

Health and Safety

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1. Introduction

360 CRS intends to provide a safe working environment and systems of work for all its employees, contractors, visitors, third parties, and service users. 360 CRS will ensure its legal obligations as an employer are met and that staff are aware of their own obligations. 360 CRS will ensure adequate funding is available and necessary steps are taken to minimise any risks and ensure a safe working environment. 360 CRS will review this Health & Safety Policy annually.

2. Scope

This policy applies to all staff employed by 360 CRS.

3. Definitions

Child: A Child is up to the age of 16 and young person is between 16 - 18 years old.

Staff: All employees of 360 CRS

4. Legal Duties of Employers

Under the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulation 1992*, 360 CRS has a legal duty to ensure, so far as is reasonably practicable, the health, safety & welfare of their employees whilst at work. In order to carry out this duty:

- 360 CRS must proactively consult its employees or safety representative on matters related to health and safety at work, by appointing a competent person to advise, implement, monitor and review on health and safety matters

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- 360 CRS must make the workplace safe and without risks to health by carrying out delegated health and safety checks and written risk assessments within the workplace and implementing adequate controls; and by ensuring staff receive training, information, and advice, which is regularly updated. All updates will be made clear to all staff members.
- 360 CRS must ensure any equipment and machinery are safe and that safe systems of work are set and followed; by ensuring any equipment conforms to standards, is serviced regularly and replaced if necessary; by ensuring staff and users of the equipment have received correct instruction on its use; by implementing a comprehensive staff induction programme and regular supervision; by provision of comprehensive written policies and working procedures; by regular house checks; by effective reporting procedures and good communications with staff; by provision of personal protective equipment and instruction, information and training on its use, at no financial charge to its employees.
- 360 CRS must ensure articles and substances are moved, stored and used safely by minimising the use of potentially hazardous products within the children's homes and the carrying out of COSHH risk assessments for those products for which a safer substitute cannot be found. Such products must be stored in a safe, secure place.
- 360 CRS must provide adequate welfare facilities by providing adequate accommodation, bathroom/toilet facilities; clean drinking water; cooking facilities; light; heating; rest areas; first aid provision; staff support.
- 360 CRS must provide adequate information, instruction, training and supervision, necessary for health and safety by appointing a competent person to assist with health and safety matters; by implementing, monitoring and reviewing associated procedures; by providing formal certified, and up-dated training; by provision of regular supervision sessions.

5. Legal Duties of Staff

All staff have a legal duty to look after the health and safety of themselves, colleagues, third parties and especially the young people in the care of 360 CRS. In order to carry out this duty:

- Staff must take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do by abiding by risk assessments and using agreed processes; reporting hazards, carrying out written risk assessments, participating in training and applying knowledge acquired through this; use of personal protective equipment; abiding by the young person's care plan; advising and encouraging all others to do the same.
- Staff must co-operate with the employer and relevant legislation in matters of health and safety by reading, abiding by and confirming understanding of risk assessments; by using personal protective equipment; by using skills and knowledge relevant to work acquired through formal training, legislation, and advice by competent person; abiding by all policies and procedures; attending all training. All updates will require sign off on ClearCare and this will be automatically triggered by a management update.
- Staff must correctly use work items provided by the Employer, this should include personal protective equipment in accordance with training and instructions, by following safe working procedures and guidance provided by policies, information, and training; by visually checking for faults before using equipment; using user manuals and instructions; abiding by risk assessment controls and set procedures; only using items that are in good order and serviced regularly (where applicable).
- Staff must not interfere with, or misuse, anything provided for their health, safety and welfare by; not attempting to service or repair potentially hazardous work items; by only using work items for the purpose which they are designed; by reporting faults and damage of any items for repair or replacement; by working to safest set standards and procedures and only promoting such set standards procedures; by ensuring all items are stored and used correctly.

6. Health and Safety Roles and Responsibilities

The following responsibilities are not exhaustive and should be seen as a guideline only:

360 CRS: Responsible for the health, safety and welfare of their employees, visitors, contractors, young people in their care, and third parties. Must ensure their legal obligations are carried out (see Legal Duties of Employer) by appointing a 'competent health & safety person' within 360 CRS to assist with health and safety responsibilities.

Registered Managers: As with all staff, responsible for the health, safety and welfare of themselves, and especially the young people in their care; also hold a reasonable duty of care to colleagues, third parties, visitors etc. Responsible for carrying out health and safety procedures and risk assessments in the homes. In addition, particularly responsible for communicating health and safety matters to care staff, instructing on risk assessment procedures, relevant policies etc. Ensure that new staff to the home are aware of and have confirmed their understanding of risk assessments.

Deputy Managers: As with all staff, responsible for the health, safety and welfare of themselves, and especially the young people in their care; also hold a reasonable duty of care to colleagues, third parties, visitors etc. Responsible for carrying out health and safety procedures and risk assessments in the homes. In addition, particularly responsible for communicating health and safety matters to care staff, instructing on risk assessment procedures, relevant policies etc. Ensure that new staff to the home are aware of and have confirmed their understanding of risk assessments.

Residential Childcare Workers: Responsible for the health, safety and welfare of themselves and especially young people in their care, and a reasonable duty of care towards their colleagues, third parties and visitors. All staff are responsible for abiding by health and safety and associated procedures and regulations. All staff have a duty to report any hazards and complete a risk assessment where uncontrolled hazards are present. Staff must ensure that they are aware of and have confirmed their understanding of the risk assessments for each home they work in and all current children's and young people.

All Other Staff Employed by 360 CRS: Responsible for the health, safety and welfare of themselves, with a reasonable duty of care towards staff, third parties and visitors; must abide by health and safety procedures and participate in training as required.

Sources of Information

360 CRS will provide information via in-house and formal training; appointing competent person within the workforce to assist with Health & Safety responsibilities and consult with staff; provision of publications and literature.

Training Providers

360 CRS use formal training providers, offering certificated training in Health & Safety, Food Hygiene, Fire Awareness, Medication and First Aid and other relevant training courses.

7. How the Health and Safety Policy will be Implemented

Staff and employers have a duty to comply with their legal responsibilities under health and safety law.

Staff have a duty to report any findings that appear to be in breach of health and safety law, this includes whistle-blowing (reporting a member of staff who they are aware is not complying with their responsibilities). Failure to do so could result in disciplinary proceedings being instigated for Gross Misconduct.

Although the onus of responsibility lies with the employer, there may be circumstances whereby an employee may also face prosecution for failing to comply with health and safety requirements.

8. Training

In order that staff carry out their duties effectively, the employer must provide information, instruction and training. 360 CRS aims to provide health and safety related training in the following areas:

- Health and Safety
- First Aid
- Fire Awareness
- Food Hygiene

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- Physical Intervention
- Medication
- Child Protection

This certified training will be delivered by formal training providers. However, in some instances, whilst awaiting course availability etc, some in-house training or E-Learning may take place during induction periods.

Refresher training will also be required, before certificates reach their expiry dates.

Staff must attend all health and safety related training required to carry out their duties.

9. First Aid

Each employee at 360 CRS will undertake Basic First Aid Appointed Person training before lone working.

An Appointed Person may:

- Carry out Basic First Aid that they have been trained in.
- Arrange for an ambulance to be called out.
- Ensure the First Aid kit is stocked.
- Assist in completion of Accident Reports.

First Aid Kit in Children's Homes

All children's homes have a first aid kit. This should be easily accessible – not locked away. All staff are responsible for ensuring the First Aid kit is adequately stocked as part of weekly home checks.

First Aid Kit in cars

All company cars should have a first aid kit. This should be easily accessible. All staff are responsible for ensuring the First Aid kit is adequately stocked as part of weekly home checks.

Remember: When an item has been removed from a First Aid Kit, a corresponding entry will be expected to be found in the Accident Reports.

Administering First Aid to Young People in Your Care

At least one person on duty will be first aid trained and able to administer first aid to a child if required. If a young person refuses First Aid assistance, this should be clearly documented including offers to see a medical professional.

10. Accident and Incident Reporting

Accident Records should be stored securely, there should be separate recordings for each child/ young person and another for all others, including employees. The young person's accident records are stored on ClearCare as part of their casefile.

In respect of recording accidents relating to employees, an investigation by the most relevant manager must take place to ascertain a full understanding of events. This should include, if relevant:

- Corrective actions identified
- Negligence or neglect features
- Other actions required
- Management oversight and sign off
- Risk assessment review

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

RIDDOR puts duties on employers and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

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- Death connected with work
- Major injuries connected with work
- Accidents resulting in over 7 days off work (including an act of physical violence)
- Certain diseases
- Certain dangerous occurrences
- Accidents resulting in injury to members of the public.

You can find full details of reportable incidents at: <https://www.hse.gov.uk/riddor/>
RIDDOR reports can be completed online at: <https://www.hse.gov.uk/riddor/report.htm>

A copy of the report should then be saved and stored centrally as well as with the young person or employees casefiles as appropriate.

11. Risk Assessment Procedures

You may come across several types of Risk Assessment in use at 360 CRS:

- Generic - (which apply to the whole company)
- Specific – which apply specifically to a certain location within the company
- COSHH – which apply to hazardous chemicals and substances
- Young Person – individual and apply to the young person and the risk they may pose to themselves/others
- Activity –for activities undertaken by the young people
- Staff – individual and may relate to pregnancy or specific health/ medication requirements

The purpose of a Risk Assessment is:

- To identify any hazards (something with the potential to cause harm)
- To identify who might be harmed.
- To calculate the severity of the harm that the hazard could cause and who might be harmed
- To identify the likelihood of harm arising from the hazard
- To identify adequate controls to reduce/eradicate/substitute the hazard
- Managers implement controls where this is possible, or employers arrange for controls to be implemented where this requires specialist input

COSHH (Control of Substances Hazardous to Health) Risk Assessments

COSHH is the law that requires employers to control substances that are hazardous to health.

Certain substances are more harmful than others. Where possible, 360 CRS seeks to replace hazardous household products for a safer alternative.

- Never purchase products with a black symbol within an orange box
- Always read warning labels
- Never purchase aerosol/hazardous products – substitute with wipes or non-hazardous substances
- Avoid products containing alcohol or flammable substances
- Where available, buy environmentally friendly

Personal Risk Assessments for Young People

Although risk assessments in this policy generally refer to Health and Safety in the workplace, each young person at 360 CRS will have personal risk assessments that are bespoke to them. These are normally produced by the Registered Manager, and will cover the potential risks that affect many young people such as substance misuse, inappropriate sexualised behaviour, bullying, missing from home, self-harm, challenging/violent/aggressive behaviour etc. These risk assessments are used to identify the staff ratio the young person will require during their time at 360 CRS and will also form a major part of the Care Plan for the young person. These risk assessments should be reviewed and updated regularly and following any significant incidents or concerns.

Risk Assessments on Leisure Activities undertaken by Young People

All staff involved in the care of the young people are responsible for the health and safety of the young person at the time they are caring for them. All young people at 360 CRS are encouraged to participate in activities. Whatever activities the young person is engaged in, staff should ensure these are carried out in a safe manner. This might mean wearing of personal protective equipment, sunscreen, safety helmets etc. Staff should ensure they promote the use of such equipment by using it themselves. A risk assessment should be carried out on the young person's suitability to the activity. Each risk assessment will apply to the young person individually and will form part of the young person's Care Plan.

Staff should be aware that:

- Young people may not swim in open waters, swimming pools or the sea, unless a qualified lifeguard is present.
- Staff may not take young people walking on moorland that is further than ½ hour's walk from the nearest roadside or habitation.

12. Lone Working

Staff at 360 CRS will, at times, work on their own with the young people. Staffing ratios may be either 2:1 or 1:1 depending on the needs of and risk assessments relating to the young person being cared for. Staff should be aware of who to contact in an emergency and when they have any urgent queries. This is usually the Registered Manager, or the Deputy Manager in the Registered Manager's absence. An on-call system is also in place for evenings and weekends as required.

13. Challenging Behaviour and Physical Intervention

All staff at 360 CRS attend training in behaviour management. Staff should all ensure that they have read and confirmed their understanding of the Positive Management of Behaviour Policy.

Aggression towards staff can vary from verbal threats to physical acts amounting to assault. Whilst each home has the responsibility of care towards the young people, their welfare needs to be balanced with the rights of staff not to be subjected to violence and assault in the course of their duties. All children and young people will have robust risk assessments and behaviour support plans in place which will provide guidance to staff on how to manage challenging situations.

Staff must ensure risk assessments are updated when an incident in relation to the risk of violence or injury to themselves or colleagues occurs. Discussions should take place in regular house meetings to assess these risks as a team and consider ways the risks could be reduced.

14. Moving and Manual Handling

There will be occasions during the normal working day, where moving items is necessary e.g., whilst completing household chores, light gardening etc. Staff should be aware never to attempt to move or lift heavy objects without assistance, or any objects that they feel uncertain they can cope with. Where staff do move or lift heavy items, this should be done with assistance. Staff should be aware to always keep their backs straight and knees bent when lifting any items.

15. Gas Appliances

All gas appliances within the company are serviced annually, and records stored. Staff should be proactive in contacting the relevant parties to arrange a visit to the premises. In an emergency, or if staff suspect a gas leak: do not light any flames; do not use any electrical items; do not smoke; open all windows; turn off the gas supply at the mains; leave the premises and contact the Emergency Gas service on 0800 111 999.

16. Electrical Appliances

All portable electrical appliances should be tested annually (PAT), fixed electrical appliances are to be tested and serviced three-yearly. Staff must never attempt to repair or service electrical items themselves; only qualified electricians may do this.

Only multi-way bar extensions can be used when increasing socket space. Block adaptors are not permitted. Staff must ensure sockets are not overloaded and do not connect one multi-way to another at any times.

Each house should have an inventory of portable electrical appliances, each appliance should be numbered within the list, and service/test dates recorded. Staff should not bring any personal electrical equipment into the home. No electrical equipment should be used outdoors unless it is specifically designed for outdoor use. Any new electrical appliances should be listed onto the inventory. Staff must ensure all electrical equipment is switched off/unplugged at night-time. Staff must be aware that electricity can be lethal, especially in the presence of water, and ensure that the young people they care for are aware of the need to treat the use of electricity with respect. Some young people will require supervision whilst using electrical items, for instance, a young person may leave a hot iron face down on an ironing board, which poses a risk of starting a fire.

Remember - electricity can cause internal and external damage, burns, shock, fires and explosions.

17. Safe Systems of Working

Staff at 360 CRS should carry out any work in the safest possible manner. 360 CRS have set methods of working which all new staff are expected to adapt to, regardless of the way they may have been taught in previous employment. Nearly all the working practices at 360 CRS are indirectly involved with health, safety, and welfare. All records in respect of the work carried out at 360 CRS could be required to be presented at a court hearing. If the entries are incorrectly recorded or items are missing, this could in extreme circumstances lead to prosecution to 360 CRS or the care staff. Correctly completed entries can reduce the likelihood of this and reduce the stress impact of such an event.

Remember to carry out any work in the manner you have been instructed and trained. 360 CRS are always open to new ideas to improve the health and safety of the workforce, so would welcome suggestions from staff to modify current working practices.

All staff must promote and abide by the controls set out in risk assessments. They should also make sure they are familiar with the health and safety information available at each house, including this policy, and all other legislation surrounding the operation of 360 CRS.

18. Staff Illness

When staff have an infectious illness, they must not come in to work and should contact their manager as soon as possible. Some illnesses and diseases will require reporting under RIDDOR. In some instances where staff wish to return to work, it may be necessary to contact their GP to discuss their fitness to return to work; this is because due to the nature of the work, staff must be physically and mentally fit to carry out their duties in accordance with the Children's Homes Regulations (2015).

19. Additional Information and Guidance to be Read in conjunction with this Policy:

Links to other policies and guidance

Children's Homes Regulations (2015)
Health and Safety at Work Act (1974)
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)
COSHH (2002)
Management of Health and Safety at Work Regulations (1992)

Reviews and Amendments

Date	Name	Comments
20.03.2023	Richard Ellis-Tole	Verified and updated