



## Clovelly House Policy



Clovelly House

# Policy & Procedure Health and Safety

(Quality Standard 5, 7, 9)  
Regulation 10, 12)

**May 2020**



# Clovelly House Policy

## CONTENTS

1. Policy Statement .....	3
2. Organisation – roles and responsibilities .....	3
3. Risk Assessments .....	3
4. Communication .....	3
5. Emergency Procedures .....	4
6. Safe Place of Work .....	4
7. Arrangements for First Aid .....	4
8. Food Safety .....	4
9. Road safety .....	4
10. Arrangements for reporting, monitoring and reviewing incidents/accidents .....	4
11. Additional reading .....	5



# Clovelly House Policy

## Health and Safety Policy

### 1. Policy Statement

This is the statement of general policy and arrangements for Clovelly house, a residential home for young people. We are committed to ensuring that Clovelly House is a safe place to live and work. We have processes in place to:

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

### 2. Organisation – roles and responsibilities

The Principal has overall responsibility for health, safety and well-being in the organisation. The Principal is Jennifer Collighan and she is supported by the home manager who takes the lead for Health and safety management in the home and the lead teacher who takes the lead for Health and Safety in the school. All staff members are trained in Health and Safety and work together to support the manager.

### 3. Risk Assessments

Staff can access all risk assessments, hardcopies are stored in a file in the office, electronic copies are stored in a shared drive which all employees can access. All risk assessments are reviewed at least annually. General risk assessments for the premises are carried out by the home staff, overseen by the home manager. Risk assessments for individual young people are carried out by the key workers.

### 4. Communication

#### Employees

A Health and Safety Law Poster is displayed in the staff office. Health and Safety is a standard agenda item at team meetings during all staff members engage and consult on Health and Safety conditions. All staff members are aware that Health and Safety is a shared responsibility and that staff have a duty to report any concern to the manager and record them as an action in the Maintenance Book.

#### Young people

Children and young people receive information in a way that is suited to their needs, age and identity. Information for children and young people is accessible to them terms of being both understandable and available to them.

All young people are given a 'Young Person's Guide' when they first arrive at Clovelly House which gives an explanation of the House Rules and the expectations for behaviour. There is a weekly young person's meeting during which young people are encouraged to discuss any concerns they may have, in addition, they are reminded that they can report any issues at any time.



## Clovelly House Policy

### **5. Emergency Procedures**

Clovelly House has a contingency plan should the building be unsafe after fire/flood etc. which is updated annually. Clovelly House also has evacuation procedures which all staff are required to sign. All staff members are required to have fire safety training. All children and young people are made aware of fire evacuation procedures when they arrive at Clovelly House and they are made aware of emergency escape routes.

Monthly planned evacuations, (fire drills), are carried out involving the young people and the staff. These take place at varying times to ensure that staff and young people are confident and know what to do in case of emergency. The fire alarm is inspected and maintained by a contractor regularly and alarms are tested weekly.

### **6. Safe Place of Work**

Monitoring checks are constantly done on the premises. This includes assessment related to Fire, Legionella and asbestos. Gas safety inspections and electrical testing, (both fixed installation and portable appliances), are also undertaken regularly to comply with statutory guidelines. A record of these checks is kept in the main staff office.

The maintenance person has a maintenance book which details minor repair needed in the home, they all carry out thorough working environment risk assessments throughout the home every six months to identify any potential risks. All major repairs are conducted by professional tradesmen.

### **7. Arrangements for First Aid**

All staff members are trained in First Aid at work and receive refresher training every three years. First aid kits are stored in the main office, in the vehicle and in the school.

### **8. Food safety**

All staff members are trained to level 2 'Food Safety'. Daily checks are made to record the fridge temperatures and food is checked daily to see if it is within date.

### **9. Road Safety**

Children and young people at Clovelly House may be transported to activities, visits and meetings by care and teaching staff. Staff members transporting young people will have a valid driving licence and will use a vehicle which is roadworthy. Vehicles will have valid insurance and breakdown cover and carry a mobile phone and first aid kit.

Young people who cycle will be expected to pass their cycling proficiency test. All young people will be taught road safety.

### **10. Arrangements for reporting, monitoring and reviewing accidents/incidents**

All accidents are recorded in an accident book in the staff office. These are reviewed by a member of the management team. The completed hardcopy books and documents are stored securely in the office. Any incidents which involve employees being injured in the workplace are reported to RIDDOR.



## Clovelly House Policy

### 11. Additional reading

Please see: Clovelly House 'Risk Assessments'  
Clovelly House 'Fire Risk assessment.'  
Clovelly House 'Guidance for Staff'  
Clovelly House Staff Training Matrix and Records  
Clovelly House 'Safety Inspections'

Children's Homes: Quality Standards