's Homes etc.) in the performance of their work activities undertaken with or on behalf of the Council.

9.0 Safety Representatives

Safety Representatives must be allowed to exercise their functions, the key ones being to:-

- Be part of and promote a positive and pro-active health and safety culture.
- Participate in accident investigations;
- Represent employees on matters of health and safety;
- Carry out workplace inspections;
- Attend Consultation Meetings.

10.0 Clients, Pupils, Students, Service Users and Members of the Public

Clients, pupils, students, service users and members of the public are requested to co-operate with the health and safety arrangements put in place by the Council to protect them and the people who are providing a service for them. It may occasionally be necessary to modify the service offered, or in exceptional circumstances withdraw it, in order to ensure the safety of all concerned; such a decision will be underpinned by a risk assessment.