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# Health, safety and welfare policy and arrangements for

# …….……................

# Children’s home

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| V1 | October 2021 | Policy review |
| V2 | November 2023 | Policy review |
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To comply with the Health and Safety at Work Act 1974, Section 2:

*(3) …it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.*

**This policy statement supplements the Surrey County Council Health and Safety policy statement, part of the Health and Safety Manual.**

## Part 1: Statement of general policy on health, safety, and welfare

## Part 2: Organisation and responsibilities for health, safety, and welfare

## Part 3: Arrangements and procedures for health, safety, and welfare

## Part 1:

## Statement of general policy on health, safety, and welfare

1. The Assistant Director for Children’s Resources:

* Recognize and accept their responsibilities to provide and maintain a safe and healthy working environment ensuring the welfare of all persons and young people
* act in accordance with the general health and safety policy of Surrey County Council (SCC)
* require all managers, to act in accordance with SCC health and safety policy and procedures and require the same of persons they supervise and take responsibility for.

2. The Service Manager and the Registered Team Manager (RTM) will, provide as necessary, policy, procedures, arrangements, and supervision to comply with relevant health and safety legislation and so far, as is reasonably practicable ensure:

* The maintenance of safe plant equipment and safe methods of work without risks to health.
* The safe use, handling, storage and transport of articles and substances
* Effective information, instruction, training, and supervision to keep all staff, young people, and visitors safe is readily available.
* The premises for which they are responsible for have safe access and egress for all staff, young people, and visitors
* Adequate facilities and arrangements for welfare are provided
* A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
* The safety of visiting contractors, members of public and authorised visitors

3. In support of the above, the RTM will ensure all necessary risk assessments for the home are carried out and communicated to all relevant persons, and the significant findings incorporated into the home’s health and safety procedures.

|  |
| --- |
| *(signature)* |
| *(name)*  ***Registered Team Manager*** |
| *(date)* |

**Part 2:**

**Organisation and responsibilities for health, safety, and welfare**

The overall responsibility for health and safety at ...………………... home is held by the Assistant Director for Children’s Services and Safeguarding. They will ensure health and safety has a high profile and that sufficient and appropriate resources are allocated to implement this policy.

**1. Service Manager**

The Service Manager will ensure the implementation of this policy and will periodically monitor and review local health and safety arrangements.

**2. Registered Team Manager (RTM)**

As manager for the premises, and of all on and off-site activities, the RTM is responsible for the day-to-day management of health and safety. The RTM will advise the Service Manager of any health and safety issue where their support or intervention, is necessary.

The RTM may delegate functions to other members of staff who may be tasked with the health and safety administrative arrangements for ensuring the following responsibilities are complied with. The RTM will in any event retain overall responsibility for ensuring that these responsibilities are carried out and will ensure:

2.1 The contents of this policy are brought to the attention of all relevant people.

2.2 A process for risk management is applied within the home, so that:

* all appropriate areas and activities are covered
* appropriate control measures are implemented
* risk assessments are monitored and reviewed as necessary.

2.3 There is a system for monitoring the effectiveness of health and safety arrangements.

2.4 Appropriate staffing levels for safe supervision are in place.

2.5 An adequate daily schedule of inspection & maintenance is in place to ensure the home is in a safe condition and a safe working environment.

Inspection and maintenance will include:

* the fabric of the building and the grounds
* fire/gas appliances
* boiler/heating systems
* portable electrical appliances
* water systems
* Security of building/grounds

2.6 An adequate needs analysis of health and safety training is undertaken for children’s home staff, and sufficient resources are put in place to ensure appropriate training is carried out. Relevant training may include:

* health and safety awareness for managers
* health and safety induction training (new, temporary and agency staff)
* emergency/fire training
* CPI - Management of Actual or Potential Aggression
* first aid and dispensing medication
* risk assessment
* moving and handling
* radicalisation training (such as PREVENT/ CHANNEL)
* food hygiene training
* required training as identified through the Childrens Homes Regulations such as Emergency First Aid at Work.

Any further specific health and safety training that is necessary and appropriate.

2.7 Adequate and easily retrievable health and safety training records are available and up to date.

2.8 Contractors (including catering, cleaning, and maintenance staff) and other authorised visitors to the children’s home are appropriately managed and monitored.

2.9 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents, including using the [OSHENS](https://orbispartnerships.sharepoint.com/sites/health_and_safety/SitePages/incident-reporting.aspx) and [RIDDOR](https://www.hse.gov.uk/riddor/) incident reporting systems where appropriate.

2.10 Emergency/fire arrangements are in place, reviewed as necessary and tested regularly.

2.11 The fire risk assessment is updated annually or where there have been significant changes to work activities (including the introduction of new equipment) or alterations to the building and layout that might affect fire precautions.

2.12 A member of the Home Management Team is suitably trained to take day to day responsibility for health and safety in the absence of the RTM.

2.13 Employees are consulted on any matters that may affect their health and safety whilst at work.

2.14 Employees are aware of their health and safety responsibilities.

**3. Deputy Manager (DM)**

The DM will take on the following delegated functions:

Please list and in the absence of the RTM the responsibilities listed in section 2.

**4. Portfolio Lead (PL)**

The PL is responsible for ensuring the application of this policy within their individual areas. The PL will ensure:

4.1 The children’s home’s risk assessment process is applied and that control measures are implemented in accordance with the assessment, monitored and reviewed accordingly.

4.2 All accidents and incidents occurring during their shift are reported, recorded & investigated in accordance with SCC procedures.

4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire/emergency.

4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

4.5 The health and safety training needs of staff are identified, and the RTM informed accordingly.

4.6 Employees are consulted on any matters that may affect their health or safety whilst at work.

4.7 Newly transferred and temporary staff (including agency) receive appropriate health and safety induction training.

4.8 First aid provision is adequate.

4.9 Young people are given relevant health and safety information and instruction

**5**. All employees (including agency staff)

All employees are required to take care of their own safety and health and that of others who may be affected by their actions.

Employees must co-operate with the management of the children’s home to ensure that everyone complies with their health and safety responsibilities. All employees must:

5.1 Participate in the children’s home’s risk assessment process and comply with the findings.

5.2 Report any defects in the condition of the building or equipment.

5.3 Report all accidents/incidents in accordance with SCC’s reporting procedure.

5.4 Be familiar with the procedure to be followed in the event of a fire/emergency.

5.5 Make use, where relevant, of personal protective equipment provided.

5.6 Follow all safe working practices.

5.7 Report any unsafe working practices to their Registered Manager or Service Manager in their absence.

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5.8 Be responsible for the health and safety of all young people in their care and ensure:

* effective and appropriate supervision of the young people they are looking after
* appropriate safety instructions are given to all young people prior to commencing activities
* any concerns for the safety of a young person are reported to the RTM.

## Part 3:

## Arrangements and procedures for health, safety, and welfare

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements:

1. **Access control/security**

All visitors are made aware of the fire arrangements in the event of a fire, and made aware of the emergency procedures, including evacuation points All visitors will be asked for identification and will sign in and out of the visitor book. *(insert visitor procedure, locking procedure at night etc)*.

1. **Accident reporting, recording & investigation**

The reporting and investigation of accidents, incidents and near misses is carried out in accordance with SCC’s accident and incident reporting procedure, using the on-line Health and Safety Event Reporting system - OSHENS. The management team are responsible for reviewing all OSHENS reports and in the case of notifiable accidents (RIDDOR) completing the HSE report.

1. **Asbestos**

Asbestos management on site is controlled by *(insert name of RTM)* . . . . . . . . . . . . . . . . . . . . . . . . . . .. The asbestos register dated *(insert date)* as issued by SCC is located *(insert location)* . . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . and is shown to all contractors who may need to carry out work on site. The register must be checked prior to contractors/staff undertaking any minor maintenance work such as decorating or fixing anything to the walls and with approval from the RTM. In the case of Asbestos exposure, the RTM or other responsible person should be notified, and they will contact the Property Services helpdesk and where supplied their Asbestos Management Plan.

1. **Child protection**

Arrangements regarding Child Protection/Safeguarding are set out in the Child Protection Policy *(confirm you have a child protection policy)*.

1. **Contractors**

Approved contractors are used to undertake maintenance work on the home. All work is organised through SCC Property Services using only approved contractors. Where non approved contractors may be required, adequate risk assessments and references must be obtained. All contractors must sign in to either the Visitors book or Contractor’s book and check the Asbestos Register before commencing work.

All contractors must be made aware of the fire safety procedures. Where necessary (such as hot works) a safe system of work and a permit to work must be issued. A nominated person *(insert name)* . . . . . . . . . . . . . . . . . . . . . . . . . . .. will be responsible for monitoring contractor’s working methods and providing adequate supervision where the work may directly affect staff and young people.

1. **Display screen equipment (DSE)**

All DSE users must complete SCC’s Display Screen Equipment e-learning training and read the associated document ‘Using your computer safely’. Any defects in the workstation or health concerns should be reported immediately to their line manager. Users are entitled to a free eye and eyesight test when they first become a DSE user, at regular intervals thereafter and when experiencing visual problems which may be related to DSE work.

1. **Electrical equipment [fixed & portable]**

All fixed electrical work is undertaken by authorised and competent persons arranged by SCC Property Services.

The RTM will ensure that:

* visual inspections of equipment are undertaken by users prior to use
* records of inspections and examination of fixed installations are kept
* equipment is not used if found to be defective
* Portable Appliance Testing is undertaken by a competent person, as recommended in HSE guidance INDG236, Maintaining portable electric equipment
* personal electrical equipment brought into the home has been checked and approved by them and where appropriate tested
* A PAT inventory and or/general inventory of all electrical equipment is kept.

1. **Fire precautions & procedures (and other emergencies)**

Guidance on legal duties, workplace design and fire precautions are set out in SCC’s Health and Safety Manual.

The RTM is the competent person for fire safety at the home and is the immediate point of contact for all fire safety related queries.

The RTM will ensure that:

* all employees undertake fire safety training
* fire safety information and procedures are available for all staff to read
* all staff including agency and temporary staff are aware of evacuation routes and assembly points
* all employees are aware of their own responsibilities for knowing the location of fire call points and exits, and the location of the assembly point
* fire evacuation procedures, fire drills and fire alarm testing are carried out in accordance with SCC guidance
* routine testing of break glass call points and emergency lighting is undertaken
* the fire risk assessment is reviewed annually, or as new hazards or alterations are identified (whichever is first)
* all fire equipment including the fire alarm and fire extinguishers are routinely checked and serviced annually as per schedule.
* records of training, testing and maintenance of fire alarm systems and emergency lighting are kept in a fire log/record book.
* Fire safety of furnishings – that they comply with furniture and furnishing regulations and display a permanent label.

1. **First aid**

All staff are expected to attend Emergency First Aid at Work training as a minimum. Refer to the First Aid Policy.

*(list the names of the first aid trained staff)*

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*(list the location of first aid boxes and who is responsible for checking and restocking the boxes)*

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1. **General equipment**

All general equipment requiring statutory inspection and/or testing on site (e.g., boilers and hoists) will be inspected by competent contractors provided by SCC Property Services.

1. **Hazardous substances**

Hazardous substances, materials, chemicals, and cleaning liquids are only to be used after undertaking a COSHH risk assessment which has been approved by the RTM.

A record of all products and their safety data sheets should be kept in a folder located with the substances for easy reference and reviewed regularly. When using a substance, staff must ensure adequate precautions are taken in accordance with the COSHH risk assessment. All hazardous substances are to be stored in a secure, locked store when not in use. All staff are expected to sign the front sheet in the file to show they have read and are aware of any precautions they need to take when using approved materials.

1. **Housekeeping, cleaning & waste disposal**

Good housekeeping is essential in the home and all staff are responsible for maintaining a good standard of housekeeping. Corridors and fire exits must always be kept clear. Floors are kept clean and dry with any spillages cleared promptly. The home has a cleaner who comes in daily and manages the cleaning, including emptying of waste bins and collection of rubbish. Cleaning staff do not work at weekends. Contracts such as, sanitary, and clinical waste collection, and pest control are in place as per the SCC contracts.

1. **Infection Control (COVID-19)**

[The home follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and residents to follow this good hygiene practice Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The RTM is responsible for carrying out and monitoring safe procedures and risk assessments within the home, and communicating to staff, visitors and residents following guidance changes and details the procedures in place to minimise spread of infection and arrangements if an outbreak occurs.

1. **Inspections and monitoring**

Daily monitoring of the home, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be reported immediately to the RTM or most senior person on duty. The RTM is responsible for implementing this policy and monitoring any safety concerns, accident incident reports and identifying high level risks or safety concerns.

**14. Legionella**

The RTM will ensure periodic testing and annual inspection and servicing of water provision within the home is undertaken by a competent person and that records are kept of monitoring results, inspection, maintenance procedures and checks carried out.

1. **Lone Working**

Lone working for residential staff is carried out in accordance with the Children’s Service Lone Working Policy. All RTMs must undertake a risk assessment where lone working has been identifiedand staff must adhere to the home’s policy when undertaking risk assessments in relation to lone working. Staff to complete lone working e-learning during their induction.

1. **Moving and handling**

Employees are not permitted to regularly handle or move heavy or awkward items, equipment, or young people unless they have attended specific moving and handling training or have been provided with mechanical aids to work safely. Any significant moving and handling tasks are to be risk assessed in order that training requirements and mechanical aids can be adequately determined to ensure the task is carried out safely. Routine domestic lifting tasks such as carrying shopping bags do not require specific training. Staff working with hoist equipment used to move young people must attend a formal moving and handling course specific to their work requirements.

1. **Personal protective equipment (PPE)**

Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines it to be necessary. PPE is stored in a safe, secure, and clean environment. Suitable PPE is selected and used for specific needs/tasks such as cleaning, COVID-19 etc.

1. **Off-site activities**

Off-site activities take place in accordance with SCC policies and the appropriate risk assessments. Residential journeys, including trips abroad and higher risk adventure activities such as those involving climbing, caving, and water-based activities, must be approved by the Head of Strategic Risk Management using the EVOLVE system.

1. **Risk assessment**

All RTMs are responsible for risk assessments undertaken in the home in accordance with SCC’s health and safety procedure. They must undertake risk assessment and refresher training. Risk assessment will be carried out by those staff with appropriate knowledge and understanding in work. All risk assessment and associated control measures are to be approved by the RTM or their delegated member of staff prior to implementation. Completed risk assessments will be reviewed periodically in accordance with each risk assessment’s review date or in the case of any new significant changes (whichever is first).

1. **Smoking**

SCC operates a no smoking policy. Provision for smokers is outside *(please state where)* . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

1. **Staff well-being / stress**

SCC is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress. Training is available through e-learning and face to face modules, and guidance note F5 Stress Management and Wellbeing forms part of the health and safety manual. Further help is available through the Employee Assistance Programme, Freephone: **0800 174 319. Occupational Health referral information is also available by calling:** 01327 8107271, and on the S-net, here: [Staff support and wellbeing - SCC Info (surreycc.gov.uk)](https://snet.surreycc.gov.uk/hr/employee-support)

1. **Training**

Health and safety induction training will be provided and recorded for all new staff including agency staff in accordance with SCC’s induction procedure.

The RTM is responsible for ensuring all staff are provided with information, instruction, and training regarding their safety at work. A comprehensive health and safety training plan will be developed by the RTM and the HR and Organisational Development Team.

Training records will be kept by the RTM who will manage the planning of refresher training for all staff.

1. **Vehicles**

All vehicles used for SCC work activities must be suitable for purpose, roadworthy, taxed, insured and driven by appropriately qualified employees in accordance with relevant licensing conditions.

The RTM will be responsible for ensuring an annual checks of driving licences and insurance of a car users, this task is usually delegated to Senior Team Administrator (STA). The category of the licence will determine the type of vehicle to be driven.

Where a home has a leased vehicle, the RTM must establish effective management arrangements to ensure compliance with F6 Guidance note – Road safety.

RTMs and employees need to plan work activities involving travel to minimise risks, including carrying out a risk assessment, and reviewing the driver, and transporting young people risk assessment. Please see the SCC Transporting Children and Young People guidance.

Passengers likely to cause distraction must be adequately escorted by someone other than the driver. SCC policy prohibits the use of mobile telecommunications whilst driving.

1. **Violent incidents**

All incidents of violence be it physical or psychological (and significant threats) must be reported to the line manager and recorded on OSHENS. Staff must notify the social worker in order that the Integrated Children’s System (ICS) can be updated. This is to ensure there is an awareness of potential issues and to enable incidents to be investigated, so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

All employees working within the residential service will complete CPI Management of Actual or Potential Aggression training and be provided with training to prevent the escalation of such incidents.

1. **Working at Height**

[Work at height should be avoided if possible, and wherever indicated by the risk assessment or where a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Competent training should be provided for staff using steps and ladders, as required. Arrangements to be put in place for using and inspecting access equipment. Residents should be restricted from carrying out any work at height or using equipment. If considerable working at height is required, trained contractors are to be used.]