

Health & Safety Statement and Policy: 2021-2022


Health & Safety Statement

The following sets out the general policy statements, the named person responsible for implementation, and the actions and arrangements for which they are responsible;

General Policy Statement	Person Responsible for Implementation	Action / Arrangements
<p>1. To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health</p>	<ul style="list-style-type: none"> • Matt Vince: Chief Executive Officer • Jane Rayner: Assistant Director/Interim Manager • Sara Fletcher: Assistant Director • John James: Registered Manager • Sarah Jackson: Registered Manager • Caroline Belchem: Head Teacher • Dave Hollens: Deputy Manager • Andy Thompson: Deputy Manager • Wendy Simpson: Deputy Manager • Lucy Steer: Senior Pastoral Lead • Mark Smith: Senior Learning Support Assistant • Mikey Gardner: Senior Therapeutic Carers • Kerry Longhurst: Senior Therapeutic Carers • Angelo Leonardi: Senior Therapeutic Carers • Yasna Kelday: Senior Therapeutic Carers • Shelley McEwan: Referrals Manager & Administrator & W.A.V.E. Trainer • Zena Maher: School Administrator • Celeste Balmer: HR & Office Manager & H&S Trainer 	<p>Effective use of all informal and formal forums in operation for meeting and communicating in all settings with special emphasis on regular and reliable professional supervision to engage and consult with all employees in this matter.</p>
<p>2. To provide adequate and effective</p>	<ul style="list-style-type: none"> • Jane Rayner: Assistant Director/Interim Manager 	<p>Implementation of the initial orientation and induction programme for</p>

<p>induction and training in Health & Safety matters to ensure employees are competent to do their work</p>	<ul style="list-style-type: none"> • Sara Fletcher: Assistant Director • John James: Registered Manager • Sarah Jackson: Registered Manager • Caroline Belchem: Head Teacher • Celeste Balmer: H&S & Office Manager and Trainer • Shelley McEwan: Referrals Manager & Administrator & W.A.V.E. Trainer 	<p>all new team members, alongside overseeing and managing effective regular professional supervision and personal performance review of all team members to highlight and address all training needs through liaison with Senior Managers of The Lioncare Group. H&S Officer and Trainer specifically to ensure training courses in Health & Safety are effective and their impact is reviewed regularly and courses adjusted as necessary.</p>
<p>3. To implement emergency procedures and evacuation in case of fire or another significant incident.</p>	<ul style="list-style-type: none"> • Jane Rayner: Assistant Director/Interim Manager • Sara Fletcher: Assistant Director • John James: Registered Manager • Sarah Jackson: Registered Manager • Caroline Belchem: Head Teacher • Dave Hollens: Deputy Manager • Andy Thompson: Deputy Manager • Wendy Simpson: Deputy Manager • Lucy Steer: Senior Pastoral Lead • Mark Smith: Senior Learning Support Assistant • Mikey Gardner: Senior Therapeutic Carers • Kerry Longhurst: Senior Therapeutic Carers • Angelo Leonardi: Senior Therapeutic Carers • Yasna Kelday: Senior Therapeutic Carers • Shelley McEwan: Referrals Manager & Administrator & W.A.V.E. Trainer • Zena Maher: School Administrator • Celeste Balmer: HR & Office Manager & H&S Trainer 	<p>Organise and manage regular fire-evacuation practice involving all those working in, attending, and visiting the homes, school, and office areas. Liaison with the organisation's designated H&S Officer on matters relating to emergency procedures. Ensure all team members attend the organisation's accredited level 2 training course titled 'Safe Environments'.</p>
<p>4. To maintain safe and healthy working conditions, provide and maintain plant, equipment, and</p>	<ul style="list-style-type: none"> • Jane Rayner: Assistant Director/Interim Manager • John James: Registered Manager 	<p>Regular, robust, and routine monitoring of and reporting on the state of the physical environment of the organisation and surrounding areas, to the relevant Registered Manager, Head Teacher, Assistant</p>

<p>machinery, and ensure safe storage / use of substances</p>	<ul style="list-style-type: none"> • Sarah Jackson: Registered Manager • Caroline Belchem: Head Teacher • Paul Driffield: Maintenance Worker • James Jarvis: Maintenance Worker • Fergus Chapman: Maintenance Worker 	<p>Directors, and Chief Executive Officer of The Lioncare Group; through use of effective assessment of the relative risks and hazards relating to the building, the working environment, fire-prevention systems, and the challenging nature of the behaviour of the children in our Homes and attending our school. Regular compilation of COSHH analysis reports and follow-up monitoring of compliance with recommendations from the reports.</p>
<p>5. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities</p>	<ul style="list-style-type: none"> • Celeste Balmer: HR & Office Manager & H&S Trainer 	<p>Regular, robust, and routine monitoring of and reporting on the state of the physical environment of the organisation and surrounding areas, to the relevant Registered Manager, Head Teacher, Assistant Directors, and Chief Executive Officer of The Lioncare Group; through use of effective assessment of the relative risks and hazards relating to the building, the working environment, fire-prevention systems, and the challenging nature of the behaviour of the children in our Homes and attending our school. Offering suggestions and actions to limit / prevent accidents and cases of work-related ill health.</p>
<p>6. Make available to all employees, Health and Safety law literature and appropriate resources and guidance</p>	<ul style="list-style-type: none"> • Jane Rayner: Assistant Director/Interim Manager • John James: Registered Manager • Sarah Jackson: Registered Manager • Caroline Belchem: Head Teacher 	<p>First-aid box and accident book are located in all premises and vehicles owned and operated by The Lioncare Group: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).</p> <p>Induction pack contains literature and statutory guidance on Health & Safety in the workplace.</p> <p>In the school: First-Aid boxes are located in the medical area of the staff room, the main office, and the home economics classroom, as well as in the school mini-bus. First-Aid medical kits are located in the main office for use on outdoor education lessons and activities taking place away from the school premises. All accidents are to be recorded and logged using the school's recognised accident log and report sheets stored in the main office.</p> <p>In the homes: First-Aid boxes are located next to the medical storage cabinet in the adults lounges, the Manager's office, and the kitchens, as well as in all vehicles owned and operated by the organisation. First-Aid medical kits are located in the adult's lounges in all bases for use on outdoor activities taking place away from the home. All accidents are to be recorded and logged using the homes recognised accident log and report sheets stored in the adults lounges.</p>

		At Lioncare House: First-Aid boxes are located in the coffee/tea areas and in the main office areas. All accidents and incidents of work-related ill health are to be reported to the relevant Manager/Head Teacher who will in turn liaise with the designated H&S Officer or Assistant Director or Chief Executive Officer of The Lioncare Group as appropriate and necessary regarding reporting under RIDDOR.	
Signed: (Employer)		Date:	21 st June 2021
Subject to review, monitoring and revision by:	Matt Vince: Chief Executive Officer of The Lioncare Group and Responsible Individual for Springfields, Westfields and Hillfields, and Chair of The Lioncare School.	Every:	12 months or sooner if work activity changes

Health & Safety Policy

This Policy Relates to the following Legislation

- Health & Safety at Work etc. Act 1974

This Policy Relates to the following Regulations

- Safety Representatives and Safety Committees Regulations 1977
- The Health & Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989 (including Part P)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Health & Safety (Consultation with Employees) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999 (risk assessment)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

This Policy Relates to the following Guidance

- The DfE publication, “Guide to Children’s Home Standards Including the Quality Standards” April 2015
- Fire Regulatory Reform Order 2006

This Policy Applies To:

- a) All those directly employed by The Lioncare Group.
- b) All those indirectly employed by The Lioncare Group by virtue of being sub-contracted or commissioned and paid by The Lioncare Group to carry out work on behalf of The Lioncare Group.
- c) All those working in partnership with The Lioncare Group in the form of voluntary work or student placements.
- d) All those attending or visiting any premises or property owned or operated by The Lioncare Group, and who are not directly employed or indirectly employed or volunteering or on work placement.

Definitions

The Lioncare Group takes its responsibility for Health & Safety in the workplace very seriously. We define Health & Safety as, “Preventing people from being harmed by work or becoming ill, by taking the right precautions and providing a satisfactory working environment”.

For the purpose of this policy, “Hazard” refers to anything that can cause harm whilst “Risk” refers to the chance that someone will be harmed by the hazard.

The Lioncare Group operates its Health & Safety policy in line with and with regard to the following legislation:

Responsibilities

Overall and final responsibility for Health & Safety within the work places owned and operated by The Lioncare Group is that of Matt Vince, Chief Executive Officer of The Lioncare Group and Director of Lioncare Ltd and Responsible Individual for Springfields and Westfields and Hillfields Children’s Homes and Chair of The Lioncare School, acting at all times on behalf of The Lioncare Group.

The Chief Executive Officer endeavours to:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances

- provide information, instruction, and supervision for employees
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions
- review and revise this policy as necessary at regular intervals

Day-to-day responsibility for ensuring this policy is put in to practice and that health and safety standards are maintained and improved is delegated to the following employees of The Lioncare Group:

- Jane Rayner (Assistant Director: Care & Support, and temporary Interim Manager of Hillfields Therapeutic Children’s Home)
- Sara Fletcher (Assistant Director: Education & Learning)
- Caroline Belchem (Head Teacher: The Lioncare School)
- John James (Registered Manager *pending Ofsted approval*: Westfields Children’s Home)
- Sarah Jackson (Registered Manager: Springfields Therapeutic Children’s Home)
- Celeste Balmer (HR & Office Manager with specific H&S Role and Responsibility: Lioncare House)
- James Jarvis, Paul Driffield, Fergus Chapman (‘The Maintenance Team’)

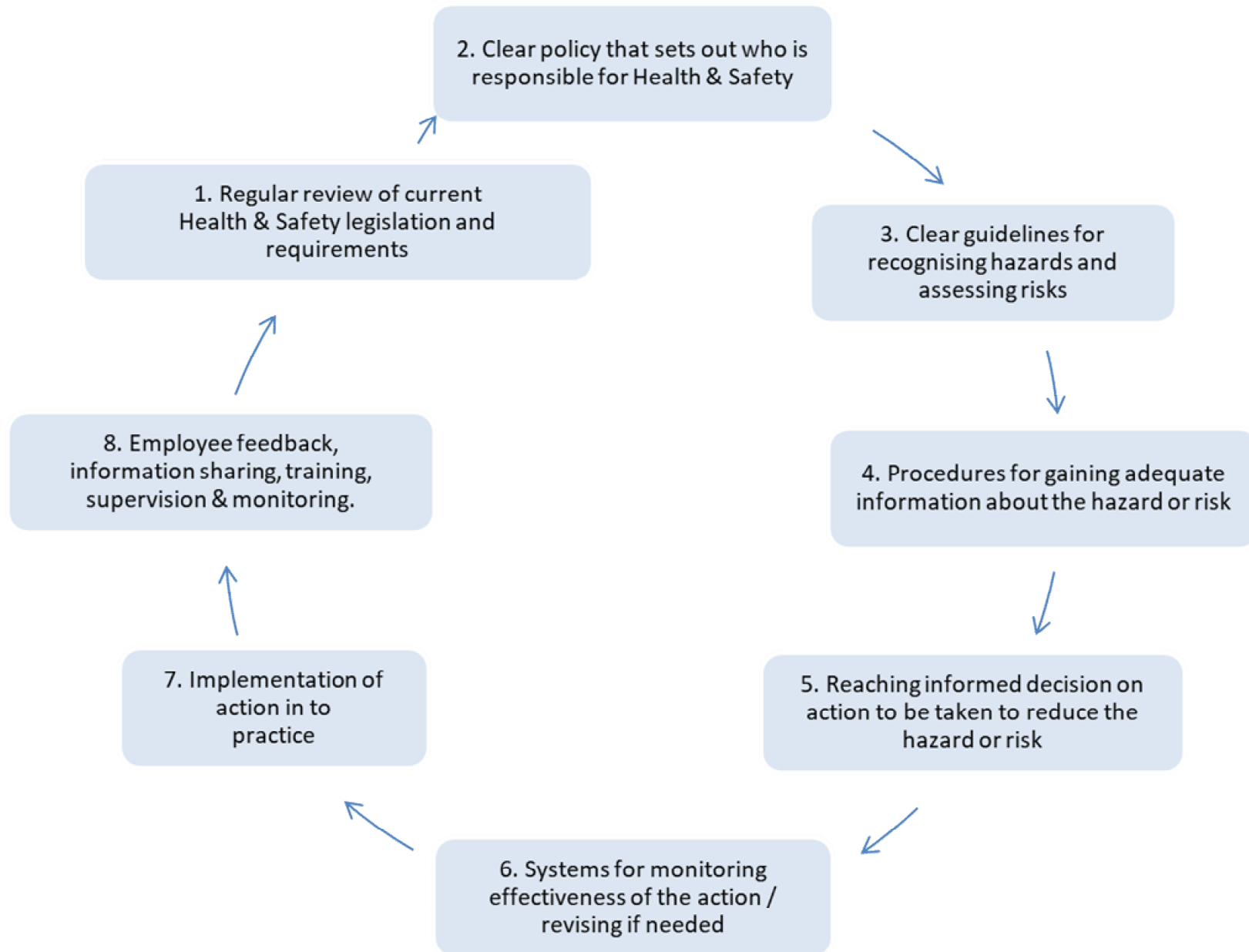
Managing Health & Safety

The following table lists the personnel assigned to, and delegated responsibility for, managing Health & Safety matters within specific work-bases of The Lioncare Group:

Name	Department	Delegated Responsibility
Caroline Belchem	The Lioncare	All aspects of Health & Safety affecting employees, children, and/or visitors working at or attending or visiting The Lioncare School, except those that fall within the responsibility of the Maintenance Team through maintenance work being carried

01273 734164	School	out by them in the school. In addition, the named individual is responsible for monitoring of fire drills and evacuation practice by the person with delegated responsibility for this, and that they are carried out at regular intervals as stated in The Lioncare Group's relevant policy, and that all employees receive adequate training and information on fire prevention and protection.
John James 01273 711591	Westfields Children's Home	All aspects of Health & Safety affecting employees, children, and/or visitors working at or living in or visiting Westfields, except those that fall within the responsibility of the Maintenance Team through maintenance work being carried out by them in the home. In addition, the named individual is responsible for monitoring of fire drills and evacuation practice by the person with delegated responsibility for this, and that they are carried out at regular intervals as stated in The Lioncare Group's relevant policy, and that all employees receive adequate training and information on fire prevention and protection.
Sarah Jackson 01273 732566	Springfields Therapeutic Children's Home	All aspects of Health & Safety affecting employees, children, and/or visitors working at or living in or visiting Springfields, except those that fall within the responsibility of the maintenance team through maintenance work being carried out by them in the home. In addition, the named individual is responsible for monitoring of fire drills and evacuation practice by the person with delegated responsibility for this, and that they are carried out at regular intervals as stated in The Lioncare Group's relevant policy, and that all employees receive adequate training and information on fire prevention and protection.
Jane Rayner 01273 789974	Hillfields Therapeutic Children's Home	All aspects of Health & Safety affecting employees, children, and/or visitors working at or living in or visiting Hillfields except those that fall within the responsibility of the maintenance team through maintenance work being carried out by them in the home. In addition, the named individual is responsible for monitoring of fire drills and evacuation practice by the person with delegated responsibility for this, and that they are carried out at regular intervals as stated in The Lioncare Group's relevant policy, and that all employees receive adequate training and information on fire prevention and protection.
James Jarvis Paul Driffield Fergus Chapman	Maintenance Team	All aspects of Health & Safety relating to Maintenance work being carried out and affecting employees, children, and/or visitors working at or living in or attending or visiting any property owned or operated by The Lioncare Group at which any member of the Maintenance Team is currently working.
Celeste Balmer 01273 720424	Lioncare House	All aspects of Health & Safety training through delivery of the Safe Environments (BSC Accredited) course to employees of The Lioncare Group, and all aspects of Health & Safety affecting employees, children, and/or visitors working at or attending or visiting Lioncare House.

Health & Safety within the work place is managed by The Lioncare Group through adhering to the following process:



Employees' Legal Responsibilities

It is the legal responsibility of each and all employees to:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their health and safety.
- Report all health and safety concerns to an appropriate person (as detailed above).
- Ensure the health and safety of the Children in our care is maintained at all times through adequate and appropriate levels of supervision, risk assessment, preventative action, and monitoring.

Risk Management Strategy – Premises and the Facilitating Environment

General building risk assessments for each property owned or operated by The Lioncare Group will be undertaken by the H&S Officer every 6 months or sooner if there are significant changes to the premises, and the findings of the building risk assessment will be reported to The Chief Executive Officer of The Lioncare Group in the form of a completed and typed Buildings Risk Assessment Report. This report will be stored on the GDrive Records-Management System and made available to authorised officials and relevant external agencies on request.

Action required to remove and/or control risks will be approved by The Chief Executive Officer of The Lioncare Group.

The named individuals stated in the table above, along with the Maintenance Team, will be jointly responsible for ensuring the action required is implemented in their respective work-base. They will also check that the implemented actions have removed and/or reduced the risks. A monitoring form will be used by the named individuals to record the outcome of their checks following implemented actions, and submitted to The Chief Executive Officer of The Lioncare Group for final authorisation.

Assessment will be reviewed every 6 months or when the work activity changes, whichever is soonest.

Risk Management Strategy – In Relation to the Therapeutic Care and Education of Children

The work carried out by employees of The Lioncare Group in caring for and educating children who have or continue to experience emotional and behavioural difficulties is intrinsically hazardous and potentially high risk. The Lioncare Group recognises that risk taking forms a necessary and healthy part of the maturation process for all children, and that in helping children to develop and grow (emotionally, socially and culturally) adult carers (i.e. employees) must be prepared to take risks. Children who have suffered any form of abuse and/or neglect or trauma may well have particular needs over and above the needs of other children. It is essential to ensure that these needs are met when preparing children to move on. Care must be taken to ensure that children do not fail to achieve their full potential as a result of under expectation. In addition, specific health requirements or medical/developmental conditions will have an impact on the risk management strategy for specific children in our care.

The appropriate risks that employees take in carrying out their care and education duties cannot be prescribed in any policy; a prescriptive and lengthy list would be impracticable and unrealistic and each individual in each situation differs from the next. When risks are assessed and risk management strategies designed and implemented, consideration should always be given to the safety of the child and others and to the principles that underpin the Children Act 1989, that is, *'The children's welfare being of paramount importance'*.

Employees and children from time to time will make mistakes, and these assist us all in our learning. We therefore take the view that these mistakes should be addressed with sensitively and positively not with derision and contempt. An integral part of our ethos surrounds helping children to accept responsibility and consequences of their actions. We do not approach this in a threatening and punitive way, and do not allow employees to use this as a mean of transferring their responsibilities on to the children in their care. When assessing and managing risk there must clear understanding of the boundaries that separate the adult employee's role and that of the child. Consideration is also given with regards to the child's relevant plans and the circumstances that prevail at that particular time. Employees are advised to consult their line manager on any issues that they feel unclear about.

Assessing and managing risk is a core element of the general nurture and support given to any child. Decisions associated with risk assessment and management have the safety and the interest of the child central at all times.

Risk assessment and management in the context of allowing children to take risks in their lives, is the real test of how much a Home or school has succeeded in creating an environment and a system that respects the rights of individuals to have choice, and also to be accountable for their own actions. The risk assessment and management strategy and approach adopted by The Lioncare Group requires employees to specify any action taken or needing to be taken to minimise and avoid unnecessary or harmful risk. Contingency plans are required and relied on in the event of an emergency. All risk elements in the child's care and education plans should where possible and practicable be subject to negotiation and agreement with the child, and should be regularly reviewed. The child, social worker, and parents (where appropriate) should be included fully in such negotiations. This may amount to asking significant others in the child's life for advice or to refer to additional professional advice.

We recognise that it is our key duty to provide a safe, secure, and fulfilling living-learning environment for children, but also that children have the right to choose, and this includes a right to take risks. Risk assessment and management is about ensuring that children are supported and allowed, enabled and assisted, in taking risks as part of their maturation process. In the main, the process of risk assessment and management on a day-to-day basis is carried out in the form of discussions during handover meetings, team meetings, and during the process of general planning and organising the day. Written information regarding the overall assessment of potential risk faced or posed by each child is:

- formalised during the pre-admission stage prior to a placement being offered in the form of an Initial Impact Risk Assessment
- at the Placement Planning stage in the form of an Initial Placement Plan agreed at the Initial Placement Planning Meeting
- in the Safeguarding Risk Profile created and updated for every child (and where possible, with each child) cared for in the Homes
- in the equivalent document drawn up for every child attending our School
- in all other Relevant Plans
- through the Psychodynamic Assessment of Emotional Need meetings and reports

- CLA / LAC statutory review meeting

In addition, risk assessments and strategies to mitigate and/or minimise the risks identified are carried out and produced for specific planned activities such as the holidays arranged by the home or off-site activities organised by the school.

When employees do not agree, or assess that a particular risk is unacceptable, they inform the respective Registered Manager or Head Teacher and record this in writing. This is undertaken in the understanding of the following:

- The need to avoid being overprotective or patronising to children.
- Awareness of not forcing or coercing children to do things that they do not wish to do, or not do something they wish to do and that would be beneficial to them.
- Our duty to protect children and provide them with a safe living-learning environment.

If for any reason an employee perceives the need to limit or restrict choices and freedom, the reason is discussed with the respective Registered Manager or Head Teacher and the child's social worker and/or significant others. The fundamental issue is to assist the employee in appreciating the necessary balance between risks, rights, and responsibilities.

Consultation with Employees

In accordance with the Health & Safety (consultation with employees) Regulations 1996, and following discussion, The Chief Executive Officer of The Lioncare Group recognises Celeste Balmer as the recognised Health & Safety Representative of The Organisation. Celeste has received appropriate training under the NEBOSH qualification to provide her with the necessary and adequate levels of skills and knowledge to carry out the duties required of this role.

Therefore, all employees should regard Celeste as being available if required to act as employee representative on matters relating to Health and Safety in the work place. However, In keeping with the ethos of openness, honesty, and promotion of positive working practice between all those associated with the operation of The Lioncare Group, it is the wish of The Chief Executive Officer that where possible, employees be consulted on health and safety matters directly through the line management system in operation, supervisions, and through the various forums for communication and exchange of information.

Equipment Safety

The named individual for each work-base as stated in the table above (and along with the Maintenance Team), is responsible for identifying all equipment needing maintenance in that specific work-base. In particular, this includes all kitchen appliances, electrical appliances, lighting, and domestic machinery located in each work-base. Any problems found with equipment should in the first instance be reported to the named individual for the appropriate work-base.

The named individual is responsible for alerting the Maintenance Team to the problem where it is in the scope and capacity of the Maintenance Team to resolve the problem, overseeing the repair or replacement of the equipment, and authorising completion of the task.

The Maintenance Team are responsible for ensuring regular checking of all portable electrical appliances located in each work-base through the Portable Appliance Testing (PAT) procedure, for which they are trained and qualified to carry out. The Maintenance Team are also responsible for ensuring all appliances comply with current health

and safety standards.

Maintenance of all domestic appliances (washing machines, tumble dryers etc.) is overseen by an external servicing company who are responsible for conducting regular and effective checks of the equipment in line with contractual agreements.

Safe Handling and Use of Substances

The recognised Health & Safety Representative of The Organisation is responsible for;

- identifying all substances which need a COSHH assessment across the organisation
- undertaking COSHH assessments across the organisation
- ensuring that all actions identified in the assessments are implemented across the organisation
- ensuring that all relevant employees are informed about the COSHH assessments across the organisation
- checking that new substances can be used safely before they are purchased

Assessments will be reviewed every six months or when the work activity changes, whichever is the soonest, and will be presented in the form of a COSHH Assessment report made readily available to all employees across the organisation via the GDrive Records Management System.

Information, Instruction, and Supervision

Health and Safety Law information is issued to all employees as part of their initial induction package.

Health and safety advice is available from the Organisation's recognised Health and Safety Representative.

Supervision of all employees is arranged and undertaken and monitored by their respective line managers. Each employee is informed of the name of their line manager during their initial induction. Employees are informed by the respective member of the Senior Leadership Team of any changes in the line management arrangements affecting them.

All employees are provided with initial induction training through the organisation's recognised initial induction programme. This is organised by the Registered Manager or Head Teacher of each work-base, implemented by the employee's line manager, and delivered by members of the management team with support in relevant areas from the employee's colleagues. Please refer to the Induction Policy for a more comprehensive review of the induction process.

In addition, all employees are provided with ongoing basic training during their first six months of employment. The areas relevant to this policy covered by the basic training programme, and the method of delivery for each area is as listed below:

- Fire Prevention: online course, in-house (designated fire officer for each department), and external trainer delivering face-to-face practical instruction in the use of fire-fighting equipment
- Paediatric Emergency First Aid: online course and external provider delivering face-to-face training
- Food Hygiene: online course
- Medication Administration and Safe Handling of Medications: online course supported by Assessment of Medication Competency
- Restrictive Physical Intervention: in-house face-to-face (The Lioncare Group’s W.A.V.E. Instructor)
- Safeguarding & Child Protection: online courses and external specialist provider supported by Assessment of Safeguarding Competency
- Health & Safety: in-house face-to-face (The Lioncare Group’s H&S Instructor)
- Equality & Diversity: online course

All employees are provided with a Level 3 programme of training in known as The Lioncare Group Diploma in Therapeutic Childcare and Education during their initial 12-18 months of employment.

Evidence of training is maintained in each employee’s personnel file which is managed by the Administrator for The Lioncare Group and kept at Lioncare House (Head Office). The Workforce Training and Development Record showing details of all training and qualifications taken and held by employees is accessible via the GDrive Records Management System.

Identification of training needs is initially carried out, arranged, and monitored by line managers and supervisors, and Registered Managers / Head Teacher, and overseen by the Assistant Directors and the Chief Executive Officer.

Accidents, First-Aid, and Work-Related Ill Health

The work carried out by employees of The Lioncare Group in caring for and educating children experiencing emotional and behavioural difficulties can at times be emotionally and physically stressful on employees. In this respect, health surveillance is a necessary and important duty of all employees; both their own, and that of their colleagues.

Line managers have specific responsibility for monitoring and addressing the current state of health and well-being of their respective team through the line management and supervision system in place across the organisation. Individual employees also have a duty to monitor and assess their own current state of health and well-being and inform their line managers of any problems as (or ideally before) they arise.

In addition, the Administrators for The Lioncare Group has responsibility for maintaining an accurate record of absence through sickness and ill-health through use of the self-certification forms required from all employees who are absent from their place of work for any period of time through ill-health or sickness, and through use of GP ‘Fit Notes’ required from all employees who are absent from their place of work for a period of seven days or more through ill-health or sickness.

The Lioncare Group operates a health monitoring programme for all employees in which any employee who is showing a pattern of short-term but frequent absent from their place of work through ill-health or sickness is required to attend a welfare meeting with their line manager or the H&S Representative for the purpose of assessing their fitness to work, recognising any aspects of the employees duties or role that may be affecting their good health, and seeking strategies to reduce work related aspects affecting the employees good health.

Any employee who is absent from their place of work through ill-health or sickness for a period of two or more consecutive weeks is required to attend a return to work meeting with their line manager or the H&S Representative for the purpose of assessing their fitness to return to work, ensuring all conditions of employment related to their absence have are appropriately addressed, and provide the employee with relevant information and/or re-induction training to assist their smooth transition and reintegration back to work.

Each work-base has at their disposal a recognised and trained 'Mental-Health First Aider' who can act as the first point-of-contact for any employee experiencing or seen to be experiencing difficulty managing their mental health.

All individual records relating to health surveillance are maintained in each employee's personnel file which is managed by the Administrators for The Lioncare Group and kept at Lioncare House (Head Office). All general records relating to health surveillance of the workforce in general are maintained on computer database and managed by the Administrator for The Lioncare Group based at Lioncare House (Head Office).

First-Aid boxes are kept in prominent locations within each department owned or operated by The Lioncare Group. These are, the kitchen area, the adult's lounge in the homes, the staff room and medical room in the school, and in every company owned vehicle or vehicle temporarily hired for the transportation of employees and Children.

Ligature-cutters are also kept in designated locations around the Homes and School and in the vehicles operated by the organisation.

In recognition of the fact that all employees are regularly carrying out close supervision of the children in our care within the homes, school, and in the wider community, it is the policy of The Lioncare Group that every employee receives the recognised training, Level 3 Paediatric Emergency First Aid. In this way, every employee is an appointed first aider.

All accidents and cases of work-related ill health suffered by employees are recorded on the relevant log sheet and incident report form. Each completed report form is individually signed off by the Registered Manager of the respective home or the Head Teacher of the school. They are then maintained securely online through use of GDrive Records Management System and/or BehaviourWatch, and inspected monthly by the Independent Visitor during their monthly visits, and by the Ofsted Inspector every six months (in the homes) or at school inspections, in addition to the monitoring carried out by the Registered Managers and Head Teacher, and the Assistant Directors and the Independent Social Care Consultant. Accidents and cases of work-related ill health suffered by employees based at Lioncare House (Head Office) are recorded in the accident book which is located by the first aid box in the kitchen, and monitored by The Chief Executive Officer.

The Registered Manager of each home and the Head Teacher of the school is responsible for reporting accidents, diseases, and dangerous occurrences happening in their respective work-base to the relevant enforcing authority or regulatory body. The Administrator has responsibility for reporting accidents, diseases, and dangerous occurrences happening at Lioncare House. The Chief Executive Officer assumes overall responsibility for monitoring good practice in this area.

Emergency Procedures – Fire and Evacuation

All work-bases operating within The Lioncare Group are registered under East Sussex Fire Brigade, and fully conform to all recommendations and standards, and to those of OfSTED.

A record of fire prevention inspections is maintained within each Home and the school. This includes a log detailing the weekly testing of smoke, and heat detectors, escape routes, and fire alarm points (on a rotating basis over the month) carried out by the designated fire officer in each department, and also of the practice emergency fire drill (conducted at least every 3 months and in between when there is an admission of a child or an employee joins the team), as carried out by the respective allocated officer with responsibility for this area in each work-base.

All employees of The Lioncare Group are made aware of the procedure for emergency evacuation of the building, familiarised with all fire exists, and informed in the appropriate use of fire extinguishing apparatus during initial induction training during their first two weeks of employment and periodically throughout their employment.

All children are made aware of the procedure for emergency evacuation of the building, familiarised with all fire exists, and informed of all matters relevant to keeping safe in the event of an emergency situation, during their visits to the home or school, and after their admission, and periodically thereafter. There is also information in the Welcome Book. Each child has an individual evacuation plan and Personal Emergency Evacuation Plans (PEEP's) are created for those (children and adults) with mobility difficulties or a disability.

All fire detection, prevention and extinguishing appliances and equipment are tested and maintained on a regular basis (minimum six monthly) by an external professionally trained and experienced agency.

Once every three months, the designated Fire Warden for each work-base initiates the fire alarm system at an unplanned time, to monitor and assess the appropriate responses of employees and children to an emergency situation.