

## **FOI045 Response**

### **Request**

*Dear Birmingham and Solihull Mental Health NHS Foundation Trust,*

*Can you please provide the following information with regard to provision of advice/guidance and assurance for Health & Safety within your Trust;*

- 1 - What is the scope of the Health & Safety team for your Trust and what does the annual plan include?*
- 2 - Please provide your organisational structure identifying which portfolio the responsible person for Health and Safety sits within your Trust.*
- 3 - Please provide your Health & Safety structure, AfC Band for each role and job descriptions for each roles identified within that structure (these should be those roles that lead on advice, guidance and support for Health & Safety)*
- 4 - Can you please advise what systems (if any) you use to manage compliance and reporting against KPIs within health & safety*
- 5 - Who in your organisation is the Chair of the Health and Safety Steering Committee (or equivalent)*
- 6 - Can you please provide a copy of a blank risk assessment used in your trust.*
- 7 - Can you please provide a copy of your Trust Health & Safety Policy*
- 8 - Please provide a list of the KPIs you monitor for Health & Safety assurance.*

## Response

### **1 - What is the scope of the Health & Safety team for your Trust and what does the annual plan include?**

The Trust's Health & Safety Team cover all matters relating to the safety of patient, staff and visitor's.

Please see attached for the Trust's annual plan.

### **2 - Please provide your organisational structure identifying which portfolio the responsible person for Health and Safety sits within your Trust.**

The Head of Health & Safety and Regulatory Compliance reports into the Associate Director of Governance, who in turn reports into the Director of Nursing.

### **3 - Please provide your Health & Safety structure, AfC Band for each role and job descriptions for each roles identified within that structure (these should be those roles that lead on advice, guidance and support for Health & Safety).**

Please see table below.

<i>Role</i>	<i>Job Description</i>	<i>Band</i>
<i>Head of H&amp;S and Regulatory Compliance</i>	Please see attachment	<i>8B</i>
<i>Health and Safety Advisor</i>	Please see attachment	<i>7</i>
<i>Fire Safety Advisor</i>	Please see attachment	<i>7</i>
<i>Health and Safety Officer</i>	Please see attachment	<i>6</i>

### **4 - Can you please advise what systems (if any) you use to manage compliance and reporting against KPIs within health & safety.**

The Trust has a health and safety dashboard which includes Environmental Risk Assessment completion levels, Ligature Risk Assessments, Fire Risk Assessments, CAS Alert status, RIDDOR reporting, Return to Work Risk Assessments and Pregnancy Risk Assessments, DSE Assessments plus usage of lone working devices. In addition, we report on training levels relating to Health and Safety and Fire Safety through our mandatory training reports. Incidents aligned to Health and Safety and Fire Safety are reviewed through our Eclipse Incident Management System and are reported on a quarterly basis to our Health and Safety Committee.

### **5 - Who in your organisation is the Chair of the Health and Safety Steering Committee (or equivalent)**

The Chair of the Health and Safety Steering Committee is the Associate Director of Governance.

### **6 - Can you please provide a copy of a blank risk assessment used in your trust.**

Please see attached

### **7 - Can you please provide a copy of your Trust Health & Safety Policy.**

Please see attached.

Please note that a Section 40 has been applied which therefore means that the authors names have been removed from the policy.

**8 - Please provide a list of the KPIs you monitor for Health & Safety assurance.**  
Please see section 4 above.