Health and Safety Statement of Intent: 2026-2027

Our Commitment

The Lioncare Group is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all children, employees, volunteers, contractors, visitors and others who may be affected by our activities.

We recognise that effective health and safety management is an essential part of providing safe, nurturing and supportive environments within our children's homes, special school and other operational settings. We are committed to maintaining high standards of health and safety and to continually improving our arrangements through effective leadership, risk management, consultation, monitoring and review.

Our Approach

The Organisation will take all reasonably practicable steps to:

- Provide safe and healthy environments for children, employees and visitors.
- Identify, assess and manage risks arising from our activities, premises and services.
- Ensure that appropriate policies, procedures and safe systems of work are in place.
- Provide employees with suitable information, instruction, training and support to enable them to work safely and effectively.
- Maintain premises, equipment and facilities in a safe condition.
- Promote a positive culture where health and safety concerns can be raised openly and addressed appropriately.
- Learn from accidents, incidents, near misses, audits and feedback to improve our practice.
- Work in partnership with employees, children, families, professionals and other relevant stakeholders to promote safety and wellbeing.

Responsibilities

The Organisation acknowledges its legal responsibilities under the **Health and Safety at Work etc. Act 1974** and associated health and safety legislation.

Senior leaders have overall responsibility for ensuring that effective health and safety arrangements are established, implemented and reviewed.

Managers are responsible for ensuring that health and safety requirements are applied within their areas of responsibility and that employees receive appropriate support and guidance.

All employees have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions. Employees are expected to follow organisational procedures, attend relevant training and report any concerns, hazards or incidents promptly.

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Continuous Improvement

The Organisation is committed to maintaining a proactive approach to health and safety. We will regularly review our arrangements to ensure they remain effective, proportionate and aligned with legal requirements, statutory guidance and recognised good practice.

Through effective leadership, shared responsibility and continuous improvement, we aim to provide safe environments that support the wellbeing, care, education and development of children.

Signed:

Name: Matt Vince

Position: Chief Executive Office and Responsible Individual and Chair of The Lioncare School

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Introduction

The Organisation is committed to providing a safe, healthy and secure environment for all children, employees, volunteers, contractors, visitors and others who may be affected by its activities. Effective health and safety management is fundamental to the delivery of high-quality care and education and supports our wider commitment to safeguarding and promoting the welfare of every child.

This Health & Safety Policy sets out the Organisation's approach to meeting its legal responsibilities and managing health and safety risks across all of its services. It establishes the principles, responsibilities and arrangements that underpin safe working practices and provides a framework for preventing injury, ill health and avoidable harm. All employees are expected to understand and comply with this policy and to contribute to maintaining a positive health and safety culture throughout the Organisation.

Purpose and Aims of This Policy

The purpose of this Health & Safety Policy is to establish the Organisation's commitment to protecting the health, safety and welfare of all children, employees, volunteers, contractors, visitors and others who may be affected by our activities. It provides the framework for complying with legal obligations, managing health and safety risks, and promoting safe working practices across all of our children's homes and educational settings.

The aims of this policy are to prevent injury and ill health, ensure that hazards and risks are identified and effectively managed, define clear responsibilities for health and safety, and promote a positive culture in which everyone understands their role in maintaining a safe, healthy and supportive environment.

This policy has been developed having regard to current health and safety legislation, regulations, statutory guidance and recognised best practice. The Organisation will review this policy regularly to ensure continued compliance with legal requirements and will amend it where changes in legislation, guidance or operational practice make this necessary.

Scope

This Health & Safety Policy applies to all activities undertaken by the Organisation and covers all of its children's homes, special school, offices and any other premises or locations where work is carried out on behalf of the Organisation.

The policy applies to all employees, agency workers, volunteers, apprentices, students, contractors, consultants and any other individuals working for or on behalf of the Organisation. It also applies, where relevant, to children and young people in our care, pupils attending our school, visitors, families and any other persons who may be affected by our activities.

This policy applies at all times when undertaking work-related activities, including off-site visits, educational activities, transport arrangements, community-based activities, maintenance work and any other services provided by or on behalf of the Organisation.

All persons to whom this policy applies are expected to comply with its requirements, follow safe systems of work, take reasonable care for their own health and safety and that of others, report hazards and concerns promptly, and cooperate with the Organisation in fulfilling its legal health and safety responsibilities.

Policy Statement

The Organisation is committed to providing, so far as is reasonably practicable, a safe, healthy and secure environment for all children, employees, volunteers, contractors, visitors and others who may be affected by our activities. We recognise that effective health and safety management is fundamental to the delivery of high-quality care and education and is an integral part of our safeguarding responsibilities.

We will comply with all applicable health and safety legislation and recognised standards, identify and manage risks through appropriate risk assessments and safe systems of work, provide suitable information, instruction, training and supervision, and maintain safe premises, equipment and working practices. We are committed to fostering a positive health and safety culture in which everyone understands their responsibilities, works collaboratively to prevent injury and ill health, and promptly reports hazards, incidents and near misses. Health and safety is a shared responsibility, and all employees are expected to take reasonable care for their own health and safety and that of others, while supporting the continuous improvement of our health and safety management systems.

Legal and Regulatory Framework

The Organisation is committed to complying with all applicable health and safety legislation, regulations and statutory guidance. This policy has been developed to support compliance with legal requirements and to promote a safe, healthy and secure environment for children, employees, volunteers, contractors, visitors and all others who may be affected by the Organisation's activities.

This policy should be read in conjunction with all relevant legislation, statutory guidance, Approved Codes of Practice and Health and Safety Executive (HSE) guidance. The principal legislation and guidance informing this policy include, but are not limited to:

Primary Legislation

- Health and Safety at Work etc. Act 1974
- Care Standards Act 2000
- Children Act 1989
- Children Act 2004
- Education Act 2002
- Equality Act 2010

Regulations

- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992

- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Electricity at Work Regulations 1989
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005
- Children's Homes (England) Regulations 2015
- Education (Independent School Standards) Regulations 2014

Statutory Guidance

- Guide to the Children's Homes Regulations including the Quality Standards
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Health and Safety: Responsibilities and Duties for Schools

Health and Safety Executive Guidance

The Organisation will also have regard to relevant guidance and Approved Codes of Practice published by the Health and Safety Executive (HSE), including guidance on risk assessment, manual handling, accident reporting, hazardous substances, workplace health and welfare, fire safety, and other matters relevant to the Organisation's operations.

The Organisation will monitor changes to legislation, regulations and statutory guidance and will review this policy as necessary to ensure that it remains current, legally compliant and reflective of recognised best practice.

Roles and Responsibilities

The Organisation recognises that effective health and safety management is a shared responsibility. Whilst overall accountability rests with the Organisation, every individual has a role to play in creating and maintaining a safe, healthy and secure environment.

Board of Directors / Governing Body

The Board of Directors has overall responsibility for ensuring that the Organisation complies with its statutory health and safety duties. The Board will:

- Promote a positive health and safety culture throughout the Organisation.
- Ensure appropriate governance, oversight and accountability arrangements are in place.

- Provide sufficient resources to enable effective health and safety management.
- Review health and safety performance and ensure appropriate action is taken where improvements are required.
- Ensure that suitable policies, procedures and risk management arrangements are maintained.

Responsible Individual / Chair of The Lioncare School

The Responsible Individual and Chair of The Lioncare School is responsible for ensuring that appropriate systems are in place to support the effective implementation of this policy and that health and safety arrangements are monitored across all services.

Chief Executive Officer / Senior Leadership Team

Senior leaders are responsible for ensuring that this policy is implemented consistently across the Organisation. They will:

- Demonstrate visible leadership and commitment to health and safety.
- Ensure legal compliance.
- Allocate appropriate resources.
- Monitor organisational health and safety performance.
- Ensure appropriate investigations are undertaken following serious incidents.
- Promote continuous improvement.

Registered Managers and the Headteacher

Registered Managers and the Headteacher are responsible for the day-to-day management of health and safety within their respective services. They will:

- Implement this policy within their service.
- Ensure suitable and sufficient risk assessments are completed, recorded and regularly reviewed.
- Maintain safe premises, equipment and working environments.
- Ensure staff receive appropriate induction, information, instruction, training, supervision and annual performance reviews.
- Monitor safe working practices.
- Ensure accidents, incidents, hazards and near misses are reported, investigated and acted upon.
- Ensure emergency procedures are understood and practised.
- Address health and safety concerns promptly and proportionately.

Line Managers and Supervisors

Managers and supervisors are responsible for promoting safe working practices within their teams. They will:

- Lead by example.

- Ensure staff understand their responsibilities.
- Monitor compliance with this policy and local procedures.
- Identify hazards and implement appropriate control measures.
- Report and escalate health and safety concerns.
- Support staff through supervision, annual performance reviews and ongoing training.

Employees

Every employee has a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Employees are expected to:

- Comply with this policy and all associated procedures.
- Follow risk assessments and safe systems of work.
- Use equipment, vehicles and personal protective equipment safely and appropriately.
- Report hazards, unsafe conditions, accidents, incidents and near misses without delay.
- Cooperate with management on health and safety matters.
- Attend mandatory training and apply learning in practice.
- Never intentionally interfere with or misuse anything provided in the interests of health, safety or welfare.

Agency Workers, Volunteers, Students and Contractors

Individuals working on behalf of the Organisation are expected to comply with this policy, follow local health and safety arrangements, cooperate with managers, and report any hazards, incidents or concerns immediately. Contractors are also responsible for ensuring that their activities do not place children, staff or others at risk.

Children We Cre for and Educate

Children are encouraged, according to their age, understanding and abilities, to take reasonable care for their own health and safety, follow reasonable instructions, use equipment safely, report hazards or concerns to staff, and contribute to maintaining a safe environment. Staff will ensure that children receive appropriate support and supervision to do so safely.

Visitors

All visitors are expected to comply with the Organisation's health and safety procedures, follow staff instructions, sign in and out where required, and report any accidents, hazards or concerns during their visit.

Shared Responsibility

Maintaining a safe and healthy environment is the responsibility of everyone. The Organisation expects all individuals to work collaboratively, communicate openly about health and safety matters, and contribute to a culture in which risks are identified, managed and reviewed to safeguard the welfare of children, employees and all others affected by the Organisation's activities.

General Health & Safety Arrangements

The Organisation is committed to maintaining effective arrangements to protect the health, safety and welfare of all children, employees, volunteers, contractors, visitors and others who may be affected by its activities. Health and safety will be managed proactively through planning, risk assessment, consultation, monitoring and continuous improvement.

To achieve this, the Organisation will:

- Maintain safe premises, buildings, grounds, fixtures, fittings and equipment that are suitable for their intended purpose and regularly inspected, maintained and repaired.
- Identify workplace hazards and undertake suitable and sufficient risk assessments to eliminate or minimise risks so far as is reasonably practicable.
- Develop and implement safe systems of work for activities where risks have been identified.
- Provide employees with appropriate information, instruction, training, supervision and resources to enable them to work safely and fulfil their responsibilities.
- Ensure that all new employees, agency workers, volunteers and contractors receive a suitable health and safety induction before commencing their duties.
- Establish arrangements for reporting, recording, investigating and learning from accidents, incidents, hazards and near misses to reduce the likelihood of recurrence.
- Maintain effective fire safety arrangements, including fire risk assessments, evacuation procedures, testing of fire safety systems and regular fire drills.
- Ensure that suitable first aid equipment, facilities and trained personnel are available across all services.
- Provide appropriate welfare facilities for employees, children and visitors in accordance with legal requirements.
- Ensure that work equipment is suitable, maintained, inspected and used safely by competent persons.
- Safely manage hazardous substances and ensure that appropriate assessments, storage arrangements and control measures are in place.
- Promote high standards of housekeeping to minimise risks associated with slips, trips, falls, fire and other avoidable hazards.
- Ensure that contractors working on Organisation premises are appropriately selected, monitored and managed to protect the safety of children, staff and visitors.
- Implement appropriate arrangements for infection prevention and control to reduce the risk of communicable diseases.
- Monitor health and safety performance through inspections, audits, supervision and annual performance reviews, incident reviews and regular management oversight.
- Consult with employees on health and safety matters and encourage the prompt reporting of hazards, unsafe practices and suggestions for improvement.
- Review health and safety arrangements regularly to ensure they remain effective, proportionate and compliant with current legislation and recognised best practice.

Health and safety arrangements will be supported by service-specific risk assessments, local procedures and operational guidance where required. Managers are responsible for ensuring that these arrangements are implemented within their areas of responsibility and that any identified deficiencies are addressed promptly.

The Organisation expects all employees and those working on its behalf to cooperate with these arrangements, follow established procedures, report any concerns without

delay and contribute to maintaining a positive health and safety culture in which the welfare of children, and employees remains paramount.

Risk Assessment

The Organisation is committed to identifying and managing risks to the health, safety and welfare of children, employees, volunteers, contractors, visitors and others who may be affected by its activities. Suitable and sufficient risk assessments will be undertaken to identify hazards, evaluate risks and implement appropriate control measures to eliminate or reduce risks so far as is reasonably practicable.

Risk assessment is a continuous process and forms an integral part of effective health and safety management, safeguarding and the delivery of safe care and education.

Risk Assessment Arrangements

The Organisation will ensure that:

- Suitable and sufficient risk assessments are completed for all significant work activities, premises, equipment and foreseeable hazards.
- Risk assessments are completed by competent persons with appropriate knowledge and experience.
- Employees and, where appropriate, children are consulted during the risk assessment process.
- Appropriate control measures are implemented before activities commence.
- Findings are communicated to all persons affected by the assessment.
- Risk assessments are recorded where required by law or organisational procedures.
- Risk assessments are reviewed regularly and updated whenever there is reason to believe they are no longer valid.

Hierarchy of Risk Control

When determining appropriate control measures, the Organisation will apply the recognised hierarchy of control by:

1. Eliminating the hazard wherever possible.
2. Substituting the hazard with a safer alternative.
3. Introducing engineering or environmental controls.
4. Implementing safe systems of work and administrative controls.
5. Providing suitable personal protective equipment (PPE) where residual risks remain.

Personal protective equipment will be regarded as a control measure of last resort and will not replace other reasonably practicable risk reduction measures.

Types of Risk Assessment

The Organisation will undertake risk assessments appropriate to its activities, including, but not limited to:

- General workplace risk assessments.

- Individual risk assessments for children where required to support their safety, wellbeing and care planning.
- Premises and environmental risk assessments.
- Fire risk assessments.
- Manual handling assessments.
- COSHH assessments for hazardous substances.
- Display screen equipment (DSE) assessments.
- Educational visits and off-site activity risk assessments.
- Transport and vehicle safety assessments.
- Lone working risk assessments.
- New and expectant parent risk assessments.
- Individual workplace adjustments where required.
- Dynamic risk assessments for situations where circumstances change unexpectedly.

Dynamic Risk Assessment

Employees working directly with children are expected to undertake dynamic risk assessments as part of their professional practice. This involves continually assessing changing situations, identifying emerging risks and taking proportionate action to maintain the safety and welfare of all concerned while balancing the rights, needs and development of children.

Dynamic risk assessment does not replace the requirement for formal written risk assessments but complements them where circumstances require immediate professional judgement.

Review of Risk Assessments

Risk assessments will be reviewed:

- At least annually.
- Following an accident, incident or near miss.
- When there is a significant change to premises, equipment, staffing or working practices.
- Following changes in legislation or guidance.
- Where monitoring identifies that existing control measures are ineffective.
- Whenever there is reason to believe the assessment is no longer suitable or sufficient.

Employee Responsibilities

All employees are responsible for:

- Following the control measures identified within relevant risk assessments.
- Reporting hazards, unsafe conditions and defects promptly.
- Informing their manager of any significant changes that may affect existing assessments.
- Cooperating with the Organisation in the development, implementation and review of risk assessments.
- Taking reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

Monitoring and Assurance

Managers will monitor compliance with risk assessments through supervision and annual performance reviews, workplace inspections, audits and routine observation of working practices. Where deficiencies are identified, appropriate corrective action will be taken without unnecessary delay.

The Organisation will maintain suitable records of risk assessments and will review its risk management arrangements regularly to ensure they remain effective, proportionate and compliant with current legislation and recognised best practice.

Safe Working Practices

The Organisation is committed to ensuring that all work activities are undertaken safely and in a manner that protects the health, safety and welfare of children, employees, volunteers, contractors, visitors and others who may be affected by our activities. Safe working practices are fundamental to the effective delivery of care and education and form an integral part of our safeguarding responsibilities.

All individuals working on behalf of the Organisation are expected to carry out their duties safely, exercise professional judgement, comply with relevant legislation, this policy and associated procedures, and take reasonable care to prevent injury, ill health and avoidable harm.

General Safe Working Practices

The Organisation will ensure that:

- Safe systems of work are developed and implemented for all activities where significant risks have been identified.
- Employees receive appropriate induction, training, supervision, annual performance reviews and guidance to enable them to undertake their duties safely.
- Work activities are appropriately planned, organised and supervised.
- Employees have access to suitable equipment, resources and personal protective equipment (PPE), where required.
- Risk assessments are completed and followed before work activities are undertaken.
- Employees are encouraged to raise health and safety concerns and report unsafe conditions without fear of reprisal.

Employee Responsibilities

Employees are expected to:

- Work in accordance with this policy, organisational procedures and any relevant risk assessments.
- Carry out their duties in a safe and professional manner.

- Take reasonable care for their own health and safety and that of colleagues, children, and others who may be affected by their actions.
- Use equipment, vehicles and machinery only for their intended purpose and in accordance with training and instructions.
- Wear appropriate clothing and personal protective equipment where required.
- Maintain high standards of housekeeping by keeping work areas clean, tidy and free from avoidable hazards.
- Report accidents, incidents, hazards, defects, unsafe practices and near misses promptly.
- Never intentionally interfere with or misuse equipment or safety devices provided for health and safety purposes.
- Cooperate fully with managers during health and safety inspections, investigations and audits.

Working with Children

Employees working directly with children must ensure that safe working practices support both health and safety and safeguarding objectives. This includes:

- Providing appropriate supervision based on individual needs and assessed risks.
- Following individual care plans, education plans, behaviour support plans and risk assessments.
- Maintaining professional boundaries at all times.
- Promoting children's understanding of health and safety appropriate to their age, understanding and abilities.
- Encouraging children to identify and report hazards or unsafe situations.
- Balancing positive risk-taking with the duty to protect children from avoidable harm.

Premises and Working Environment

Employees are expected to contribute to maintaining safe premises by:

- Keeping escape routes, exits and fire doors unobstructed.
- Reporting defects in buildings, fixtures, equipment or security without delay.
- Ensuring spillages and other immediate hazards are dealt with promptly or appropriately isolated.
- Storing equipment and materials safely.
- Following infection prevention and control procedures.
- Maintaining good standards of cleanliness and hygiene.

Personal Conduct

Employees are expected to conduct themselves in a manner that promotes safety at all times. This includes:

- Being fit to undertake their duties.
- Refraining from behaviour that may place themselves or others at unnecessary risk.

- Complying with policies relating to alcohol, drugs, smoking/vaping, driving, lone working and the use of work equipment.
- Challenging unsafe practices where appropriate and reporting concerns to management.

Monitoring Safe Working Practices

Managers will monitor compliance with safe working practices through supervision and annual performance reviews, observation, inspections, audits and incident reviews. Where unsafe practices are identified, appropriate support, training or corrective action will be implemented to reduce risk and promote continuous improvement.

Failure to comply with this policy or established safe working practices may result in management action and, where appropriate, disciplinary procedures in accordance with the Organisation's employment policies.

Premises Management

The Organisation is committed to providing and maintaining premises that are safe, secure, clean and fit for purpose. Effective premises management is essential to protecting the health, safety and welfare of children, employees, volunteers, contractors, visitors and others who may use or be affected by our buildings and grounds.

All premises will be maintained to a standard that complies with relevant legislation, regulatory requirements and recognised good practice, ensuring that risks are identified, managed and reviewed appropriately.

General Arrangements

The Organisation will ensure that:

- All buildings, grounds and facilities are maintained in a safe condition and are suitable for their intended purpose.
- Planned preventative maintenance programmes are implemented to reduce the risk of equipment or building failure.
- Premises are regularly inspected to identify hazards, defects and maintenance requirements.
- Appropriate arrangements are in place for repairs, servicing and maintenance to be completed by competent persons.
- Adequate lighting, heating, ventilation, sanitation and welfare facilities are provided and maintained.
- Security arrangements are implemented to protect children, employees, visitors and property.
- Access and egress routes are maintained in a safe condition and kept free from obstruction.
- Outdoor areas are maintained to minimise foreseeable risks while providing opportunities for children to play, learn and develop safely.
- Appropriate measures are taken to control environmental risks, including slips, trips, falls and adverse weather conditions.

Inspections and Monitoring

Regular premises inspections will be undertaken at least bi-annually (i.e. every 6 months) in each of our children's homes and our school by the business manager with delegated responsibility for health & safety matters. The inspections will identify hazards or defects requiring attention. These inspections should include, where appropriate:

- Internal and external building condition.

- Fire safety equipment and escape routes.
- Doors, windows and security systems.
- Lighting, heating and ventilation.
- Flooring, stairways and handrails.
- Kitchens, bathrooms and welfare facilities.
- Outdoor play areas, gardens and boundaries.
- Fixed equipment and furniture.
- Storage areas and housekeeping standards.

Any hazards or defects identified will be recorded in the corresponding risk-inspection report produced by the business manager following their inspection, risk assessed where necessary and addressed within an appropriate timescale based on the level of risk.

Maintenance and Repairs

Managers are responsible for ensuring that maintenance issues are reported promptly through use of the Maintenance Tasks Requests spreadsheet located on the Organisation's GDrive records management system, and that appropriate remedial action is taken. Where defects present an immediate risk to health or safety, the affected area or equipment will be taken out of use until suitable repairs have been completed or alternative control measures implemented.

The Organisation's Maintenance Team will undertake routine maintenance, servicing or repair work and tasks. Where more specialist maintenance, servicing or repair work or tasks are required, only competent and appropriately qualified contractors will be commissioned to undertake the works or project.

Security

The Organisation will maintain appropriate security arrangements to protect children, employees and visitors. This includes, where appropriate:

- Controlled access to buildings.
- Secure perimeter boundaries.
- Visitor management procedures.
- Appropriate supervision of contractors.
- Secure storage of hazardous substances, medicines, confidential information and equipment.
- Procedures for responding to security incidents or emergencies.

Security arrangements will balance the need to protect children and staff while maintaining environments that are welcoming, nurturing and appropriate for care and education.

Housekeeping

High standards of housekeeping will be maintained across all premises. Employees are expected to:

- Keep work areas clean, tidy and free from unnecessary hazards.
- Store equipment and materials safely.
- Dispose of waste appropriately.
- Ensure corridors, stairways and fire exits remain unobstructed.
- Report spillages, defects and unsafe conditions immediately.

Good housekeeping is recognised as an essential element of accident prevention and infection control.

Monitoring and Review

Premises management arrangements will be monitored through routine inspections, maintenance records, health and safety audits, fire safety checks and management oversight. Findings will be reviewed regularly to ensure that premises continue to provide a safe environment and that any identified actions are completed promptly.

The Organisation is committed to the continuous improvement of its premises and facilities to ensure they remain safe, compliant and suitable for the care, education and wellbeing of the children who use them.

Fire Safety

The Organisation is committed to ensuring, so far as is reasonably practicable, the safety of children, employees, volunteers, contractors, visitors and all other persons who may be affected by its activities in the event of a fire or other emergency. Effective fire safety arrangements form an integral part of the Organisation's health and safety management system and support our wider commitment to safeguarding the welfare of children.

The Organisation will comply with all relevant fire safety legislation and will take appropriate measures to prevent fire, minimise fire risks, protect life and ensure that suitable emergency arrangements are in place across all premises.

Fire Safety Arrangements

The Organisation will ensure that:

- Appropriate fire risk assessments are completed for each premises and reviewed regularly, or sooner where there are significant changes to the building, occupancy or activities.
- Suitable fire detection, alarm, emergency lighting and firefighting equipment are provided, maintained, inspected and tested by competent persons in accordance with statutory requirements and recognised standards.
- Means of escape, emergency exits and fire doors are maintained in good working order, kept unobstructed and clearly identified at all times.
- Employees receive appropriate fire safety information, instruction and training as part of their induction and through regular refresher training.
- Fire drills are undertaken at appropriate intervals to ensure that employees and children are familiar with emergency evacuation procedures.
- Contractors and visitors are made aware of the relevant fire safety arrangements applicable to the premises they are visiting.
- Fire safety records are maintained, including inspections, maintenance, testing, training and evacuation exercises.

Site-Specific Fire Safety Documentation

The Organisation maintains comprehensive fire safety documentation for each of our children's homes, our school and our central office at Lioncare House. This includes:

- A Fire Prevention and Fire Safety Policy.
- A Fire Safety and Emergency Evacuation Plan specific to each location.
- Fire and Emergency Evacuation Route Diagrams displayed throughout each premises.

These documents contain the detailed procedures to be followed in the event of a fire or other emergency and should be read alongside this Health & Safety Policy. All employees are required to familiarise themselves with the fire safety arrangements applicable to the premises in which they work and to comply with the instructions contained within those documents.

Responsibilities

Managers are responsible for ensuring that fire safety arrangements are implemented and maintained within their areas of responsibility, that employees receive appropriate training, and that any fire safety concerns, defects or hazards are reported and addressed without delay.

Employees are responsible for complying with fire safety procedures, participating in fire drills and training, maintaining clear escape routes, reporting fire hazards or defective equipment, and cooperating fully with all fire safety arrangements.

Monitoring and Review

Fire safety arrangements will be monitored through routine inspections, fire risk assessments, maintenance programmes, evacuation exercises and periodic audits. Any recommendations arising from inspections, maintenance activities, fire drills or incidents will be addressed promptly to ensure the continued safety of children, employees and visitors.

The Organisation will review its fire safety arrangements regularly to ensure they remain effective, legally compliant and reflective of recognised best practice.

First Aid

The Organisation is committed to ensuring that appropriate first aid arrangements are in place to provide prompt and effective assistance to any person who becomes ill or is injured whilst on our premises or engaged in activities on behalf of the Organisation. Effective first aid provision forms an essential part of our health and safety arrangements and supports our wider commitment to safeguarding the welfare of children.

The Organisation will comply with all relevant legislation and recognised best practice to ensure that suitable first aid equipment, facilities and trained personnel are available across all our children's homes, our school and other operational premises.

First Aid Arrangements

The Organisation will ensure that:

- Appropriate first aid needs assessments are undertaken to determine the level of first aid provision required for each service and activity.
- Sufficient numbers of suitably trained and competent first aiders are available to meet operational needs through requiring all employees to undertake a basic

online First Aid training course and a more comprehensive .

- First aid equipment and supplies are readily accessible, appropriately located, regularly inspected and replenished as necessary.
- Employees are informed of the identity and location of designated first aiders and first aid equipment.
- Arrangements are in place for obtaining emergency medical assistance where required.
- First aid incidents are recorded in accordance with organisational procedures and any applicable legal requirements.
- Appropriate arrangements are made to support children, employees and visitors who require first aid treatment.

First Aid Policy

The Organisation maintains a separate **First Aid Policy**, which sets out the detailed procedures for the provision and administration of first aid, including:

- Roles and responsibilities.
- First aid training requirements.
- First aid equipment and facilities.
- Treatment procedures.
- Recording and reporting requirements.
- Management of head injuries and other significant injuries.
- Infection prevention and control measures relating to first aid.
- Emergency medical arrangements.

All employees are required to familiarise themselves with and comply with the Organisation's First Aid Policy and any local procedures applicable to their specific work-location.

Responsibilities

Managers are responsible for ensuring that appropriate first aid arrangements are maintained within their service, that first aid equipment is available and regularly checked, and that employees know how to access first aid assistance.

Employees are responsible for reporting injuries or illnesses promptly, seeking first aid where appropriate, cooperating with first aid arrangements, and reporting any deficiencies in first aid equipment or provision to their manager.

Monitoring and Review

The Organisation will monitor the effectiveness of its first aid arrangements through routine inspections, audits, incident reviews and periodic assessment of first aid provision. Where improvements are identified, appropriate action will be taken to ensure that first aid arrangements remain effective, proportionate and compliant with legal requirements and recognised best practice.

Accident, Incident and Near Miss Reporting

The Organisation is committed to promoting a culture in which accidents, incidents and near misses are reported promptly, recorded accurately, investigated appropriately and used as opportunities for learning and continuous improvement. Effective reporting enables the Organisation to identify hazards, reduce risks, prevent recurrence and protect the health, safety and welfare of children, employees, volunteers, contractors, visitors and others who may be affected by our activities.

All employees have a responsibility to report accidents, incidents, hazards and near misses as soon as reasonably practicable.

Reporting Arrangements

The Organisation will ensure that:

- All accidents, work-related injuries, incidents and near misses are reported without delay to the appropriate manager.
- Appropriate records are completed in accordance with organisational procedures.
- Serious incidents are escalated immediately to senior management.
- Where appropriate, parents, carers, placing authorities and other relevant agencies are informed in accordance with organisational procedures and legal requirements.
- Records are maintained securely and in accordance with data protection requirements.

Investigation

All reported accidents and incidents will be reviewed to determine:

- The circumstances surrounding the event.
- The immediate and underlying causes.
- Whether existing control measures were adequate.
- Whether further action is required to reduce the likelihood of recurrence.
- Any lessons that can be learned to improve health and safety arrangements.

Investigations will be proportionate to the seriousness of the incident and the level of risk involved.

Near Miss Reporting

Employees are encouraged to report all near misses, unsafe conditions and hazardous situations, even where no injury or damage has occurred. Near miss reporting is an important element of the Organisation's proactive approach to risk management and helps identify potential hazards before harm occurs.

Managers will review reported near misses and implement appropriate corrective or preventative actions where necessary.

Relationship with Safeguarding

Where an accident or incident involves, or may involve, actual or suspected abuse, neglect, exploitation, inappropriate practice, allegations against staff, or any matter affecting the welfare of a child, it must also be managed in accordance with the Organisation's **Safeguarding Policy and Procedures**. Reporting an incident under this Health & Safety Policy does not replace or delay any safeguarding reporting or referral requirements.

Employee Responsibilities

Employees are responsible for:

- Reporting accidents, incidents, hazards and near misses promptly.
- Seeking medical assistance where required.
- Cooperating with investigations.
- Providing accurate and factual information.
- Implementing any corrective actions identified following an investigation.

Employees must not deliberately fail to report, conceal or falsify information relating to any accident, incident or near miss.

Monitoring and Learning

Managers will regularly review accident, incident and near miss records to identify patterns, trends and emerging risks. Information gathered through reporting and investigation will be used to review risk assessments, improve safe working practices, inform training and strengthen the Organisation's health and safety arrangements.

The Organisation is committed to fostering an open and positive reporting culture in which employees are encouraged to raise concerns, report incidents and contribute to the continual improvement of health and safety across all services.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

The Organisation is committed to complying with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** and will ensure that all reportable work-related incidents are notified to the appropriate enforcing authority within the prescribed timescales.

The reporting of incidents under RIDDOR supports the Organisation's commitment to effective health and safety management by enabling serious workplace incidents to be investigated, lessons to be learned and appropriate preventative measures to be implemented.

RIDDOR Reporting Arrangements

The Organisation will ensure that appropriate arrangements are in place to identify incidents that may be reportable under RIDDOR and that all required notifications are submitted in accordance with legal requirements.

Incidents that may be reportable include, but are not limited to:

- Deaths arising from work-related accidents.
- Specified injuries to employees.
- Work-related injuries resulting in an employee being unable to perform their normal work duties for more than seven consecutive days.
- Reportable occupational diseases.
- Dangerous occurrences (specified serious incidents or near misses).
- Certain work-related incidents involving members of the public where they are taken directly from the premises to hospital for treatment.

Responsibilities

The Organisation has nominated the business manager (with delegated responsibility for Health & Safety matters) as the relevant officer for the Organisation to determine whether an incident is reportable under RIDDOR, and to ensure that any statutory reports are submitted to the relevant enforcing authority within the required timescales.

The Registered Manager and the School Operations Manager are responsible for:

- Ensuring that all accidents and incidents are reported promptly.
- Alerting the business manager to, and making them aware of, and escalating without delay, any incident that may meet the RIDDOR reporting criteria.
- Preserving relevant information to support investigation where appropriate.
- Cooperating with any subsequent investigation.

Employees are responsible for reporting all work-related accidents, incidents and dangerous occurrences to their manager as soon as reasonably practicable to enable an assessment of any reporting requirements.

Investigation and Record Keeping

All incidents that are reportable under RIDDOR will be investigated to identify immediate and underlying causes and to determine any actions necessary to prevent recurrence.

The Organisation will maintain appropriate records of all reportable incidents, investigations and notifications in accordance with legal requirements and organisational procedures.

Relationship with Other Policies

RIDDOR reporting does not replace any other statutory or organisational reporting requirements.

Where an incident involves a child, raises safeguarding concerns or meets the criteria for notification to other agencies, the Organisation will also follow its **Safeguarding Policy and Procedures**, notification requirements under the **Children's Homes (England) Regulations 2015**, and any other applicable reporting obligations.

Similarly, where incidents relate to fire, first aid, infection prevention and control, or other health and safety matters, the relevant organisational policies and procedures must also be followed.

Monitoring and Review

The Organisation will monitor all RIDDOR reportable incidents to identify trends, recurring hazards and opportunities for improvement. Findings from investigations will be used to review risk assessments, safe systems of work, training arrangements and health and safety controls to support the continuous improvement of the Organisation's health and safety management system.

Infection Prevention and Control

The Organisation is committed to reducing the risk of infection and protecting the health, safety and welfare of children, employees, volunteers, contractors, visitors and others who may be affected by its activities. Effective infection prevention and control is an essential element of health and safety management and supports the Organisation's wider commitment to safeguarding, providing high-quality care and education, and maintaining safe environments.

The Organisation will implement appropriate measures to prevent the spread of infection, respond effectively to outbreaks of infectious illness and promote good hygiene practices across all our children's homes, our school and other operational premises.

Infection Prevention and Control Arrangements

The Organisation will ensure that:

- Appropriate infection prevention and control measures are implemented across all services.
- Good standards of personal hygiene and environmental cleanliness are promoted and maintained.
- Suitable hand hygiene facilities and cleaning materials are available and accessible.
- Premises are cleaned and maintained in accordance with recognised standards of hygiene.
- Suitable arrangements are in place for the safe handling, storage and disposal of waste, including clinical waste where applicable.
- Employees have access to appropriate personal protective equipment (PPE) where required following risk assessment.
- Appropriate cleaning and disinfection procedures are implemented following infectious illness, contamination or other incidents.
- Children and employees are supported to minimise the risk of spreading infectious diseases.
- Appropriate action is taken where outbreaks or significant infectious illnesses occur, including liaison with relevant public health authorities where required.

Employee Responsibilities

Employees are expected to:

- Follow the Organisation's infection prevention and control procedures.
- Maintain high standards of personal hygiene.
- Practise effective hand hygiene.
- Use personal protective equipment where required.
- Report symptoms of infectious illness, outbreaks or hygiene concerns promptly to their manager.
- Follow guidance relating to exclusion from work where they may present a risk of transmitting infection.
- Cooperate with infection prevention and control measures implemented by the Organisation.

Children

Employees will support children to develop and maintain good personal hygiene appropriate to their age, understanding and individual needs. Children will be encouraged to practise effective hand hygiene, respiratory hygiene and other measures that help reduce the spread of infection, with appropriate supervision and support where required.

Training and Information

The Organisation will provide employees with appropriate information, instruction and training relating to infection prevention and control as part of induction and

ongoing mandatory training. Additional guidance will be provided where new or emerging infectious risks require changes to established practice.

Monitoring and Review

Managers will monitor infection prevention and control arrangements through routine inspections, supervision and annual performance reviews, audits and incident reviews. Infection-related incidents, outbreaks and trends will be reviewed to identify opportunities for learning and continuous improvement.

The Organisation will keep its infection prevention and control arrangements under regular review and will have regard to current legislation, guidance issued by the UK Health Security Agency (UKHSA), the Health and Safety Executive (HSE) and other relevant public authorities when implementing control measures.

Control of Substances Hazardous to Health (COSHH)

The Organisation is committed to protecting the health, safety and welfare of children, employees, volunteers, contractors, visitors and others who may be affected by exposure to hazardous substances. The Organisation will comply with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** and will take all reasonably practicable steps to eliminate or control exposure to hazardous substances arising from its activities.

Where the use of hazardous substances cannot be avoided, suitable and sufficient risk assessments will be undertaken, and appropriate control measures implemented to minimise the risk of injury or ill health.

COSHH Arrangements

The Organisation will ensure that:

- An inventory of hazardous substances used or stored within each service is maintained.
- Suitable and sufficient COSHH assessments are completed before hazardous substances are introduced into the workplace and reviewed regularly thereafter.
- Safety Data Sheets (SDS) are obtained and made available where required.
- Hazardous substances are used only where necessary and, wherever reasonably practicable, safer alternatives will be considered.
- Hazardous substances are stored securely in suitable containers and locations, with access restricted where appropriate.
- Appropriate control measures are implemented to minimise exposure, including ventilation, safe systems of work and the use of personal protective equipment (PPE) where necessary.
- Hazardous substances are handled, transported, stored and disposed of safely and in accordance with legal requirements and manufacturers' instructions.
- Suitable arrangements are in place to deal with spillages, accidental exposure and emergency situations.
- Employees receive appropriate information, instruction and training regarding the safe use of hazardous substances relevant to their role.

Employee Responsibilities

Employees are responsible for:

- Using hazardous substances only where authorised and in accordance with training, risk assessments and manufacturers' instructions.
- Following the control measures identified within COSHH assessments.

- Using any personal protective equipment provided correctly and reporting defects immediately.
- Ensuring hazardous substances are stored safely after use.
- Reporting spillages, defective containers, damaged labels or any concerns relating to hazardous substances without delay.
- Never decanting hazardous substances into unlabelled containers or using substances for purposes other than those intended.

Children

The Organisation will take all reasonable steps to prevent children from accessing hazardous substances. Cleaning products, chemicals, maintenance materials and other substances presenting a risk will be securely stored and managed in accordance with assessed risks. Where children participate in educational or practical activities involving hazardous substances, appropriate supervision, instruction and control measures will be implemented.

Monitoring and Review

Managers will monitor compliance with COSHH arrangements through routine inspections, audits, supervision and annual performance reviews, and review of COSHH assessments. Hazardous substances will be reviewed periodically to determine whether safer alternatives are available and whether existing control measures remain effective.

The Organisation is committed to reducing the use of hazardous substances wherever reasonably practicable and to continually improving its arrangements for protecting the health and safety of children, employees and all others who may be affected by its activities.

Manual Handling

The Organisation is committed to reducing the risk of injury arising from manual handling activities and will take all reasonably practicable steps to eliminate or minimise risks associated with the handling, lifting, carrying, pushing, pulling or movement of loads, equipment, materials and other items.

The Organisation recognises that some employees may also provide physical assistance to children as part of their care, support or educational activities. Any such assistance must be undertaken safely, appropriately and in accordance with individual risk assessments and agreed care arrangements. Manual handling does not include restrictive physical intervention, which is managed separately under the Organisation's **Restrictive Physical Intervention Policy**.

The Organisation will comply with the **Manual Handling Operations Regulations 1992** and will ensure that manual handling activities are assessed, planned and undertaken in a manner that protects children, employees, volunteers, contractors and others who may be affected.

Manual Handling Arrangements

The Organisation will ensure that:

- Manual handling activities are avoided wherever reasonably practicable where there is a foreseeable risk of injury.
- Suitable and sufficient risk assessments are undertaken for activities involving significant manual handling risks.
- Appropriate control measures are implemented to reduce or eliminate identified risks.
- Suitable equipment and mechanical aids are provided where required and are maintained in a safe condition.
- Employees receive appropriate information, instruction and training relevant to their role.

- Manual handling practices are monitored through supervision, workplace observations and review of incidents or near misses.

Handling Equipment, Materials and Objects

Employees are expected to consider the risks associated with moving equipment, furniture, supplies and other items before undertaking any manual handling activity. This includes considering:

- The weight, size, shape and stability of the item.
- The route and environment in which the item will be moved.
- Whether assistance, equipment or alternative arrangements are required.
- Their own capability and any factors that may affect safe handling.

Employees must not attempt tasks that they believe cannot be completed safely.

Supporting Children

Where employees provide physical assistance to children as part of everyday care, support or educational activities, this must be undertaken in a planned and safe manner.

Where an individual child's needs create a potential manual handling risk, appropriate assessments and control measures will be implemented. These may include consideration of the child's mobility, communication needs, individual care arrangements, environmental factors and the use of specialist equipment where appropriate.

Any physical assistance provided to a child must be undertaken with due regard for the child's dignity, privacy, safety and wellbeing.

Where a situation involves the use of restrictive physical intervention, the procedures contained within the Organisation's **Restrictive Physical Intervention Policy** must be followed.

Employee Responsibilities

Employees are responsible for:

- Following manual handling risk assessments and agreed safe working practices.
- Using equipment and aids provided for manual handling purposes correctly.
- Attending relevant training and applying learning in practice.
- Reporting unsafe manual handling activities, hazards, defective equipment or concerns promptly.
- Seeking assistance where a task cannot be completed safely.

Employees must not undertake manual handling activities that place themselves, children or others at unnecessary risk.

Training and Competence

The Organisation will provide appropriate manual handling training to employees whose roles require them to undertake manual handling activities. Training will be proportionate to the responsibilities of the role and reviewed where there are changes to working practices, equipment or identified risks.

Managers are responsible for ensuring that employees are competent and appropriately supported to carry out manual handling activities safely.

Monitoring and Review

Manual handling arrangements will be monitored through supervision and annual performance reviews, risk assessments, workplace inspections, audits, incident reviews and feedback from employees.

Where accidents, injuries or near misses occur, the Organisation will investigate the circumstances, review existing controls and implement improvements where required.

The Organisation is committed to maintaining safe manual handling practices that protect the health, safety and welfare of children, employees and all others who may be affected by its activities.

Lone Working

The Organisation recognises that some employees may, at times, undertake duties where they are working alone or without immediate access to assistance. The Organisation is committed to ensuring that appropriate arrangements are in place to protect the health, safety and welfare of employees, children, visitors and others who may be affected by lone working activities.

The Organisation will take all reasonably practicable steps to identify, assess and manage the risks associated with lone working and will ensure that employees are provided with appropriate guidance, support, training and resources to undertake their duties safely.

Lone Working Arrangements

The Organisation will ensure that:

- Lone working activities are identified and assessed to determine any associated risks.
- Suitable control measures are implemented to reduce identified risks.
- Employees understand the limitations of working alone and know when additional support or assistance is required.
- Effective communication arrangements are in place to support employees who are working alone.
- Employees have access to appropriate equipment and information necessary to undertake their role safely.
- Lone working arrangements are regularly reviewed to ensure they remain appropriate and effective.

Working Alone in Our Children's Homes and Special School and Other Services

The Organisation recognises that residential childcare and special education settings may require employees to work alone or with limited immediate support as part of normal service delivery. Such arrangements must always be managed in a way that balances the safety of children and employees with the need to provide consistent, responsive care.

Employees working alone must:

- Follow relevant risk assessments, care plans, behaviour support plans and safe working procedures.
- Maintain appropriate awareness of their surroundings and any changing circumstances.
- Seek additional support where risks increase or situations become unsafe.

- Report any concerns, incidents, hazards or changes in circumstances that may affect safe working arrangements.
- Use agreed communication and escalation procedures where required.

Risk Management

Risk assessments for lone working will consider factors including:

- The nature of the work being undertaken.
- The environment and location.
- The needs, behaviours and circumstances of children being supported.
- Previous incidents or identified risks.
- Access to communication and emergency support.
- The experience, training and competence of the employee.

Where risks cannot be adequately controlled, alternative working arrangements will be considered.

Emergency Support and Escalation

Employees working alone must have access to appropriate arrangements for obtaining assistance in an emergency. Where an employee feels that their safety, or the safety of a child or another person, is at risk, they must take appropriate action, seek support and follow organisational escalation procedures.

Any incident arising during lone working must be reported and managed in accordance with the Organisation's relevant policies, including the Health & Safety Incident Reporting procedures and, where applicable, the Safeguarding Policy and Procedures.

Employee Responsibilities

Employees are responsible for:

- Following lone working procedures and risk assessments.
- Maintaining communication where required.
- Taking reasonable care of their own health and safety and that of others.
- Reporting concerns, hazards, incidents or changes in circumstances promptly.
- Seeking assistance where they consider a situation cannot be managed safely.

Employees must not knowingly place themselves, children or others at unnecessary risk by continuing to work in unsafe circumstances.

Training and Support

The Organisation will provide appropriate information, instruction and training to employees who undertake lone working activities. Training and support will be proportionate to the risks associated with the role and will be reviewed through supervision and annual performance reviews, learning from incidents and changes in working practices.

Monitoring and Review

Lone working arrangements will be monitored through supervision and annual performance reviews, risk assessments, incident reviews, audits and feedback from employees. Where concerns or trends are identified, appropriate action will be taken to improve safety and reduce risk.

The Organisation is committed to ensuring that lone working is managed safely and effectively while maintaining the quality of care, support and education provided to children.

Educational, Off-Site Trips, Community Activities and Experiences

The Organisation recognises that educational, off-site trips, community activities and experiences form an important part of children's care, education, development and wellbeing. The Organisation is committed to ensuring that such activities are planned, organised and delivered safely, with appropriate consideration given to the needs, abilities, vulnerabilities and individual circumstances of each child.

All such activities and experiences will be managed in accordance with relevant legislation, statutory guidance, organisational procedures and appropriate risk management principles.

Arrangements for Educational, Off-Site Trips, Community Activities and Experiences

The Organisation will ensure that:

- All such activities and experiences are appropriately planned, authorised and risk assessed before they take place.
- The purpose, suitability and potential risks associated with each activity are considered.
- Appropriate levels of supervision are provided based on the needs of the children involved and the nature of the activity.
- Staff leading or supporting visits have the appropriate skills, experience, information and training required.
- Emergency arrangements, communication methods and contingency plans are established where appropriate.
- Relevant information about children’s individual needs, medical requirements, behaviours, support plans and risk management arrangements is considered when planning activities.
- Transport arrangements are safe, appropriate and compliant with relevant requirements.
- Appropriate insurance, permissions and documentation are in place where required.
- Any incidents, accidents, safeguarding concerns or significant changes in risk are managed and reported in accordance with the Organisation's relevant policies and procedures.

Risk Assessment and Planning

A suitable and sufficient risk assessment will be completed for educational, off-site trips, community activities and experiences where required. Risk assessments will consider factors including:

- The activity and environment.

- The needs and abilities of participating children.
- Staffing levels and supervision arrangements.
- Travel and transport arrangements.
- Medical, behavioural and safeguarding considerations.
- Emergency procedures and access to support.
- Weather conditions and other foreseeable changes in circumstances.

Risk assessments will be proportionate to the activity and reviewed where circumstances change or where learning from previous activities identifies the need for improvement.

Supervision and Safety

Staff supervising educational visits and off-site activities and experiences remain responsible for promoting the safety and welfare of children throughout the activity. Staff must:

- Maintain appropriate supervision at all times.
- Follow agreed risk assessments and control measures.
- Remain alert to changing circumstances and undertake dynamic risk assessments where necessary.
- Ensure children understand relevant safety expectations appropriate to their age, understanding and individual needs.
- Report any accidents, incidents, near misses or safeguarding concerns promptly.

Emergency Arrangements

Appropriate emergency arrangements will be established before any such activity takes place. These arrangements will include, where appropriate:

- Access to emergency contact details.
- Availability of first aid provision.
- Procedures for responding to accidents, illness, missing child situations or other emergencies.
- Clear communication arrangements with the Organisation.

Any emergency involving a child will be managed in accordance with relevant organisational policies, including the Safeguarding Policy and Procedures, Accident and Incident Reporting procedures and any other applicable guidance.

Responsibilities

Managers and senior leaders are responsible for ensuring that such activities and experiences are appropriately planned, authorised and managed within their area of responsibility.

Employees involved in such activities and experiences are responsible for ensuring they understand the arrangements, follow agreed procedures, manage risks

appropriately and prioritise the safety and welfare of children at all times.

Monitoring and Review

Educational, off-site trips, community activities and experiences will be reviewed through feedback, incident reporting, supervision and annual performance reviews, and evaluation processes to identify learning and improve future practice.

The Organisation will regularly review its arrangements for such activities and experiences to ensure they remain safe, effective and aligned with legal requirements, statutory guidance and recognised good practice.

Transport Safety

The Organisation is committed to ensuring that all transport arrangements undertaken on behalf of the Organisation are managed safely and effectively to protect children, employees, volunteers, contractors and any other persons who may be affected. Transport is an important part of providing care, education and access to community activities, and must be planned and delivered in a manner that prioritises safety, welfare and safeguarding.

The Organisation will ensure that vehicles, drivers and transport arrangements meet relevant legal requirements and that appropriate measures are in place to identify and manage transport-related risks.

Transport Safety Arrangements

The Organisation will ensure that:

- Transport arrangements are appropriately planned and risk assessed before being undertaken.
- Vehicles used for Organisation activities are suitable, roadworthy, appropriately insured and maintained in accordance with legal requirements and manufacturer guidance.
- Drivers are appropriately licensed, competent, authorised and suitable to undertake driving duties on behalf of the Organisation.
- Vehicle checks and maintenance arrangements are completed and recorded where required.
- Children are transported in a safe manner, taking account of their individual needs, vulnerabilities, mobility requirements and any relevant risk assessments.
- Appropriate arrangements are in place for the safe use of seat belts, child restraints, specialist equipment and adaptations where required.
- Transport-related incidents, accidents, damage or safety concerns are reported and managed appropriately.
- Contractors or external transport providers are appropriately checked and managed to ensure they meet required safety standards.

Driver Responsibilities

Employees who drive vehicles on behalf of the Organisation are responsible for:

- Ensuring they are fit and legally permitted to drive.
- Complying with all relevant road traffic legislation.

- Carrying out appropriate vehicle checks before use and reporting any defects or concerns.
- Driving safely, responsibly and in accordance with organisational expectations.
- Ensuring passengers are safely seated and comply with relevant safety requirements.
- Reporting accidents, incidents, near misses or concerns relating to vehicles or journeys promptly.
- Not using a vehicle if they believe it presents an unacceptable risk to themselves, passengers or others.

Drivers must not use mobile phones or undertake any activity while driving that could distract them or compromise safety.

Children Travelling in Vehicles

The Organisation will ensure that children are supported to travel safely and appropriately. This includes:

- Considering individual needs, behaviours, communication requirements and any relevant risks before journeys take place.
- Providing appropriate supervision during journeys.
- Ensuring children understand relevant safety expectations in a way that is appropriate to their age, understanding and abilities.
- Managing any transport-related incidents in accordance with relevant organisational policies.

Where transport arrangements involve additional risks, appropriate risk assessments and individual plans will be implemented.

Vehicle Safety and Maintenance

Vehicles owned, leased or used by the Organisation will be maintained in a safe and roadworthy condition. This includes appropriate arrangements for:

- Servicing and statutory inspections.
- Routine safety checks.
- Cleaning and hygiene standards.
- Defect reporting and repair.
- Secure storage of vehicle documentation and equipment.

Any vehicle identified as unsafe will be removed from use until appropriate action has been taken.

Emergency Arrangements

Appropriate arrangements will be in place for responding to transport-related emergencies, including accidents, breakdowns, medical emergencies or situations where a child requires additional support.

Employees must follow organisational procedures, seek emergency assistance where necessary and report incidents promptly.

Relationship with Other Policies

Transport activities must also be managed in accordance with relevant organisational policies and procedures, including:

- Safeguarding Policy and Procedures.
- Accident, Incident and Near Miss Reporting procedures.
- Educational, Off-Site Trips, Community Activities and Experiences procedures.
- Medication and Healthcare procedures where applicable.
- Behaviour Support and Restrictive Physical Intervention policies where relevant.

Monitoring and Review

Transport safety arrangements will be monitored through vehicle checks, audits, supervision and annual performance reviews, incident reviews and feedback from employees. The Organisation will review transport arrangements regularly to ensure they remain safe, effective and compliant with relevant legislation and recognised good practice.

The Organisation is committed to maintaining safe transport arrangements that support the care, education and wellbeing of children while protecting all persons involved in transport activities.

Violence and Aggression

The Organisation recognises that employees, children, visitors and others may, in certain circumstances, be exposed to situations involving violence, aggression, threatening behaviour or conflict. The Organisation is committed to protecting the health, safety and welfare of all persons who may be affected by its activities and will take all reasonably practicable steps to prevent and reduce the risks associated with violence and aggression.

The Organisation acknowledges that children may communicate distress, unmet needs, anxiety or emotional difficulties through behaviours that may present challenges. Such situations will be managed in a manner that promotes safety, dignity, understanding and positive outcomes, in accordance with the Organisation's **Positive Behaviour Management Policy** and, where applicable, the **Restrictive Physical Intervention Policy**.

Management of Risks Associated with Violence and Aggression

The Organisation will ensure that:

- Risks associated with violence and aggression are identified, assessed and managed through appropriate risk assessments.
- Staff are provided with appropriate information, training, guidance and support to recognise and respond to situations where there is an increased risk of aggression or harm.
- Individual risk assessments, care plans, behaviour support plans and other relevant plans are used to inform safe working practices.
- Safe systems of work are developed where there are known or foreseeable risks.
- Incidents involving violence, aggression, threats or intimidation are recorded, reviewed and investigated appropriately.
- Learning from incidents is used to improve risk assessments, working practices and support arrangements.
- Appropriate support is provided to employees and children following significant incidents.

Prevention and De-escalation

The Organisation promotes a preventative approach to reducing incidents of violence and aggression. Employees are expected to:

- Build positive and respectful relationships with children.
- Understand individual needs, communication styles, triggers and known risks.
- Follow agreed support strategies and behaviour management approaches.
- Use professional judgement and appropriate de-escalation approaches to reduce risk wherever possible.
- Seek support from colleagues when situations cannot be safely managed alone.

Detailed guidance relating to behaviour support strategies, de-escalation approaches and responses to behaviours of concern is contained within the Organisation's **Positive Behaviour Management Policy**.

Restrictive Physical Intervention

The Organisation recognises that there may be exceptional circumstances where restrictive physical intervention is required to prevent serious harm. Any use of restrictive physical intervention must only be undertaken in accordance with the Organisation's **Restrictive Physical Intervention Policy**, relevant training requirements, legal guidance and individual risk management arrangements.

This Health & Safety Policy does not provide operational guidance on the use of restrictive physical intervention.

Employee Responsibilities

Employees are responsible for:

- Following relevant risk assessments, behaviour support plans and safe working practices.
- Treating children, colleagues and others with dignity, respect and professionalism.
- Reporting incidents, concerns, hazards and changes in risk promptly.
- Seeking appropriate support when faced with situations that may present a risk of harm.
- Participating in relevant training and applying learning in practice.
- Cooperating with incident reviews and identified improvements.

Employees must not deliberately place themselves or others at unnecessary risk and must follow organisational procedures when managing situations involving violence or aggression.

Reporting and Review

All incidents involving violence, aggression, threats or unsafe behaviour must be reported in accordance with the Organisation's accident, incident and safeguarding reporting procedures where applicable. This includes initially recording an entry on the Universal Log Sheet used in the children's homes and the BehaviourWatch system used in the school, for each occasion of an incident involving violence, aggression, threats or unsafe behaviour, and always followed-up by completion of an incident report form.

Managers will review incidents to identify contributing factors, assess whether existing control measures remain effective and determine whether additional actions are

required. This may include reviewing risk assessments, staffing arrangements, environmental factors, training needs or individual support plans. The organisation's monthly safeguarding monitoring group undertakes periodic reviews of incidents, and is also responsible for carrying out serious incident reviews and reporting on its findings.

The Organisation is committed to maintaining a safe working environment while ensuring that children are supported with compassion, dignity and appropriate care. Effective risk management, positive relationships and reflective learning will be used to reduce the likelihood and impact of incidents involving violence and aggression.

Food Safety

The Organisation is committed to ensuring that all food and drink provided to children, employees, visitors and others is prepared, stored, handled and served safely. Effective food safety management is an important part of protecting health, wellbeing and safeguarding children from the risks associated with foodborne illness, allergens and poor food hygiene practices.

The Organisation will comply with relevant food safety legislation, regulatory requirements and recognised good practice to ensure that food is managed safely across all our children's homes, our school and other locations where food is prepared or provided.

Food Safety Arrangements

The Organisation will ensure that:

- Suitable arrangements are in place for the safe purchase, storage, preparation, cooking and serving of food.
- Food hygiene standards are maintained across all premises where food is handled.
- Appropriate food safety procedures are followed, including those relating to cleanliness, temperature control, cross-contamination, food storage and waste disposal.
- Food areas, equipment and utensils are maintained in a clean, safe and hygienic condition.
- Staff involved in food preparation or handling receive appropriate information, instruction and training relevant to their role.
- Food safety risks are identified, assessed and managed appropriately.
- Appropriate arrangements are in place for children with allergies, intolerances, dietary requirements or medical needs relating to food.
- Concerns relating to food safety, hygiene, contamination or suspected food-related illness are reported promptly and managed appropriately.

Food Hygiene and Handling

Employees involved in preparing, handling or serving food are responsible for:

- Following food safety procedures and relevant guidance.
- Maintaining good personal hygiene standards.
- Preventing cross-contamination.
- Storing food safely and following appropriate temperature controls.

- Checking food quality, use-by dates and storage conditions.
- Reporting any concerns regarding food safety or equipment immediately.

Employees must only undertake food-related tasks for which they have received appropriate information, instruction or training.

Allergens and Dietary Requirements

The Organisation recognises the importance of safely managing food allergies, intolerances, cultural or religious dietary requirements and individual health needs.

For example, our school is a designated nut-free environment, due to there being children attending our school who have nut-allergy.

Appropriate information regarding children's dietary requirements must be considered when planning, preparing and providing food. Staff must follow agreed procedures to ensure that children receive suitable food and are protected from avoidable risks associated with allergens or dietary needs.

Food Safety in Children's Homes and School Settings

Where food is prepared or provided within our children's homes or our school, arrangements will be appropriate to the setting and the needs of the children. This may include consideration of:

- The level of supervision required.
- Children's individual abilities and understanding.
- Opportunities for children to develop independence and life skills safely.
- The management of risks associated with cooking activities.

Where children participate in food preparation activities, appropriate supervision, instruction and risk assessment will be provided.

Reporting and Response

Any suspected food poisoning, contamination, allergic reaction or significant food safety concern must be reported immediately and managed in accordance with the Organisation's relevant procedures.

Where a food-related incident involves a child's welfare or raises safeguarding concerns, the Organisation's **Safeguarding Policy and Procedures** must also be followed.

Monitoring and Review

Food safety arrangements will be monitored through appropriate checks, inspections, supervision and annual performance reviews, audits and review of any incidents or concerns. Where improvements are identified, appropriate action will be taken to strengthen food safety arrangements.

The Organisation will regularly review its food safety arrangements to ensure they remain effective, proportionate and compliant with relevant legislation, guidance and recognised good practice.

Electrical Safety

The Organisation is committed to ensuring that electrical systems, installations, equipment and appliances are managed safely to protect children, employees, volunteers, contractors, visitors and others who may be affected by electrical hazards.

The Organisation recognises that defective or poorly maintained electrical equipment can present significant risks, including electric shock, burns and fire. Appropriate measures will therefore be implemented to identify, assess and control electrical risks in accordance with relevant legislation, including the **Electricity at Work Regulations 1989**, and recognised good practice.

Electrical Safety Arrangements

The Organisation will ensure that:

- Electrical installations and fixed wiring systems are designed, installed, inspected and maintained by competent persons.
- Electrical equipment provided for use by the Organisation is suitable for its intended purpose and maintained in a safe condition.
- Appropriate arrangements are in place for inspection, testing, maintenance and repair of electrical equipment based on risk assessment and legal requirements.
- Defective electrical equipment is removed from use, clearly identified and repaired or disposed of appropriately.
- Electrical risks are considered as part of premises inspections and general risk assessments.
- Electrical equipment is used in accordance with manufacturers' instructions and organisational procedures.
- Staff receive appropriate information, instruction and training where their role involves the use of electrical equipment or management of electrical risks.
- Electrical equipment and installations are not altered, repaired or interfered with by unauthorised persons.

Use of Electrical Equipment

Employees are responsible for:

- Using electrical equipment safely and only for its intended purpose.
- Carrying out appropriate visual checks before use.
- Reporting damaged plugs, cables, sockets, appliances or other electrical concerns promptly.
- Removing unsafe equipment from use where necessary.
- Following any instructions, training or risk controls relating to electrical equipment.

Employees must not use electrical equipment that appears damaged, unsafe or unsuitable and must not undertake electrical repairs unless they are appropriately qualified and authorised to do so.

Electrical Equipment in Children's Homes and School Settings

The Organisation recognises that electrical equipment is used across residential and educational environments, including domestic appliances, office equipment, educational resources, therapeutic equipment and specialist equipment.

Managers will ensure that electrical risks are considered in relation to:

- The age, needs and understanding of children using or accessing equipment.
- The suitability and security of equipment within the environment.

- Safe storage and access arrangements.
- Supervision requirements where children may use electrical equipment as part of learning, independence or daily living activities.

Where children are supported to use electrical equipment, appropriate supervision, instruction and risk assessment will be provided.

Contractors and Specialist Work

Any electrical installation work, repairs, alterations or specialist testing will only be undertaken by suitably competent and authorised persons, contractors or engineers.

Contractors working on electrical systems or equipment must comply with the Organisation's contractor management arrangements and ensure that their work does not create risks to children, employees or visitors.

Emergency Arrangements

Where electrical hazards are identified, including electrical faults, overheating equipment, damaged wiring or suspected electrical fires, appropriate action must be taken immediately to protect people from harm.

Employees must report electrical incidents, defects or concerns promptly and follow relevant emergency procedures where required.

Monitoring and Review

Electrical safety arrangements will be monitored through planned maintenance, inspections, equipment checks, premises audits, risk assessments and incident reviews.

The Organisation will review electrical safety arrangements regularly to ensure they remain effective, proportionate and compliant with relevant legislation, guidance and recognised good practice.

Gas Safety

The Organisation is committed to ensuring that gas installations, appliances and associated equipment are managed safely to protect children, employees, volunteers, contractors, visitors and others who may be affected by gas-related hazards.

The Organisation recognises the potential risks associated with gas systems, including gas leaks, fire, explosion and carbon monoxide exposure. Appropriate arrangements will therefore be maintained to ensure that gas appliances, systems and equipment are safely installed, inspected, maintained and used in accordance with relevant legislation and recognised good practice.

Gas Safety Arrangements

The Organisation will ensure that:

- Gas installations, appliances and associated equipment are only installed, inspected, maintained and repaired by appropriately qualified and competent persons.
- Gas safety checks and servicing are completed at appropriate intervals in accordance with legal requirements and manufacturers' guidance.
- Records of gas safety inspections, servicing, repairs and remedial actions are maintained.
- Gas-related risks are considered as part of premises risk assessments and health and safety monitoring.
- Gas appliances and systems are used only for their intended purpose and in accordance with manufacturers' instructions.

- Appropriate arrangements are in place to identify, report and respond to suspected gas leaks, faults or unsafe conditions.
- Employees are provided with appropriate information and instruction regarding gas safety relevant to their role.
- Contractors undertaking gas-related work comply with the Organisation's contractor management arrangements.

Safe Use of Gas Appliances

Employees are responsible for:

- Using gas appliances and equipment safely and in accordance with instructions.
- Reporting any concerns, defects, unusual smells, damage or suspected faults immediately.
- Not using gas appliances or equipment that appear unsafe.
- Ensuring that ventilation openings and safety features are not obstructed.
- Following emergency procedures where a gas leak or unsafe condition is suspected.

Employees must not attempt to repair, alter or interfere with gas installations or appliances unless they are appropriately qualified and authorised to do so.

Gas Safety in Children's Homes and School Settings

The Organisation recognises that gas appliances may be present within domestic-style environments, kitchens, heating systems or other areas used by children and staff.

Managers will ensure that gas-related risks are considered in relation to:

- The suitability and condition of gas appliances and systems.
- Access to gas appliances by children.
- Appropriate supervision and controls where children may be present in areas containing gas equipment.
- Safe storage and use of equipment within relevant areas.
- Any individual risks identified through care plans, risk assessments or other support arrangements.

Where children are involved in activities that include the use of gas appliances or equipment, appropriate supervision, instruction and risk assessment will be provided.

Carbon Monoxide Safety

The Organisation will take appropriate measures to reduce the risk of carbon monoxide exposure, including:

- Ensuring suitable carbon monoxide detection where required.
- Maintaining appropriate ventilation.
- Ensuring gas appliances are regularly serviced and maintained.
- Responding promptly to any concerns regarding appliance performance, ventilation or possible carbon monoxide exposure.

Any suspected carbon monoxide incident will be treated as a potential emergency and managed in accordance with organisational emergency procedures.

Emergency Arrangements

Where a gas leak, suspected gas leak, unsafe appliance or carbon monoxide concern is identified, immediate action must be taken to protect children, employees and others from harm.

Employees must follow emergency procedures, report concerns promptly and seek appropriate assistance where required. Any incident involving a child will also be considered in accordance with the Organisation's safeguarding arrangements where applicable.

Monitoring and Review

Gas safety arrangements will be monitored through planned maintenance, statutory inspections, premises checks, contractor records, risk assessments and incident reviews.

The Organisation will regularly review its gas safety arrangements to ensure they remain effective, proportionate and compliant with relevant legislation, including the **Gas Safety (Installation and Use) Regulations 1998**, and recognised good practice.

The Organisation is committed to maintaining safe gas systems and appliances that support the provision of safe, secure and suitable environments for children, employees and visitors.

Legionella and Water Safety

The Organisation is committed to managing the risks associated with Legionella bacteria and other waterborne hazards to protect the health, safety and welfare of children, employees, volunteers, contractors, visitors and others who may be affected by its activities.

The Organisation recognises that poorly managed water systems can present a risk of exposure to Legionella bacteria, which may cause serious illness. Appropriate arrangements will therefore be maintained to ensure that water systems across our children's homes, our school, our central office at Lioncare House and other premises are properly managed, monitored and maintained.

The Organisation will comply with relevant health and safety legislation, including the **Health and Safety at Work etc. Act 1974**, the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** where applicable, and recognised guidance relating to the control of Legionella risks.

Legionella Management Arrangements

The Organisation will ensure that:

- Suitable and sufficient assessments of Legionella risk are undertaken for relevant water systems and premises.
- Appropriate control measures are implemented to reduce the risk of Legionella growth and exposure.
- Water systems are maintained, monitored and managed in accordance with identified risks and recommended standards.
- Routine checks, inspections, testing and maintenance activities are completed where required.
- Records relating to water safety management, monitoring, maintenance and remedial actions are maintained.
- Any identified risks, defects or concerns relating to water systems are addressed promptly.
- Contractors undertaking water hygiene or specialist maintenance work are suitably competent and appropriately managed.

- Employees receive appropriate information and instruction relevant to their responsibilities.

Water Safety Arrangements

The Organisation will maintain appropriate controls relating to water systems, including consideration of:

- Hot and cold water systems.
- Water temperature management.
- Stagnant or infrequently used outlets.
- Cleaning and maintenance of water systems.
- Shower facilities and other equipment that may create aerosols.
- Periods of closure, reduced occupancy or changes in use of premises.

Control measures will be proportionate to the risks identified within each premises.

Responsibilities

Managers are responsible for ensuring that local water safety arrangements are implemented, that identified actions are completed, and that concerns relating to water systems are escalated appropriately.

Employees are responsible for:

- Reporting concerns relating to water systems, unusual smells, discolouration, damaged equipment or other potential hazards.
- Following local procedures relating to water safety.
- Not interfering with water safety controls or equipment.
- Cooperating with monitoring, maintenance and inspection arrangements.

Children and Water Safety

The Organisation recognises that children may have access to bathrooms and toilets, kitchens, sensory environments and other areas where water systems are present. Appropriate consideration will be given to children's individual needs, levels of understanding and any additional risks when managing water safety arrangements.

Where children participate in activities involving water systems or equipment, suitable supervision, instruction and risk assessment will be provided.

Emergency Arrangements

Where a potential Legionella risk, water contamination concern or failure of water safety controls is identified, appropriate action will be taken to protect children, employees and visitors.

This may include restricting access to affected areas, obtaining specialist advice, implementing additional control measures and notifying relevant persons or authorities where required.

Monitoring and Review

Legionella and water safety arrangements will be monitored through risk assessments, water hygiene checks, maintenance records, audits and premises inspections.

The Organisation will review its arrangements regularly and following any significant changes to buildings, water systems, occupancy levels or identified risks.

The Organisation is committed to maintaining effective water safety arrangements to ensure that all premises provide safe environments for children, employees and visitors.

Asbestos

The Organisation is committed to protecting children, employees, volunteers, contractors, visitors and all others who may be affected by exposure to asbestos fibres. The Organisation recognises that asbestos-containing materials, particularly in older buildings, can present a serious health risk if they are damaged, disturbed or poorly managed.

The Organisation will take all reasonably practicable steps to identify, assess and manage asbestos risks within its premises and will comply with relevant legislation, including the **Control of Asbestos Regulations 2012**, the **Health and Safety at Work etc. Act 1974**, and associated guidance issued by the Health and Safety Executive (HSE).

Asbestos Management Arrangements

The Organisation will ensure that:

- Appropriate asbestos surveys are undertaken where required to identify the presence, condition and location of asbestos-containing materials.
- An up-to-date asbestos register and management arrangements are maintained for relevant premises.
- Information relating to known or suspected asbestos-containing materials is available to appropriate persons, including contractors and employees who may need to access the information.
- Asbestos-containing materials are managed safely and are not disturbed unless appropriate procedures are followed.
- Any work that may disturb asbestos-containing materials is properly planned, risk assessed and undertaken by suitably competent and authorised persons.
- Contractors are informed of known asbestos risks before undertaking work on Organisation premises.
- Any suspected damaged or disturbed asbestos-containing material is reported immediately and appropriate action is taken.
- Employees receive appropriate information and instruction regarding asbestos risks relevant to their role.

Management of Asbestos in Children's Homes and School Premises

The Organisation recognises that children, employees and visitors may be present within premises where asbestos-containing materials may exist. Asbestos risks will therefore be managed through effective premises controls, including:

- Preventing unauthorised access to areas where asbestos risks are identified.
- Ensuring maintenance and repair activities are appropriately controlled.
- Considering asbestos risks when planning alterations, refurbishment or building works.
- Ensuring contractors and maintenance personnel are aware of relevant asbestos information before commencing work.

Where children are involved in activities that may take place within areas affected by asbestos management arrangements, appropriate controls will be implemented to ensure their safety.

Employee Responsibilities

Employees are responsible for:

- Following asbestos management arrangements and any instructions provided.
- Checking relevant asbestos information before undertaking work that may disturb building materials.
- Reporting damaged, deteriorating or suspected asbestos-containing materials immediately.
- Not drilling, cutting, fixing, removing or otherwise disturbing materials where asbestos may be present unless authorised and appropriately trained.

Employees must never attempt to remove or manage asbestos-containing materials unless they are suitably trained, competent and authorised to do so.

Contractors and Maintenance Activities

Any contractor or maintenance worker undertaking activities that may disturb the fabric of a building must comply with the Organisation's asbestos management arrangements.

Contractors will only undertake asbestos-related work where they are suitably competent and, where required, appropriately licensed or accredited. Appropriate documentation, controls and monitoring arrangements will be implemented to ensure work is carried out safely.

Emergency Arrangements

If asbestos-containing material is damaged, disturbed or suspected to have been released, immediate action must be taken to protect children, employees and visitors.

The affected area will be managed appropriately, access restricted where necessary, and specialist advice obtained to determine the required response.

Monitoring and Review

Asbestos management arrangements will be monitored through asbestos surveys, inspections, maintenance planning, contractor management and premises audits.

The Organisation will review its asbestos arrangements regularly and following any significant changes to buildings, refurbishment works, incidents or updated guidance.

The Organisation is committed to ensuring that asbestos risks are effectively managed and that all premises remain safe environments for children, employees and visitors.

Contractor Management

The Organisation recognises that contractors and external service providers may introduce additional health and safety risks when working within or on behalf of the Organisation. The Organisation is committed to ensuring that all contractors are appropriately selected, competent, managed and monitored to protect children, employees, visitors, contractors and all others who may be affected by their activities.

The Organisation will take all reasonably practicable steps to ensure that contractor activities are planned, coordinated and undertaken safely, in accordance with relevant legislation, organisational policies and agreed working arrangements.

Contractor Management Arrangements

The Organisation will ensure that:

- Contractors are appropriately assessed and selected based on their competence, experience and suitability for the work being undertaken.
- Contractors provide appropriate evidence of qualifications, competence, insurance and relevant compliance documentation where required.
- The scope of work, responsibilities, risks and expected standards are clearly communicated before work begins.
- Relevant risk assessments, method statements or other safety documentation are obtained where appropriate.
- Contractors are made aware of site-specific requirements, including safeguarding expectations, emergency procedures and any identified hazards.
- Contractor activities are coordinated to minimise risks to children, employees, visitors and normal service delivery.
- Contractor performance is monitored proportionately, particularly where work involves significant risks.
- Any concerns regarding contractor conduct, competence or safety practices are addressed promptly.

Contractors Working in Our Children's Homes and School Premises

The Organisation recognises that contractors may be working in environments where children are present. Additional consideration will therefore be given to:

- The timing and location of works.
- Access arrangements and supervision requirements.
- Security of buildings and work areas.
- Storage of tools, equipment and materials.
- The management of noise, dust, hazardous substances and other potential disturbances.
- Maintaining appropriate professional boundaries and safeguarding expectations.

Contractors must comply with all reasonable instructions relating to safeguarding, health and safety, confidentiality and conduct while working on Organisation premises.

High-Risk Activities

Where contractors undertake activities involving increased risk, additional controls will be implemented as appropriate. This may include work relating to:

- Electrical systems.
- Gas installations.
- Asbestos-containing materials.
- Building alterations or maintenance.
- Fire safety systems.
- Work at height.
- Hazardous substances.

- Specialist equipment.

Such work must only be undertaken by suitably competent persons and in accordance with relevant legal requirements.

Contractor Responsibilities

Contractors are responsible for:

- Complying with relevant legislation and recognised health and safety standards.
- Following the Organisation's site rules and instructions.
- Providing competent and appropriately trained personnel.
- Using suitable equipment and safe working methods.
- Reporting hazards, incidents, accidents or concerns immediately.
- Ensuring their activities do not place children, employees or others at unnecessary risk.

Employee and Manager Responsibilities

Managers are responsible for ensuring that contractors are appropriately engaged, informed and monitored within their area of responsibility.

Employees must:

- Cooperate with contractor management arrangements.
- Follow any safety instructions relating to contractor activities.
- Report concerns regarding contractor practices or unsafe conditions promptly.

Monitoring and Review

Contractor arrangements will be monitored through inspections, contract reviews, feedback, incident reporting and evaluation of completed works. Where concerns are identified, appropriate action will be taken to improve safety and ensure contractors meet the Organisation's expected standards.

The Organisation is committed to working collaboratively with contractors while maintaining robust controls to protect children, employees, visitors and all others affected by contractor activities.

Staff Wellbeing

The Organisation recognises that the health, safety and wellbeing of employees is essential to the effective delivery of safe, high-quality care and education. The Organisation is committed to promoting a positive working environment where employees are supported, valued and encouraged to maintain their physical and psychological wellbeing.

The Organisation acknowledges that working within children's homes and specialist education settings can involve complex, demanding and emotionally challenging situations. Appropriate arrangements will therefore be maintained to support employees, reduce workplace risks and promote a culture where staff feel able to raise concerns and seek support.

Staff Wellbeing Arrangements

The Organisation will ensure that:

- The health, safety and welfare needs of employees are considered as part of workplace risk assessments and service planning.
- Employees receive appropriate induction, training, supervision and ongoing support to undertake their roles safely and effectively.
- Staff have opportunities to discuss concerns, workload pressures, incidents and wellbeing through appropriate management support and supervision arrangements and including regular group consultancy sessions involving each team in each setting.
- The Organisation promotes a culture of openness where employees are encouraged to report concerns, seek advice and access support when needed.
- Work-related stress and other factors affecting employee wellbeing are identified, assessed and managed appropriately.
- Employees involved in challenging incidents or distressing situations are provided with appropriate support and opportunities for reflection and learning.
- Reasonable adjustments are considered and implemented where appropriate to support employees' health, safety and ability to work effectively.
- Positive working relationships, respectful communication and professional conduct are promoted across the Organisation.

Managing Work-Related Stress

The Organisation recognises that excessive workplace pressures can affect health, safety and performance. Risks associated with work-related stress will be considered through appropriate assessment, consultation and management arrangements.

Factors that may contribute to workplace stress, including workload, working environment, role expectations, support arrangements and challenging incidents, will be monitored and addressed where reasonably practicable.

Employees are encouraged to raise concerns about stress, workload or wellbeing with their manager or through appropriate organisational support channels.

Support Following Incidents

The Organisation recognises that employees may be affected by incidents involving children, including accidents, challenging behaviour, emergencies or other distressing events.

Where appropriate, employees will be offered suitable support, which may include:

- Management support and supervision.
- Opportunities for reflection and review.
- Additional guidance or training.
- Access to further wellbeing support where required.

The Organisation will also use learning from incidents to improve risk assessments, working practices and support arrangements.

Employee Responsibilities

Employees are responsible for:

- Taking reasonable care of their own health, safety and wellbeing.
- Raising concerns that may affect their ability to work safely.
- Engaging with supervision, training and support arrangements.
- Treating colleagues with respect and contributing to a positive working environment.
- Supporting colleagues and promoting a culture of teamwork and openness.

Employees should seek support at an early stage if they are experiencing difficulties that may affect their health, wellbeing or ability to undertake their role safely.

Monitoring and Review

The Organisation will monitor staff wellbeing through, supervision and annual performance reviews, employee feedback, consultation, incident reviews, sickness absence information, exit questionnaires and other appropriate measures.

Information gathered will be used to identify areas for improvement and strengthen arrangements that support employee health, safety and wellbeing.

The Organisation is committed to maintaining a working environment where employees are supported to remain safe, healthy and able to provide effective care and education for children.

Monitoring and Audit

The Organisation is committed to maintaining effective oversight of its health and safety arrangements through regular monitoring, review and audit. Monitoring and audit activities provide assurance that health and safety policies, procedures and control measures are being implemented effectively and continue to protect children, employees, volunteers, contractors, visitors and others who may be affected by the Organisation's activities.

The Organisation recognises that effective health and safety management requires continuous review, learning and improvement. Information gathered through monitoring and audit will be used to identify risks, measure performance, improve practice and ensure ongoing compliance with relevant legislation and guidance.

Monitoring Arrangements

The Organisation will monitor health and safety performance through a range of activities, including:

- Routine workplace and premises inspections.
- Review of accidents, incidents, near misses and identified hazards.
- Review of risk assessments and control measures.
- Monitoring of training completion and competency requirements.
- Inspection and maintenance records for buildings, equipment and safety systems.
- Review of emergency procedures, including fire safety arrangements.
- Feedback from employees, children, visitors and other relevant stakeholders.
- Supervision, management oversight and service reviews.

Monitoring activity will be proportionate to the level of risk and the nature of the activity being undertaken.

Health and Safety Audits

The Organisation will undertake periodic health and safety audits to assess whether:

- Policies and procedures are implemented effectively.
- Legal and regulatory requirements are being met.
- Risk assessments are suitable, sufficient and regularly reviewed.
- Employees understand and follow safe working practices.
- Training, supervision and support arrangements remain appropriate.
- Premises, equipment and working environments are maintained safely.
- Identified actions and recommendations are addressed within appropriate timescales.

Audits may be undertaken by internal personnel or, where appropriate, by suitably competent external persons.

Responsibilities

Managers are responsible for ensuring that health and safety monitoring arrangements are implemented within their areas of responsibility and that identified issues are addressed promptly.

Employees are expected to cooperate with monitoring and audit activities, provide accurate information, participate in reviews where required and raise any concerns that may affect health and safety.

Senior leaders are responsible for reviewing organisational health and safety performance, ensuring appropriate action is taken and providing oversight of continuous improvement.

Action Planning and Improvement

Where monitoring or audit identifies areas requiring improvement, appropriate actions will be recorded, assigned to responsible persons and monitored through to completion.

Actions will be prioritised according to the level of risk and may include:

- Updating risk assessments.
- Reviewing policies or procedures.
- Providing additional training or support.
- Improving premises, equipment or resources.
- Introducing additional control measures.

Learning from monitoring and audit activity will be shared appropriately across the Organisation to promote consistency and improve practice.

Policy Review

This Health & Safety Policy will be reviewed regularly and whenever there are significant changes to legislation, guidance, organisational arrangements, premises, activities or identified risks.

The Organisation will ensure that health and safety arrangements remain current, effective and reflective of recognised good practice.

The Organisation is committed to a culture of continuous improvement in which health and safety is actively managed, reviewed and strengthened to protect children, employees and all others affected by its activities.

Training

The Organisation recognises that effective training is essential to maintaining safe working practices and protecting the health, safety and welfare of children, employees, volunteers, contractors and visitors. The Organisation is committed to ensuring that employees receive appropriate information, instruction, training and support to enable them to undertake their roles safely, effectively and competently.

Health and safety training will be proportionate to the responsibilities of each role, the risks associated with the work undertaken and any legal or regulatory requirements that apply.

Training Arrangements

The Organisation will ensure that:

- Employees receive appropriate health and safety information and training when they join the Organisation.
- Induction processes include relevant health and safety information, including local arrangements, emergency procedures and responsibilities.
- Training needs are identified through role requirements, risk assessments, supervision, annual performance reviews, audits, incidents and changes in working practices.
- Mandatory and role-specific training is provided where required.
- Refresher training is provided at appropriate intervals or when there are changes to legislation, guidance, equipment, procedures or identified risks.
- Training records are maintained to demonstrate completion, compliance and ongoing competency.
- Employees are supported to apply learning effectively within their role.
- Training effectiveness is monitored through supervision, annual performance reviews, observation, feedback and review.

Health and Safety Training Requirements

Depending on their role and responsibilities, employees may receive training relating to areas including:

- Health and safety responsibilities and safe working practices.
- Risk assessment and risk management.
- Fire safety and emergency procedures.

- First aid awareness.
- Infection prevention and control.
- Manual handling.
- Control of substances hazardous to health (COSHH).
- Safeguarding-related health and safety considerations.
- Positive behaviour management and restrictive physical intervention where applicable to their role.
- Premises, equipment and environmental safety.
- Any other areas identified through risk assessment or organisational need.

Specific training requirements will be determined by the Organisation's training framework and the responsibilities associated with individual roles.

Competence and Supervision

The Organisation recognises that attending training alone does not necessarily demonstrate competence. Managers are responsible for ensuring that employees have the appropriate skills, knowledge, understanding and confidence to undertake their duties safely.

Where employees are undertaking new tasks, working with new equipment, or managing identified risks, appropriate supervision and support will be provided until competence has been established.

Employee Responsibilities

Employees are responsible for:

- Attending required training and development activities.
- Applying training and guidance in their everyday practice.
- Following safe working procedures and control measures.
- Informing managers where they require additional support, clarification or further training.
- Reporting any concerns where they do not feel competent or confident to undertake a task safely.

Employees must not undertake activities for which they have not received appropriate training, instruction or authorisation.

Monitoring and Review

Training arrangements will be monitored through training records, supervision and annual performance reviews, annual performance reviews, audits, competency assessments, incident reviews and feedback from employees.

Where gaps or concerns are identified, appropriate action will be taken to ensure employees receive the support and development required to maintain safe and effective practice.

The Organisation is committed to ensuring that learning and development remains a key part of maintaining a safe environment for children, employees and all others

affected by its activities.

Policy Review

The Organisation is committed to ensuring that this Health & Safety Policy remains current, effective and reflective of the Organisation's activities, responsibilities and legal obligations. Regular review ensures that health and safety arrangements continue to support the protection of children, employees, volunteers, contractors, visitors and all others who may be affected by the Organisation's activities.

The Organisation recognises that health and safety management is an ongoing process of review and improvement. This policy will therefore be reviewed regularly and updated where necessary to reflect changes in legislation, statutory guidance, organisational arrangements, premises, services or identified risks.

Review Arrangements

This Health & Safety Policy will be reviewed:

- At least annually, or within the timescale set by the Organisation's policy review framework.
- Following significant changes to legislation, regulations or relevant guidance.
- Following changes to the Organisation's structure, services, premises or operational arrangements.
- Following significant accidents, incidents, near misses or identified health and safety concerns.
- Following findings from audits, inspections, investigations or external reviews.
- Where learning indicates that existing arrangements require improvement.

Review Process

The policy review process will consider:

- Whether the policy remains accurate, relevant and effective.
- Whether legal and regulatory requirements continue to be met.
- Whether responsibilities and arrangements remain clearly defined.
- Whether risk controls and procedures remain suitable and sufficient.
- Feedback from employees, managers and other relevant stakeholders.
- Learning from incidents, audits, inspections and organisational experience.

Where amendments are required, changes will be approved through the Organisation's agreed governance arrangements and communicated to relevant employees.

Communication and Implementation

Following review and approval, any changes to this policy will be communicated appropriately to employees and, where relevant, incorporated into training, supervision, operational procedures and risk management arrangements.

Managers are responsible for ensuring that employees are aware of relevant changes and understand any implications for their practice.

Record Keeping

Records of policy reviews, amendments, approvals and associated actions will be maintained in accordance with the Organisation's document control arrangements.

The Organisation will ensure that only the current approved version of this policy is available for use.

Commitment to Continuous Improvement

The Organisation is committed to continually improving its health and safety arrangements. Policy reviews will be used as an opportunity to reflect on practice, incorporate learning and strengthen the systems in place to protect children, employees and all others affected by the Organisation's activities.

Related Policies

The Organisation recognises that effective health and safety management is supported by a range of related policies, procedures and guidance documents. This Health & Safety Policy should therefore be read alongside other relevant organisational policies that provide further detail on specific areas of practice, risk management and operational responsibilities.

Where another policy provides more detailed guidance on a specific area, employees must follow the requirements of that policy alongside the principles and expectations set out within this Health & Safety Policy.

Related Policies and Procedures

This Health & Safety Policy should be read in conjunction with, but not limited to, the following policies and procedures:

- **Safeguarding Policy and Procedures** – relating to the protection and welfare of children, including the management and reporting of safeguarding concerns, incidents and risks.
- **Fire Safety and Emergency Evacuation Policy and Procedures** – relating to fire prevention, emergency arrangements, evacuation procedures and fire safety responsibilities.
- **First Aid Policy** – relating to first aid provision, responding to illness or injury and first aid arrangements across the Organisation.
- **Restrictive Physical Intervention Policy** – relating to the safe, lawful and proportionate use of restrictive physical intervention where required to prevent harm.
- **Positive Behaviour Management Policy** – relating to supporting children's behaviour, promoting positive relationships and managing behaviours of concern.
- **Risk Assessment Policy and Procedures** – relating to the identification, assessment and management of risks across the Organisation.
- **Accident, Incident and Near Miss Reporting Procedures** – relating to the recording, reporting, investigation and review of health and safety events.
- **Infection Prevention and Control Policy** – relating to the prevention and management of infection risks.
- **Food Safety and Hygiene Procedures** – relating to food preparation, storage, handling and allergen management.
- **Educational Visits Policy / Off-Site Activities Procedures** – relating to the planning, approval, risk assessment and management of educational visits and activities away from Organisation premises.

- **Medication and Healthcare Policies and Procedures** – relating to the safe management of medication, health needs and medical support arrangements.
- **Lone Working Procedures** – relating to the management of risks associated with employees working without immediate support.
- **Premises Management Procedures** – relating to building safety, maintenance, repairs and environmental management.
- **Asbestos Management Arrangements** – relating to the identification, monitoring and control of asbestos risks.
- **Training and Development Policy** – relating to employee induction, mandatory training, competency and professional development.
- **Staff Supervision and Support Procedures** – relating to employee support, reflective practice, performance and wellbeing.
- **Complaints and Feedback Procedures** – where concerns raised may identify potential health, safety or welfare issues requiring review.

Responsibilities

Managers are responsible for ensuring that employees understand which policies apply to particular situations and that relevant procedures are followed.

Employees are responsible for familiarising themselves with the policies and procedures relevant to their role and seeking guidance where there is uncertainty about which arrangements apply.

Policy Integration

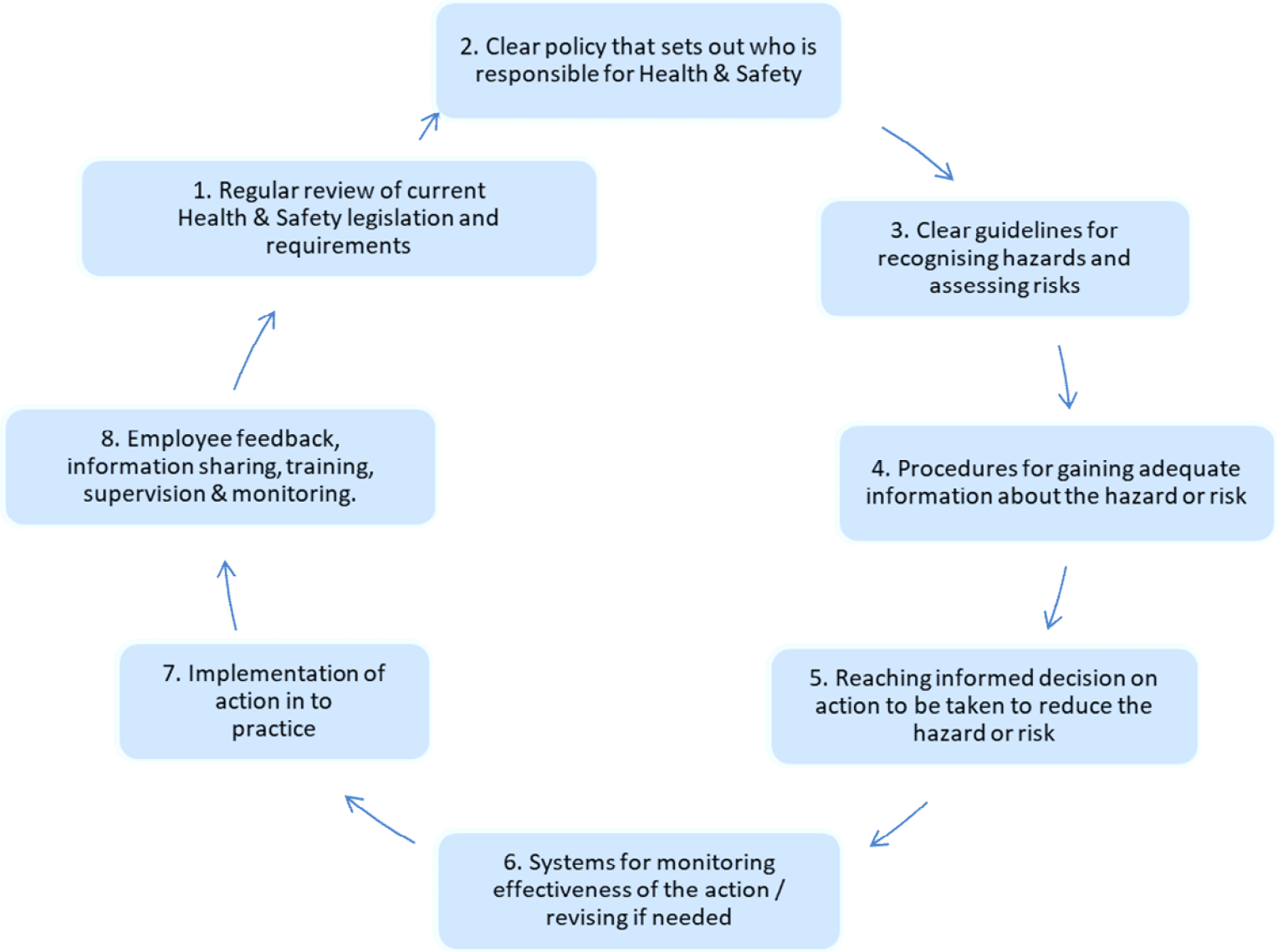
The Organisation will ensure that its policies and procedures are developed and reviewed in a coordinated manner so that health and safety responsibilities are clearly understood and consistently applied across all children's homes, the special school and other operational settings.

The Organisation is committed to maintaining an integrated approach to health, safety, safeguarding and wellbeing that promotes safe environments and positive outcomes for children.

Appendices

Figure 1: Framework for Managing Health & Safety

Health and safety within the work place is managed by The Lioncare Group through adhering to the following framework and process:



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Tabel 1: List of named Individuals with delegated authority and responsibility for Health & Safety

Name	Role	Work-Base	Delegated Authority and Responsibility
Celeste Balmer 01273 720424	Business Manager	Lioncare House	▪ all aspects of health and safety training through delivery of the health and safety in the workplace (level 2) course to employees of The Lioncare Group. ▪ all aspects of health and safety matters affecting children, employees, visitors, and contractors attending Lioncare House. ▪ RIDDOR reporting ▪ bi-annual (6-monthly) compilation and circulation of a 'workplace health and safety and fire risk assessment' and report for all work-bases and for setting SMART actions and objectives for improving the quality of health and safety provision across the organisation and mitigating the risk of fire in all work-bases ▪ organising periodic reports by qualified external independent experts on electrical installations (5-yearly) and fire prevention and fire safety (3-yearly). ▪ line-management and practice-based supervision of the administrators and particularly in relation to the administrators responsibility for carrying-out and recording weekly and monthly checks on fire prevention and fire safety and monitoring across all work-bases.
John James 01273 711591	Registered Manager	Westfields Children's Home	▪ all aspects of day-to-day effective management of health and safety matters affecting children, employees, visitors, and contractors present/attending Westfields Children's Home. ▪ monitoring the health and safety practice of the maintenance team whilst they carry out maintenance tasks in the home, and taking direct and immediate action to address any concerns regarding the health and safety practice of the maintenance team whilst working in the home, and informing the chief executive officer (or chief operating officer in the absence of the chief executive officer) without delay. ▪ delegated authority and responsibility for initiating and monitoring emergency evacuation/fire drills and practices in the home, and ensuring these are carried out at least once every three months and in accordance with the current fire prevention and fire safety policy. ▪ delegated authority and responsibility for ensuring all team members at the home undertake and complete appropriate and adequate training and information and guidance on health and safety, and on fire prevention and fire safety and fire protection. ▪ responsibility for implementing the SMART actions and objectives for improving the quality of health and safety provision and mitigating the risk of fire at the home, as set by the business manager in their bi-annual a 'workplace health and safety and fire risk assessment' and report. ▪ shared responsibility with the business manager, for ensuring and confirming that actions have been carried out as recommended by qualified external independent experts on electrical installations (5-yearly) and fire prevention and fire safety (3-yearly). ▪ responsibility for alerting the business manager, and where appropriate the chief operating officer and chief executive officer, of any concern held regarding the day-to-day effective management of health and safety matters, and fire prevention safety

			and protection, and that requires an organisational response.
Sarah Jackson 01273 732566	Registered Manager	Springfields Therapeutic Children's Home	▪ all aspects of day-to-day effective management of health and safety matters affecting children, employees, visitors, and contractors present/attending Springfields Therapeutic Children's Home. ▪ monitoring the health and safety practice of the maintenance team whilst they carry out maintenance tasks in the home, and taking direct and immediate action to address any concerns regarding the health and safety practice of the maintenance team whilst working in the home, and informing the chief executive officer (or chief operating officer in the absence of the chief executive officer) without delay. ▪ delegated authority and responsibility for initiating and monitoring emergency evacuation/fire drills and practices in the home, and ensuring these are carried out at least once every three months and in accordance with the current fire prevention and fire safety policy. ▪ delegated authority and responsibility for ensuring all team members at the home undertake and complete appropriate and adequate training and information and guidance on health and safety, and on fire prevention and fire safety and fire protection. ▪ responsibility for implementing the SMART actions and objectives for improving the quality of health and safety provision and mitigating the risk of fire at the home, as set by the business manager in their bi-annual a 'workplace health and safety and fire risk assessment' and report. ▪ shared responsibility with the business manager, for ensuring and confirming that actions have been carried out as recommended by qualified external independent experts on electrical installations (5-yearly) and fire prevention and fire safety (3-yearly). ▪ responsibility for alerting the business manager, and where appropriate the chief operating officer and chief executive officer, of any concern held regarding the day-to-day effective management of health and safety matters, and fire prevention safety and protection, and that requires an organisational response.
Dave Hollens 01273 789974	Registered Manager	Hillfields Therapeutic Children's Home	▪ all aspects of day-to-day effective management of health and safety matters affecting children, employees, visitors, and contractors present/attending Hillfields Therapeutic Children's Home. ▪ monitoring the health and safety practice of the maintenance team whilst they carry out maintenance tasks in the home, and taking direct and immediate action to address any concerns regarding the health and safety practice of the maintenance team whilst working in the home, and informing the chief executive officer (or chief operating officer in the absence of the chief executive officer) without delay. ▪ delegated authority and responsibility for initiating and monitoring emergency evacuation/fire drills and practices in the home, and ensuring these are carried out at least once every three months and in accordance with the current fire prevention and fire safety policy. ▪ delegated authority and responsibility for ensuring all team members at the home undertake and complete appropriate and adequate training and information and guidance on health and safety, and on fire prevention and fire safety and fire protection. ▪ responsibility for implementing the SMART actions and objectives for improving the quality of health and safety provision and mitigating the risk of fire at the home, as set by the business manager in their bi-annual a 'workplace health and safety and

			fire risk assessment' and report. ▪ shared responsibility with the business manager, for ensuring and confirming that actions have been carried out as recommended by qualified external independent experts on electrical installations (5-yearly) and fire prevention and fire safety (3-yearly). ▪ responsibility for alerting the business manager, and where appropriate the chief operating officer and chief executive officer, of any concern held regarding the day-to-day effective management of health and safety matters, and fire prevention safety and protection, and that requires an organisational response.
Lucy Steer 01273 734164	School Operations Manager	The Lioncare School	▪ all aspects of day-to-day effective management of health and safety matters affecting children, employees, visitors, and contractors present/attending The Lioncare School. ▪ monitoring the health and safety practice of the maintenance team whilst they carry out maintenance tasks in the school, and taking direct and immediate action to address any concerns regarding the health and safety practice of the maintenance team whilst working in the school, and informing the chief executive officer (or chief operating officer in the absence of the chief executive officer) without delay. ▪ delegated authority and responsibility for initiating and monitoring emergency evacuation/fire drills and practices in the school, and ensuring these are carried out at least once every term and in accordance with the current fire prevention and fire safety policy. ▪ delegated authority and responsibility for ensuring all team members at the school undertake and complete appropriate and adequate training and information and guidance on health and safety, and on fire prevention and fire safety and fire protection. ▪ responsibility for implementing the SMART actions and objectives for improving the quality of health and safety provision and mitigating the risk of fire at the school, as set by the business manager in their bi-annual a 'workplace health and safety and fire risk assessment' and report. ▪ shared responsibility with the business manager, for ensuring and confirming that actions have been carried out as recommended by qualified external independent experts on electrical installations (5-yearly) and fire prevention and fire safety (3-yearly). ▪ responsibility for alerting the business manager, and where appropriate the chief operating officer and chief executive officer, of any concern held regarding the day-to-day effective management of health and safety matters, and fire prevention safety and protection, and that requires an organisational response.
James Jarvis Paul Driffield Mourad Chebra 01273 720424	Maintenance Workers	All Work-Bases	▪ all aspects of day-to-day effective management of health and safety matters relating to the task and work of the maintenance team carried out in all work-bases. ▪ individual and collective responsibility at all times for ensuring safe working practices are followed whilst undertaking maintenance tasks and work in any and all work-bases. ▪ individual responsibility for alerting the business manager, and where appropriate the chief operating officer and chief executive officer, of any concern held regarding the day-to-day effective management of health and safety matters, and fire prevention safety and protection, and that requires an organisational response.