

HEALTH & SAFETY POLICY STATEMENT

STATEMENT OF INTENT

The Children's Services Department Management Team (CSDMT) endorses Hampshire County Council's Corporate Health & Safety Policy as its own operating policy. The Children's Services Department will comply with all Corporate Health & Safety Policy requirements and strategies which affect all areas of health, safety and welfare within the Department.

The Children's Services Department aims to provide a safe and healthy working environment and follow safe practices at all times. The Department is committed to meeting its statutory health and safety obligations by reducing the risk of injury or ill-health to its employees or other persons who may be affected by their actions. It will do this by ensuring that any significant risks are carefully assessed in workplaces and other activities, in order to determine the potential risk of injury with the intention of eliminating any such risk or reducing it to the lowest level in so far as is reasonably practicable.

ORGANISATIONAL ROLES & RESPONSIBILITIES

John Coughlan (Director of Children Services)

Overall responsibility for all health and safety in the Children's Services Department.

Felicity Roe (Assistant Director – Performance & Planning)

Senior lead for health and safety across the Children's Services Department.
Responsibility for all health and safety in the Performance & Planning branch.

John Clarke (Deputy Director – Education & Inclusion)

Responsibility for all health and safety in the Education & Inclusion branch.

Steve Crocker (Deputy Director – Children & Families)

Responsibility for all health and safety in the Children & Families branch.

Les Hope (Head of Health & Safety)

The Children's Services Department's senior health and safety specialist adviser who will:

- Act as the lead authority and adviser for all health and safety related matters
- Lead the Children's Services Health and Safety Team
- Provide health and safety information, direction and guidance to managers and staff
- Provide annual reports and appropriate interim advice to CSDMT

Children's Services Health & Safety Team

The appointed health and safety specialist team who will provide appropriate guidance, direction, monitoring and enforcement throughout the Children's Services Department.

Senior Managers

Responsibility for health and safety management in their own organisations and premises ensuring compliance with corporate policy and Department policy and guidance. They will, as appropriate:

- Disseminate necessary health and safety information to managers and staff
- Assess reports, data and performance and act upon findings
- Implement strategies to address significant safety management issues
- Act upon direction, advice and guidance to meet the Department's health and safety requirements

CHILDREN'S SERVICES DEPARTMENT

Responsible Managers

Responsibility for local health and safety management in their premises and/or site. They will ensure that they:

- Develop and periodically review their own local health and safety policy
- Implement the requirements of the policy in so far as is reasonably practicable
- Disseminate health and safety information to all managers and staff as appropriate
- Undertake sensible risk assessment of all significant areas of risk
- Measure local health and safety performance and act upon findings

All Other Staff

Responsibility for following all safe working practices and procedures in accordance with:

- Corporate health and safety policy
- Appropriate Children's Services Department health and safety guidance
- Local health and safety policy requirements
- Health and safety training that is provided to them

They are to act in such a way that their actions or inactions do not cause harm to themselves or others who may be affected. They are to seek advice directly from the Children's Services Health & Safety Team prior to acting should they be unsure of any safe working practices or procedures.

HEALTH & SAFETY ARRANGEMENTS

Safe Working Practices and Procedures

All managers and staff are to act in accordance with corporate policy and the Children Services Department requirements and Safety Guidance Procedures which collectively set out all safe working practices and procedures for the Children's Services Department. They are to follow local safe working practices as set out in premises health and safety policies.

Approval: **John Coughlan**

Position: **Director of Children's Services & Deputy Chief Executive**

Signed: 

Date: **01 January 2014**

Review date: **31 December 2014**

Review by: **CSDMT**
