

The Ride Children’s Home: Health and Safety Policy

Policy Statement

This is the statement of general policy and arrangements for The Ride Children’s Home, a care home for young adolescents. The Ride is owned by London Borough of Hounslow, which has in place a corporate Health and Safety Policy which this policy sits under. The overarching policy is available to all employees on the staff intranet

http://intranet.hounslow.gov.uk/health_safety_policy_oct15.pdf

We are committed to ensuring that The Ride Children’s Home is a safe place to live, and a safe place to work. We have processes in place to:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees and residents of the home, on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or another significant incident.
- Maintain safe and healthy working conditions.

Organisation – Roles and Responsibilities

The Chief Executive, Executive Directors and Directors have overall responsibility for health, safety and wellbeing within their directorate.

The organisation chart opposite details these roles.

The **registered manager** of the children’s home (Eliramson Saro) has responsibility for the management of health and safety at The Ride.

The **deputy manager** (Charmaine Matthew), has day-to-day responsibility for ensuring this policy is put into practice.

The Ride Children’s Home also has access to competent health and safety advice; via the Corporate Health and Safety Team with a designated H&S adviser for Children’s and Adults’ Services.

In addition to responsibilities stated in the corporate Health and Safety Policy, employees have been assigned with specific responsibilities as part of health and safety management at The Ride. These are assigned as follows:





Fire Safety and associated procedures	Helen Paul
Water Hygiene checks	Matthew Blackmore (Handyperson)
Asbestos Condition Checks	Matthew Blackmore (Handyperson)
Working Environment risk assessments	Matthew Blackmore (Handyperson)
COSHH Assessments	Agnieszka Kurp
First Aid Equipment & Supplies	Agnieszka Kurp

Arrangements for managing health and safety

Risk assessments

Staff can access all risk assessments; hardcopies are stored in a file in the manager’s office; electronic copies are stored in a shared drive which all employees at the ride can access. All risk assessments are reviewed at least annually. General risk assessments for The Ride are carried out by the assistant manager; and risk assessments specific to young people are carried out by the relevant key workers.

Further details regarding the risk assessment procedures are given in the London Borough of Hounslow Risk Assessment Policy and Procedure documentation, which is fully applied at The Ride Children’s Home.

Communication

Employees

A Health and Safety Law Poster is displayed in the main office. Health and Safety is a standard item on the Team meeting agenda in which we engage and consult with employees on day-to-day health and safety conditions. All staff are aware that health and safety is a shared responsibility and that staff have a duty to report any concerns to the Management team or recorded as an action for the handy person in the maintenance book.

Young People

Children and young people receive information in a way that is suited to their needs, age, sexual orientation, gender identity, political and community background and abilities. Information for children and young people is accessible to them – in terms of being both understandable and made available to them.

All young people are given a “Welcome to The Ride” booklet on admission which details explanation of House Rules and expectations of behaviour. There is a weekly residents meeting during which young people are encouraged to discuss any concerns they may have; in addition they are reminded that they can report any issues at any time.

Emergency procedures

The Ride has a detailed unit contingency plan should the building be unsafe after fire/flood etc which is updated annually. The ride also has evacuation procedures which all staff are required to sign. All staff at The Ride are required to attend Fire Warden training. All children / young people are made aware on admission of emergency procedures and escape routes.

Monthly planned evacuations (fire drills) are carried out involving both residents and employees. These are completed at varying times to ensure children / young people and staff are confident of

what action to take should there be an emergency. The fire alarm is inspected and maintained by a contractor regularly, and alarms are sounded weekly.

Safe place of work

A scheme of works is in place, providing statutory maintenance of the premises, provided by the Corporate Property department within London Borough of Hounslow. This includes assessments relating to fire, legionella and asbestos. Gas safety inspections, and electrical testing (both fixed installation and portable appliances) are also provided through the corporate property / facilities management departments. All records of such works are held both locally on site, and centrally within London Borough of Hounslow.

The handy person has a maintenance book which details minor repairs needed within the home, they also carry out thorough working environment risk assessments throughout the home every six months to identify any health and safety concerns. All major repairs are reported online to London borough of Hounslow's corporate property department.

Arrangements for First Aid

All staff are trained in First Aid at work and receive refresher training every 3 years. All staff are also trained to Level 2 Food Safety.

First aid kits are stored in the main office, kitchen and in both 'sleeping in' rooms.

Arrangements for reporting and reviewing of accidents / incidents

All accidents are recorded in an accident book, and then reported online on the London Borough of Hounslow online incident database. They are then reviewed by a member of the management team (registered manager and / or assistant manager). Completed hardcopy accidents forms are stored securely.

Further information

The London Borough of Hounslow intranet has a dedicated Health and Safety section, detailing relevant policies and procedures. http://intranet.hounslow.gov.uk/index/health_safety.htm

There is also an online Health and Safety Manual which contains a range of guidance notes for various topics. http://intranet.hounslow.gov.uk/index/health_safety/healthsafetymanual.htm