



# Health and Safety Policy & Procedure

***'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'***

Policy Owner	Health & Safety Lead
Authoriser	Head of HR
Date of Original Issue	01/11/2008
Date of this Last Review	01/09/2024
Date of Next Review	01/09/2025
Version	V7

**© Five Rivers Child Care Limited 2022. All Rights Reserved.**

*The content of this policy is protected by the copyright laws of England and Wales and by international laws and conventions. No content from this policy may be copied, reproduced or revised without the prior written consent of Five Rivers Child Care Limited. Copies of content may be saved and/or printed for use in relation to the business and affairs of the Company only.*

Table of Contents

- 1. Health and Safety Policy Statement..... 3
  - 1.1 Statement of Intent ..... 3
  - 1.2 Objectives and Commitment..... 3
  - 1.3 Data Protection ..... 4
  - 1.4 Disclosure of Information ..... 4
  - 1.5 Other Information ..... 4
- 2. Planning ..... 5
  - 2.1 Risk Assessment ..... 5
- 3. Reporting Hazards in the Workplace ..... 5
  - 3.4 '5-Steps' to Risk Assess ..... 6
- 4. Legal and Other Requirements ..... 6
- 5. HSE/RIDDOR..... 7
- 6. Responsibilities of Health and Safety ..... 8
  - 6.1 Roles & Responsibilities..... 8
  - 6.2 Employee responsibilities ..... 9
  - 6.3 General ..... 9
  - 6.4 Accidents and Incidents ..... 9
  - 6.5 Fire, Emergency and Security ..... 9
- 7. Arrangements for Health and Safety ..... 10
  - 7.1 Plan, Do, Check, Act..... 10
  - 7.2 Hierarchy of Control ..... 10
  - 7.3 Reporting Incidents & Accidents ..... 11
- 8. The Checking and Monitoring of Health and Safety ..... 12
  - 8.1 Monitoring Health & Safety ..... 12
  - 8.2 Monitoring Methods..... 12
  - 8.3 Responsibility..... 12
  - 8.4 Auditing ..... 13
  - 8.5 Audit Report ..... 13
  - 8.6 External Audits..... 14
- 9. Training ..... 14
- 10. Communication..... 14

11.	Consultation with employees .....	15
11.1	Health and Safety Committee.....	16
11.2	Health and Safety National Committee .....	16
12.	Liability of Safety Representatives .....	17
13.	Health & Safety Law Poster - Display.....	17
14.	Covid-19 .....	17
15.	Fire Safety .....	17
15.1	Daily Checks – Residential Services .....	17
16.	Display Screen Equipment (DSE) .....	18
17.	Manual Handling.....	18
18.	Electrical Safety.....	20
19.	First Aid .....	20
20.	Foster Carers .....	20
21.	COSHH .....	21
22.	Work-related Stress .....	21
23.	Frontline Services Working Directly with Children and Young Persons.....	21
24.	Children’s & Young People’s Outdoor Activities.....	22
25.	Care of Medicines .....	22
25.	Food Hygiene .....	23
26.	Transportation of Children and Young People.....	23
27.	Vehicle and Driver Documentation .....	23

## 1. Health and Safety Policy Statement

### 1.1 Statement of Intent

It is a primary objective of the Chief Executive of Five Rivers Child Care Ltd to secure the health and safety of those involved in all work-related activities – employees, young people, contractors, visitors, members of the public, volunteers and others on or about the premises of FRCC.

FRCC recognises that the effective control of health and safety of its employees and the young people is of the highest importance, therefore the organisation is committed to complying with relevant Health and Safety Legislation across all areas of FRCC (Educational, Residential and Fostering) and will seek to provide as far as is reasonably practicable, safe and healthy working conditions for all its employees and a safe environment for young people.

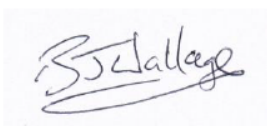
### 1.2 Objectives and Commitment

Our objectives towards fulfilling this policy are:

- To provide and maintain a safe & healthy environment for employees and young people
- To provide and maintain means of safe access and egress for everyone
- To provide safe plant and equipment
- To provide safe working areas and to develop safe systems of work
- To provide PPE as and when is necessary
- To ensure the safe use, handling, storage and transport of articles and substances
- To ensure effective communication and consultation on health and safety matters throughout the organisation
- To ensure the correct reporting and investigation of all accidents and dangerous occurrences
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to complete tasks and will give them required training to do so
- To prevent incidents and cases of work-related ill health
- To ensure competent persons are appointed to assist in meeting statutory duties as required to continually improve performance
- To review and revise this policy as and when is necessary at regular intervals

**Ben Wallage – Group Chief Operating Officer**

Signed



Date: 01/09/2024

### 1.3 Data Protection

- 1.3.1 Five Rivers Child Care Ltd supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care Ltd has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 1.3.2 Every member of Five Rivers Child Care Ltd has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the FRCC Data Protection Policy.

### 1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care Ltd, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

### 1.5 Other Information

- 1.5.1 This policy has been written as a part of our compliance with UK legal requirements.
- 1.5.2 This Health and Safety policy contains a; statement of intent, responsibilities and arrangements of health and safety and consists of various additional volumes dealing with specific areas and issues structured to assist management across all areas; Education, Residential and Fostering and all meet the requirements of relevant legislation.

## 2. Planning

### 2.1 Risk Assessment

- 2.1.1 Five Rivers Child Care Ltd is responsible under Health and Safety law for identifying hazards and controlling risks to anyone affected by their work or the activities of others.
- 2.1.2 Risk Assessments will be arranged or undertaken by Registered Managers (Residential), Office Managers, Service Managers, Headteachers and Supervising Social Workers. The findings reported to the Line Manager, who will ensure any actions that are required are planned, implemented and effective in reducing the risk. Assessments will be reviewed annually (as a minimum) – six monthly is best practice, or sooner if circumstances/changes suggest this is necessary. Risk Assessments must be more regularly reviewed for maternity, disability, or following Return-to-Work interviews, particularly after a medical/surgical operation.
- 2.1.3 Managers should note when developing a new preventive or corrective action that if new hazards are introduced and/or there is a need for new or changed controls, that these are assessed prior to implementation.
- 2.1.4 Managers are responsible for communicating details of applicable risks and associated controls to their staff (email/team briefings/meetings/1 on 1s). Managers are also responsible for ensuring that all staff complete all required training, both specific to risk that is presented in their role and the mandatory H&S training that is expected to be completed within three months of employment.
- 2.1.5 Below we set out the organisation's responsibilities in ensuring that suitable and sufficient assessments are carried out, appropriate remedial action is taken, and employees are informed of the findings of the assessments.

## 3. Reporting Hazards in the Workplace

- 3.1 Once a hazard has been identified in the workplace this should be reported to Line Manager/Headteacher immediately or at the earliest practical time. An example of this type of situation could be a loose carpet tile, a broken wire/cable, or a stair light not working.
- 3.2 The Manager/Headteacher will make recommendations as to how the potential risk can be minimised or eliminated as far as is reasonably practical to protect people

from harm. Any actions will be completed within 48 hours of identifying the risk. If this needs to be dealt with by a contractor, contact the Facilities Team. In the case of offices where a landlord has responsibility for maintenance of the building, contact the Landlord/Management Company.

- 3.3 If the hazard cannot be eliminated at the time of identifying the hazard, the manager will complete a risk assessment following the guidelines below. The Risk Assessment is to be circulated to the group of people who will be affected by the hazard.

#### 3.4 '5-Steps' to Risk Assess

1. **IDENTIFY** the hazard (*something that has the potential to do harm*)
2. Decide **WHO** might be harmed & how
3. **EVALUATE** the risks & decide whether the existing precautions are valid or whether more should be done
4. **RECORD** your findings and implement them
5. **REVIEW** your assessment & revise if necessary

## 4. Legal and Other Requirements

- 4.1 Five Rivers Child Care Ltd uses the Health and Safety Executive website (HSE legislation) to stay up-to-date with current legislation and will be periodically checked and reviewed by the Health and Safety Lead. Across the organisation's services, Fostering, Education and Residential each refer to their own guidance and regulations that are specific/relevant to their own service, as well as the organisation's own Health and Safety policy on Best Practice.

- **Schools** - All schools work in-line with the organisation's Health and Safety Policy but will refer to the Department for Education for advice and guidance (Statutory Guidance for Schools) ([Health & Safety: advice for schools](#)).
- **Residential homes** – All residential homes work in-line with the organisation's Health and Safety Policy but will refer to the specific regulations; ([Children's Homes Regs](#))

- **Fostering** – All Fostering Teams work in-line with the organisation’s Health and Safety Policy but will refer to the specific regulations; (Fostering Services Regs & Guidance National Minimum Care Standards)

4.2 Further information including legislative requirements, good practice and guidance in relevance to our organisation can be found in the following documents: -

- The Food Hygiene (England) Regulations 2006
- Control of Substances Hazardous to Health Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Health and Safety in Care Homes; HSE, 2001
- Road Traffic Act 1991.

4.3 The Health and Safety Lead will ensure that legal requirements and significant changes are notified to relevant Managers/Headteachers as and when required. Five Rivers Child Care Ltd will also comply, where agreed, with other requirements which are applicable to its operations.

## 5. HSE/RIDDOR

5.1 It is the responsibility of the Manager/Headteacher at Five Rivers Child Care Ltd at the time of the incident/accident to report this to the HSE. Depending on the severity of the accident, reports are to be made immediately. If the employee involved in the accident/incident is off work for more than seven days, then the Manager has fifteen days of the incident occurring. Copies of RIDDOR reports should be sent on to Head of Service, the named Line Manager, Headteacher, Health and Safety Lead and Registered Managers.



## 6. Responsibilities of Health and Safety

### 6.1 Roles & Responsibilities

6.1.1 Five Rivers Child Care Ltd recognises the benefits of clearly defined responsibilities for all staff, and these responsibilities are summarised as follows:

- **Chief Executive Officer** has overall accountability for the Health and Safety of all employees of the organisation and any others affected by our operations
- **Heads of Human Resources, Finance, Fostering Operations, Education, Marketing & Communications and Residential Services** are responsible for ensuring that the standards set within the Health and Safety Management System that relate to their functions are met at all times
- **Headteachers, Service Managers and Registered Managers** have the day-to-day responsibility of ensuring the company Health and Safety Policy, and the management of Health and Safety is adhered to
- **Health and Safety Lead**, the appointed 'Competent Person' as required under Regulation 7 (1) of the Management of Health and Safety at Work Regulations 1999, has specific responsibility for providing advice guidance and assistance to the Chief Executive, Heads of Department, Directors, Managers and Headteachers and all other staff on Health and Safety matters
- **The Health and Safety Representative** is an appointed person within each team across Education, Residential, Fostering and Head Office to oversee Health and Safety in their respective office/home/school. They work in conjunction with management ensuring effective compliance of all Health and Safety matters
- **All employees** have the responsibility to take reasonable care of themselves, children/young people in their care and others whilst at work. They have responsibility to cooperate with FRCC in assisting them to fulfil their statutory duties

## 6.2 Employee responsibilities

Under Section 7 of the Health and Safety at Work, etc. Act 1974, all employees have a duty for Health and Safety.

## 6.3 General

Employees will:

- Comply with all the FRCC Safety Policies, Procedures, Risk Assessments and Safe Systems of Work
- Will **NOT** attempt to operate any form of equipment or machinery which has any safety related defects or damage and these defects must be reported once identified to the Manager/Headteacher
- To carry out all work activities in a safe and reasonable manner so as not to endanger themselves or others
- Will **NOT** undertake any task for which they have not been trained
- Will maintain high standards of housekeeping in the work location at all times

## 6.4 Accidents and Incidents

Employees will:

- Immediately report to their Line Manager/Headteacher any incident (accident, personal injury, work-related ill-health, property damage, dangerous occurrence or near misses)
- Assist as and when required in the investigation of incidents or near misses

## 6.5 Fire, Emergency and Security

Employees will:

- Be aware of the location of fire escapes, fire alarm call points, and evacuation assembly points
- Comply with all site H&S procedures including emergency Fire drills and evacuations.

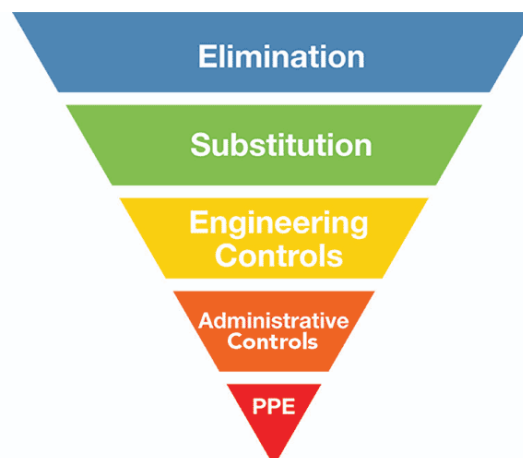
## 7. Arrangements for Health and Safety

### 7.1 Plan, Do, Check, Act



7.1.1 Five Rivers Child Care Ltd carry out their duties diligently under the Plan, Do, Check, Act management system. This system designed to achieve a better balance between the systems and behavioural aspects of health and safety management. Plan, Do, Check, Act is an ongoing Management System and requires employers and employees to always work pro-actively and promote positive H&S culture throughout the organisation.

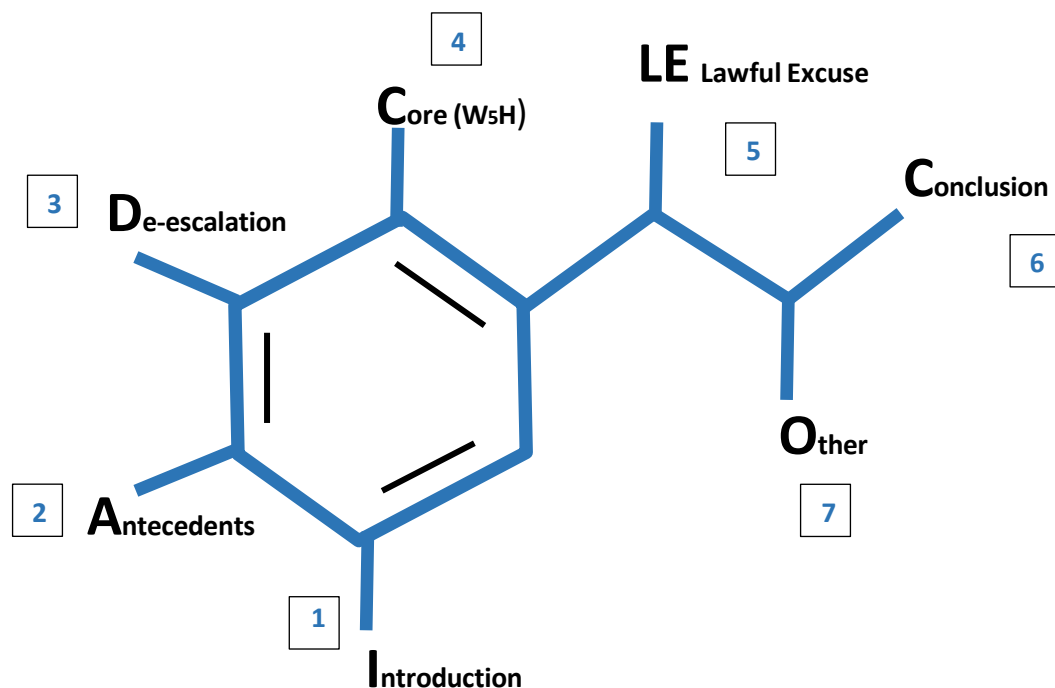
### 7.2 Hierarchy of Control



7.2.1 Five Rivers Child Care Ltd understand although eliminating the hazard is the ultimate goal, it can be difficult and is not always possible within our line of work. By using the Hierarchy of Control, both employers and employees across Education, Fostering, Residential and Head Office, can use this to clearly identify hazards within their workplace and this will help control the risk.

### 7.3 Reporting Incidents & Accidents

#### 7-Part Recording Formula



7.3.1 All accidents/injuries (this includes staff and young people) must be recorded. All staff are to receive mandatory Reporting and Recording training & instruction that follows the **7-part Recording Formula** (above) in order to fill out a report competently.

7.3.2 For Residential and Education, The Clear Care System is used to log any accidents/injuries for young people and employees. This can be completed online with notification being sent through to relevant parties (Head of Service, Lead Manager, HR and the Health and Safety Lead). For Fostering and Head Office, who do not have access to the Clear Care System, the accident record book and the Five Rivers Child Care Accidents/Injuries Form require completing.

- It is the responsibility of the individual involved to report the accident/incident. If this is not possible, their Line Manager should be notified immediately and they shall report the accident or incident

- Social Workers have the responsibility to ensure the Accident/Injury Form is completed with/by the Foster Carer, the SW will notify all appropriate people/enforcement authorities

## 8. The Checking and Monitoring of Health and Safety

### 8.1 Monitoring Health & Safety

8.1.1 Monitoring Health & Safety is the responsibility of all Heads of Service, Managers and Headteachers to ensure the effectiveness of this H&S policy. In doing so it will be possible to identify any potential problems and taking action to ensure they do not become a reality. There is also a need to be reactive to any breaches or near breaches of Health and Safety by investigating, for example, why an incident has occurred.

### 8.2 Monitoring Methods

- 8.2.1 Five Rivers Child Care Ltd use two ways of measuring how well the Health and Safety Policy is being implemented:
- Proactive monitoring - Regular safety inspections to check standards are being implemented and management controls are working & more detailed safety audits
  - Reactive monitoring – is about examining events after they have happened, it involves learning lessons from our mistakes whether they have resulted in injury, illness, damage to property or near misses.

### 8.3 Responsibility

- 8.3.1 It will be the responsibility of each Manager/Headteacher to ensure the working conditions of each location (School/home/office) are safe and that safe working practices are being followed. A risk assessment review should be completed on an annual basis (at a minimum) or after any significant change within the workplace.
- 8.3.2 There will be regular annual audits carried out by the Health and Safety Lead on an annual basis of all Residential and Schools. Social workers within Fostering Service will conduct an annual H&S inspection on family placements.

8.3.3 The Health and Safety Lead will help aid managers in the process of investigating accidents and work-related sickness records and any significant findings would be acted upon to prevent recurrence and details to be provided to the National Health and Safety Committee. Safety certification is required for the relevant areas and must be accessible to view for review.

## 8.4 Auditing

8.4.1 Five Rivers Child Care Ltd recognises that health and safety auditing is an effective tool to measure performance and is an essential element in achieving and maintaining high standards of health and safety management.

8.4.2 The aims of health and safety auditing are to establish that:

- Appropriate management arrangements are in place
- Adequate risk control systems exist, are implemented and consistent in line with our procedures set out in the organisational policies
- Appropriate workplace precautions are in place

The audit process involves:

- Collecting information about the Health and Safety Management System through interviews and routine inspections of the properties
- Making judgements about the adequacy and performance of procedures and ensure the standards are consistent and meet the objectives (Statement of Intent) set out by the organisation, ensuring the safety of everyone involved in work activities

## 8.5 Audit Report

8.5.1 An Audit Report on each home/school will be carried out on an annual basis. The report compiled by the Health and Safety Lead on the findings of the audit will be submitted to the home/school on completion of each audit. The report will highlight areas of where compliance is being achieved and satisfactory, and any areas which require improvement.

8.5.2 A copy of the report will be forwarded to the relevant Manager/Headteacher, Senior Leadership Team, Directors, Facilities and Compliance teams.

8.5.3 The objective of the audit is to:

- Review the Health and Safety system, identify areas of low/noncompliance.

- Identify employee training needs to create a safer working environment.
- Assess key hazards within the workplace, which will require a Risk Assessment.
- The effectiveness of existing audits and management controls.
- Recommendations for improvement actions to be completed and sent to Health and Safety Lead.

8.5.4 The Health and Safety Annual Audit is divided into the following sections: **Health & Safety Policy, Accidents, Communication, Training, Risk Assessment, Contractors, Document Control, Food Safety, Monitoring, Permits to Work, Safety Signs, Alcohol and drugs, Driving for Work, First Aid, Homeworking, Lone working, New Expectant Mothers, Challenging & Harmful Behaviour, Visitors, Young People & Children, Health & Wellbeing, Asbestos, Clinical Waste, COSHH, DSEAR, Electrics, Lifting Equipment, Manual Handling, PPE, Portable Electricals, Glass, Cutlery/Crockery, Storage & Stacking, Work Equipment, DSE, Fire Safety, Legionella, Slips & Trips, Workplace Stress, Welfare and Environmental.**

## 8.6 External Audits

8.6.1 External Audits will be undertaken by an external auditor every two to three years or as deemed necessary depending on the outcome.

## 9. Training

9.1 A new starter to Five Rivers Child Care Ltd must complete an Induction. The Induction consists of a suite of Mandatory courses that consist of face to face and online courses (iLearn) and the completion & sign off of an Induction Booklet. The mandatory training must be completed in the first three months of employment. The courses consist of subjects that are role specific, Health and Safety and are regulatory or statutory requirements. These mandatory courses must be completed as part of the employee's probationary period.

## 10. Communication

10.1 Whilst the organisation's intranet (Five Rivers - CONNECT) is the principal source of documented communication, other means of communication will be required for persons who do not have immediate access to this. Where required, the Health and Safety Lead will advise and assist Managers/Headteachers with the required communication processes. Managers/Headteachers are required to ensure that all

necessary Health and Safety information is communicated to their staff via shift handover, departmental/team briefings.

## 11. Consultation with employees

### 11.1 Health and Safety Representatives

11.1.1 Meetings with appointed persons to discuss H&S take place amongst homes and schools on a weekly basis. Any matters that cannot be resolved immediately get raised to H&S Lead by the Manager/Headteacher. Resolutions and/or any further information will be distributed by Managers/Headteachers to all safety representatives for onward communication to their colleagues.

The H&S representatives will:

- Establish, monitor and review how their home/school adhere to the H&S policy
- Oversee the establishment and operation of an effective Health and Safety management system which will control risks and ensure that Five Rivers Child Care is operating within statutory obligations
- The system will need to react to changing demands, sustain a positive Health and Safety culture, and measure, audit and review performance

#### Constitution and Membership

- We will have Health & Safety Representatives across Residential, Fostering and Education, representing each office/school/home
- At least one member of each office/school/home must have considerable knowledge of Health and Safety legislation, all members must complete required health and safety training

#### Authority and attendance

- The committee will meet as often as required but not less than twice a year
- Appointed persons, Managers or deputies will always be in attendance
- Other members across the organisation will attend if necessary



## Responsibilities

- Agree the Health and Safety policy (general intentions, approach and objectives) of the organisation and for employees to request-to-consider any changes
- Consider reports from the Health and Safety Executive and other external authorising bodies and internal H&S working groups and action as appropriate
- Review Health and Safety training, culture and communications
- Encourage the members of your teams to walk around their workplace (Visual check) prior the meeting and highlight any potential hazards
- Review Health and Safety processes and procedures, including appropriate risk management measures, to ensure that they comply with relevant legislation and meet current industry requirements.
- Establish strategies/procedures to implement policy and integrate these into general business activity.
- Specify a structure for planning, measuring, reviewing and auditing Health and Safety policy and ensure this is implemented.
- Implement any audit recommendations, update progress and inform H&S Lead
- Review all responses to accidents and incidents and implement such changes as are necessary at the next meeting.

### 11.2 Health and Safety National Committee

The committee will:

- Meet as often as required but not less than twice a year
- Cover all H&S matters identified by attendees. Nothing will be out of scope
- Discuss Health & Safety matters organisationally wide to agree actions to fulfil our obligations within Health & Safety Legislation
- Chaired by the Head of HR, members will include: the CEO, COO, Heads of Service, Facilities, Service Managers, Operational Managers

## 12. Liability of Safety Representatives

- 12.1 Whilst acting as a safety representative, employees incur neither criminal nor civil liability for any act or omission by them in respect of the performance of their function under the regulations. However, they may still incur liability under Section 7 (which requires employees while at work to take reasonable care for their health and safety, and of other people who may be affected by their acts or omissions at work and to co-operate with the employer in compliance with the relevant statutory provisions) and Section 8 (which provides that no person shall intentionally or recklessly interfere with or misuse any of the relevant statutory provisions) of the Health & Safety at Work Act 1974.

## 13. Health & Safety Law Poster - Display

- 13.1 All office areas including homes and schools will display the **Health and Safety Law** Poster, which details emergency contact information, details of the local Health and Safety Enforcement Officer, Employer and Employee responsibilities and duties under Health and Safety Law. Awareness and familiarisation of this poster will form part of the employee's induction.

## 14. Covid-19

- 14.1 Five Rivers Child Care Ltd is committed to controlling the spread of coronavirus. We will endeavour to follow all guidance given by the government and communicate that guidance to all staff via all portals (Intranet, email, People HR, briefings and meetings).
- 14.2 The risk assessment for managing COVID in the workplace is added to the home/school/office risk assessments and the SMT and adapted to ensure we are taking all necessary steps to ensure that FRCC is a safe place for children, staff and visitors.

## 15. Fire Safety

### 15.1 Daily Checks – Residential Services

The Fire Safety Maintenance Checklist form requires completion daily by signing the boxes to confirm the checks have been undertaken. At the end of the week this will be signed off by the Residential Manager who will also confirm all actions, if any, have been completed. This will then be saved and viewable via ClearCare.

- 15.1.1 Effective training for all staff, without exception, is of vital importance and all staff should have both basic instructions in fire precautions and training appropriate to their own particular job, environment and specific needs. It is essential that every member of staff at Five Rivers Child Care Ltd:
- Understands the character of fire, smoke and toxic fumes
  - Knows the fire hazards involved in the working environment
  - Practices and promotes fire prevention
  - Knows instinctively the correct action to take if fire breaks out

15.1.2 It is the duty of every member of staff across all services to report to management any instances where proper procedures are not being implemented for example:

- Fire doors wedged open
- Escape routes blocked by furniture or accumulation of rubbish
- Hazardous or flammable materials adjacent to escape routes
- Faulty electrical equipment and gas appliances.

15.1.3 Amongst the most important aspects of fire prevention are the obvious dangers from smoking, the possibility of deliberate fire raising and the need for a range of good housekeeping measures with particular emphasis being paid to the safe use of electrical equipment.

15.1.4 Along with vapes being an environmental risk, they can also be a fire risk if incorrectly disposed of. Vapes should not be disposed of in any of Five River's waste reciprocals and should be taken by the user for safe disposal. Please see <https://www.recycleyourelectricals.org.uk/how-to-recycle-electronics/what-electronics-can-be-recycled/recycle-vapes/> to identify local ways to safely discard disposable vapes.

## 16. Display Screen Equipment (DSE)

16.1 Five Rivers Child Care Ltd shall ensure that:

- Operators and users at work are provided with adequate information found on iLearn, about all aspects of health and safety relating to their workstations and the measures taken to analyse the workstations and ensure they meet minimum standards
- All new users shall complete a DSE assessment, including where a new workstation has been set up or when a substantial change has been made to an existing workstation. Assessments should be repeated if there is any reason to suspect they may no longer be valid, for example if users complain of any pain or discomfort

## 17. Manual Handling

17.1 Specific information and training are given to all staff during their induction via mandatory online training. Five Rivers Child Care Ltd encourage the use of **TILE** procedure when involving themselves in any form of manual handling. **TILE** is an acronym that simplifies best practice in manual handling.

- **T**ask - Think about the manual handling task itself (pushing, pulling, lifting or

carrying)

- **I**ndividual – The person and their capability of carrying out the manual handling task
- **L**oad – The person or object being moved (consider size, shape, surface & weight)
- **E**nvironment – assess the area & journey in which you will carry out the task

## 18. Electrical Safety

- 18.1 Five Rivers Child Care Ltd ensures that any employee required to carry out a task using electrical equipment receives adequate training and instruction. Staff will be instructed by their managers to look critically at what tool/appliance they are to use and visually check for signs of damage.
- 18.2 The Manager/Headteacher will ensure that a visual check is conducted every month on each appliance listed and that all checks are signed and dated by the person designated to do the checks. Checks do not have to be undertaken by an electrician (i.e. the visual monthly checks), any member of staff can undertake to do the checks if they have electrical knowledge or training.

## 19. First Aid

- 19.1 The Learning and Development Manager in cooperation with the health and safety Lead is responsible for assessing the level of first aid provision relating to training.
- 19.2 Each of the Five Rivers Child Care Ltd locations should have at least **two named First Aiders**, with **one** First Aider on duty at all times suitably trained.
- 19.3 Registered Managers and Business Practice Managers, Department Heads and Service Managers have ultimate responsibility to ensure that provision of a First Aid box is available in their service area and that list of items used are adequately stocked and monitored on a monthly basis (as a minimum).
- 19.4 Accident and Injuries Forms, unless the premises has access to the Clear Care system in which case, the injury should be recorded on the system with no requirement for an Accident Book. Record all injuries, however minor, should be recorded in the Accident Book and by completing relevant forms attached.

## 20. Foster Carers

- 20.1 All foster homes are to be encouraged to have at least one person in the house with a recognised First Aid Certificate. A First Aid Needs assessment should be carried out by the nominated First Aider to determine the contents of the First Aid Box.
- 20.2 The Family Placement Service will arrange, in conjunction with Five Rivers Child Care Ltd Training for carers, to have yearly access to a First Aid course for the

purpose of taking and receiving certification. It is the responsibility of Service Managers to keep a record of foster carers' First Aid Training.

## 21. COSHH

- 21.1 Five Rivers Child Care Ltd will ensure all products which fall into the COSHH regime are subject to assessment. The assessment will be conducted by Residential Managers/Service Managers and or Deputy Managers with advice and input from others as necessary in accordance with: **Determining the risks, Prevent and control, Implementation & Management, Monitoring staff exposure, Emergencies and Training**. Personal protective equipment may be provided as an interim measure but should not be regarded as a long-term solution.

## 22. Work-related Stress

- 22.1 Five Rivers Child Care Ltd recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. This policy will apply to everyone who is employed or contracted to work for Five Rivers Child Care Ltd.
- Managers will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
  - Managers will ensure that where stress may have been identified, staff receives help and support.
  - Five Rivers will offer confidential counselling for staff affected by stress caused by either work or external factors.
  - Five Rivers will provide adequate resources to enable managers to implement this policy.

## 23. Frontline Services working directly with Children and Young Persons

### 23.1 Safe Care & Control for Children and Young Persons

- 23.2 All staff should be made aware of Five Rivers Child Care Ltd policies relating to children and young peoples' control and safety. Staff may only use approved measures set out by the *Children Act 1989 guidance for residential Care* (Volume 4), *Children's Homes regulations 1991* and Department of Health Guidance and Regulations, which is kept in each home.

- 23.3 Only approved training and instruction should be used when carrying out any form of physical intervention which should only be of minimal and necessary force.

***For further guidance refer to FRCC Child Care Policy and Procedures.***

## 24. Children's & Young People's Outdoor Activities

- 24.1 Within the work setting of Five Rivers Child Care Ltd, prime consideration is given to the work we do with children and young people, the way we work with children & young people and the need to always maintain their safety and welfare.
- 24.2 When considering outside activities with children & young people the following must be adhered to:
- Sufficient staff to cover for emergency situations.
  - Activities, which have an element of danger or risk, e.g. canoeing.
  - Risk assessments prior for activities to be carried out.
- 24.3 Such activities must include a qualified member of staff or a person who is qualified and has police clearance to work with children & young people in the group, i.e. qualified in that particular activity, and adequate insurance cover. Also, the permission of all of those with parental responsibility.
- 24.4 When camping arrangements are made, it will be necessary to ensure that an experienced adult oversees the activity.
- 24.5 Adults who plan outside activities with children/young people must give thought and consideration to any risk factors involved (or potential risk). Where possible, a person who has undertaken First Aid training should be part of the group.

## 25. Care of Medicines

- 25.1 All Residential staff and Headteachers in Education will be trained in the safe storage, handling, administering, recording and disposing of medication according to the standards set out by the Children's Work force Development Council, Professional knowledge and skills set for medication, and recommended guidance for the training of care workers to safely administer medicines in the care home, published by CSCI Quality Performance and Methods Directorate.
- 25.2 Staff will receive ongoing competency audits annually, to ensure they maintain professional competence. Units should establish strong links with their local pharmacist at the Primary Health Care Trust for further advice and support

regarding medication and staff training. Foster Carer's will receive training as part of their CWDC Induction Standards and Qualifications Credit Framework (QCF) working with Children and Young People.

## 26. Food Hygiene

26.1 Our Managers will be given training to be able to demonstrate effective controls and written documentation to support the management and systems of keeping food safe. Where risks have been identified (*Risk Assessments*) measures need to be taken to eliminate or control these risks (*Hierarchy of Control*).

### 26.2 Foster Care

26.2.1 Whilst it is recognised that Foster Carer's homes are not classed as workplace environments and would not be subject to inspections by Environmental Health or Health and Safety Inspectors, it should be noted that if a Health and Safety issue (including food poisoning) originated from poor practice in the home environment, Foster Carer's premises would be visited as part of the investigation.

26.2.2 To that end, Foster Carers have a duty to provide safe care to the young people they care for, which includes good food hygiene practices as well as safe care practices.

## 27. Transportation of Children and Young People

27.1 All Managers have a responsibility to ensure that any arrangements made for the safe transportation of children & young people are designed to ensure their safety when embarking on a journey.

27.2 Managers must accompany children & young people on journeys where an element of unacceptable risk has been identified for the young person.

27.3 Managers must assess whether the risk to travel is too high, the journey may need to be postponed, or more staff members needed to support the young person.

27.4 Smoking and vaping is prohibited in all company vehicles as is using a mobile phone or eating and drinking whilst driving. This also applies to staff or Foster Carers using their own vehicles to transport young people/children in their care.

## 28. Vehicle and Driver Documentation

28.1 Managers should check to ensure that staff who will be driving young people:



- Hold a valid and appropriate driving licence
- Have at least 1 year's previous driving experience.
- Are in good health and physically capable of driving safely. If necessary, medical advice should be obtained.
- Are aware children or young people should never be left in the vehicle unattended.
- They are responsible for ensuring all passengers are wearing suitable restraints.
- Should have adequate breaks which complies with legislation covering maximum periods of driving and minimum rest periods

28.2 Managers should ensure all vehicles are maintained in a safe and fit condition and are fit for the purpose for which they are used.