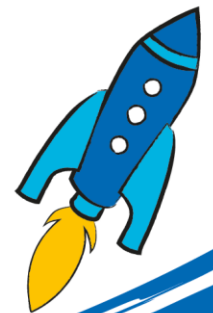


## Head of Health and Safety

## Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming the Head of Health and Safety at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work. We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities and complex health needs.

As the Head of Health and Safety, you will report to the Head of Strategic Estate Management. Your role will be to provide strategic support to the leadership team; set the organisational strategy for health and safety; lead and develop the integrated health and safety management system and to support and advise on emergency planning, risk management objectives and associated workstreams.

You will be a natural and enthusiastic leader, able to support a high performing team.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

**Kevin Taylor**  
**Head of Estates & Health & Safety**

**The Charity**

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Support for children with ABI and their families in the communities across the UK, through our Brain Injury Community Services.
- Online information and support via our publications and [braininjuryhub.co.uk](http://braininjuryhub.co.uk)

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24-acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail and soft play areas.



We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 750 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, operations and centralised support functions such as finance, HR, fundraising and communications. A number of these staff are based off site around the UK as part of our community work or in our charity shops.

## Job Description

<b>Job Title</b>	Head of Health & Safety
<b>Reports to</b>	Head of Estates and Health & Safety
<b>Direct reports</b>	Health & Safety Officer
<b>Location</b>	Tadworth, Surrey
<b>Salary</b>	£57,778
<b>Hours of Work</b>	37.5hrs per week
<b>DBS</b>	Enhanced with Children's [& Adult's] Barred List

## Job Purpose

To provide leadership in ensuring that The Children's Trust realises its health and safety objectives, including setting the organisational strategy for health and safety. To support and advise as appropriate on emergency planning, risk management objectives and associated workstreams.

To provide strategic support to the leadership team on health and safety matters; to lead and develop the integrated health and safety management system, ensuring compliance with current health and safety legislation, approved codes of practice and organisational policies and procedures to ensure that service excellent is delivered and a positive health and safety culture is promoted at The Children's Trust.

## Duties and Responsibilities

The Head of Health & Safety is the lead and designated "competent person" for all health and safety matters, including fire safety at The Children's Trust underpinning the three key work streams: "safe care," "safe workplace" (including occupational health and well-being), and "safe retail and (fundraising) events". The role holder has the authority to require the immediate cessation of any unsafe working practices.

### Responsibilities

- Act as the responsible Head providing The Children's Trust with health and safety advice at both strategic and operational level.
- Develop and lead the operation and promotion of an integrated health and safety management system, ensuring there is effective, integrated governance and risk management oversight, including reporting to the Board via the relevant operational and executive governance committees.
- Develop and embed a health and safety strategy which embraces robust management systems to ensure compliance with all statutory requirements.
- Develop and deliver health and safety key objectives and annual plan.
- Promote a pro-active environmental and health and safety culture across the Trust

- Facilitate delivery of health, safety and well-being audits and inspections across the organisation
- Establishment high standards and expectations on employees of safety awareness behaviours and performance.
- Advise on matters relating to the environment and health and safety at work including the obligations and responsibilities of managers and employees; and provide comprehensive and practical advice to managers on best practice.
- Facilitate the risk assessment process to identify, assess, report on, and monitor the scale, nature and distribution of all health and safety risks and hazards created by the organisations activities including facilitating training and support to others who need to carry out their own risk assessments.
- Work collaboratively on health and safety matters with colleagues across Occupational Health, People team, Clinical Services, Infection Prevention and Control, the School, Fundraising Events, Retail and Estates and Facilities.
- Monitor and report on adverse outcomes (incidents) resulting in injuries, ill health, loss, and incidents with the potential to cause injuries, ill health, or loss.
- Ensure root cause analysis is undertaken following incidents and that findings are used to strengthen policies, procedures, and training.
- Maintain up to date emergency procedures and ensure these are promoted and cascaded effectively.
- In conjunction with the Training and Development Manager, facilitate the the delivery of comprehensive health and safety training to promote, develop, and sustain a positive health and safety awareness culture throughout the organisation.
- Ensure legislative compliance, in that all HSE aspects of the organisation are conducted in accordance with all relevant statutory requirements and Codes of Practice and that Managers are informed of any changes.
- To liaise with Local Authority Inspectors and enforcement officials as required including the Health and Safety Executive, the Fire and Rescue Authority, OFSTED and CQC.
- Manage the health and safety budget and provide timely reporting on budget issues to the Head of Strategic Estates Management.
- Monitor the timely implementation of agreed management actions resulting from internal and external health and safety audits and risk assessments and capture and report on management progress.
- Prepare reports, discussion papers and KPIs for relevant working group and committee meetings.
- Prepare an Annual Health and Safety report for the Health and Safety Committee, Audit Committee and Board of Trustees.

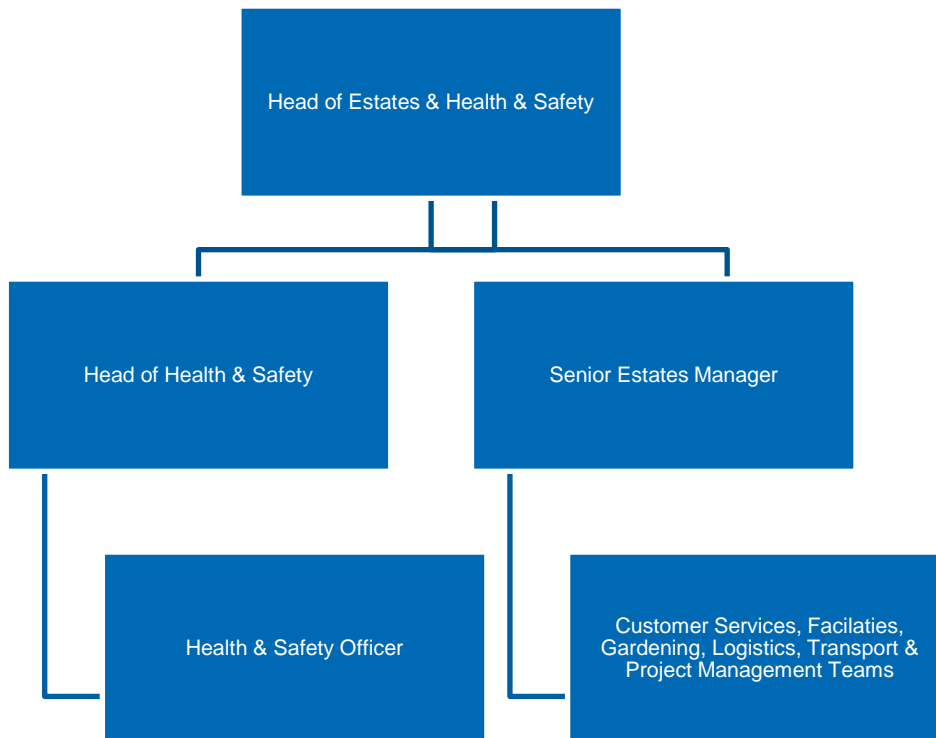
### **Health and Safety**

- Adheres to all health and safety guidelines, including infection prevention and control.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.
- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

### **Wellbeing and Emotional Resilience**

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary
- Treats challenges and problems as a learning experience
- Remains organised and focused when under pressure.
- Responds constructively to feedback and or criticism.
- Motivates self and others.

## Organisation and Structure



# Person Specification

Selection Criteria:	
Education & Qualifications	<ul style="list-style-type: none"> <li>• NEBOSH Diploma or equivalent – <b>Essential</b></li> <li>• Accredited member of the Institute of Occupational Safety and Health (IOSH) – <b>Essential</b></li> <li>• NEBOSH Fire Certificate or equivalent – <b>Desirable</b></li> <li>• Sound knowledge of relevant health and safety and associated legislation relating to a health care setting - <b>Desirable</b></li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Accomplished health and safety professional with experience in a health care setting - <b>Essential</b></li> <li>• Demonstrable experience of leading effective change and driving positive health and safety culture in a comparable setting - <b>Essential</b></li> <li>• Experience in health and safety auditing - <b>Essential</b></li> <li>• Experience of designing and delivering an effective and efficient health and safety training programme within a health care setting - <b>Essential</b></li> <li>• Experience in working across multiple departments within a health care setting - <b>Desirable</b></li> </ul>
Skills , Knowledge and Experience	<ul style="list-style-type: none"> <li>• Excellent organisational and communication skills and production of concise information - <b>Essential</b></li> <li>• Ability to produce strategic health and safety reports for presentation to the senior board - <b>Essential</b></li> <li>• Ability to influence colleagues at all levels of the organisation effectively to achieve objectives - <b>Essential</b></li> <li>• Excellent oral and written communication skills, in particular experience of writing policies and preparing committee and board papers - <b>Essential</b></li> <li>• Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales and within financial constraints - <b>Essential</b></li> <li>• Experience of managing a team to deliver plans and objectives to budget and on time - <b>Essential</b></li> <li>• Demonstrated experience of working on and assisting with projects in a health care setting - <b>Essential</b></li> <li>• Ability to establish and maintain good working relationships at all levels - <b>Essential</b></li> <li>• Ability to demonstrate achievement of continuous improvement in the workplace - <b>Essential</b></li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to the vision and values of The Children's Trust - <b>Essential</b></li> <li>• Flexible and 'can do' attitude to competing commitments in workload - <b>Essential</b></li> <li>• Highly motivated and reliable - <b>Essential</b></li> <li>• Ability to cope working in a demanding environment - <b>Essential</b></li> </ul>

## Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

Many roles at The Children's Trust are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and as such, are subject to an Enhanced DBS check. Successful applicants will be required to complete an Enhanced Disclosure & Barring Service (DBS) check.

The exceptions to this are our retail roles within The Children's Trust shops, which are subject to Basic DBS checks.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

## Equity, Diversity & Inclusion

At The Children's Trust we recognise how important it is to have leadership that reflects the children, young people and families that we support. We also recognise that staff, comprised of a range of skills, backgrounds and experiences will help us to better understand the needs of those we support, and how we can best represent their interests.

We, therefore, particularly welcome applications from disabled people, individuals from diverse ethnic backgrounds and those from other under-represented groups.

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see : <https://www.thechildrenstrust.org.uk/jobs>



## Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

