



Health and Safety Policy

Amegreen Children's Services is aware of its duties as an employer under the Health and Safety at Work Act 1974, to ensure as far as reasonably possible, the health, safety, and welfare of all persons at any Amegreen place of work. This includes all homes, school, provisions and offices.

We aim to:

- Provide and maintain a safe place of work
- Provide and maintain a safe work environment
- Provide and maintain safe work equipment
- Provide safe systems of work
- Ensure all employees are provided with information, instruction, training, and supervision
- Seek specialist advice, where necessary, to determine risks to Health and Safety and the precautions required to deal with them

Who is responsible for Health and Safety?

- Registered Managers of the homes
- Managers of Amegreen provisions
- Headteachers
- Senior Managers at the office

These above people, are responsible for overseeing arrangements for the management of Health and Safety, ensuring that they are implemented and carried out in practice. Other responsibilities include:

- Delegating Health and Safety roles and responsibilities
- Providing resources for and keeping records of health & safety training
- Ensuring appropriate dissemination of Health and Safety information
- Reporting any premises related hazards which present a risk to Health and Safety, and accidents/incidents reportable under RIDDOR
- Liaising with the emergency services where necessary
- Compliance with Health and Safety legislation
- Dissemination of the Health and Safety policy to all employees
- Seeking specialist advice on Health and Safety
- Audit compliance
- Creation and maintenance of the company Health and Safety folder
- Health and Safety induction training
- Assessment and control of premises related hazards
- Review and investigation of accident / incident reports



- Co-ordination of routine services by specialist engineers for fire alarm and fire detection systems, fire-fighting equipment, and emergency lighting
- Keeping the premises to a high level of cleanliness and tidiness

Employees:

All Amegreen adults have a responsibility to:

- Take reasonable care for the Health and Safety of themselves and others affected by their acts / omissions
- Co-operate with management on Health and Safety issues
- Co-operate in the investigation of any accident or incident that has led, or which we consider might have led to injury.
- Only use equipment which they are competent to use or have been trained to use
- Report immediately any serious or immediate danger
- Report any shortcomings in the arrangements for Health and Safety
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health, safety, and welfare
- Check equipment is safe before use
- Ensure safe working procedures are followed
- Ensure the premises is to a high level of cleanliness and tidiness
- Report any gaps in knowledge or training which they want to address

Failure to comply with Health and Safety rules and instructions, or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure (See Employee Handbook).

Who does this policy apply to?

- Employees of Amegreen
- Young people at Amegreen homes/settings
- Professionals who visit the sites, such as maintenance
- Contractors
- Visitors

Employment:

At the first point of employment, Amegreen will ascertain with the employee if they have any medical or physical issues which may be impacted by working with Amegreen for any reason.

Amegreen will then develop an individual risk assessment for that employee who will have oversight to ensure all parties agree with said risk assessment.

All employees are informed at screening and interview stage about risks of each role.



Induction and training:

All employees receive a thorough induction to their place of work which includes the following:

- Induction to the home/setting
- Safeguarding Training
- Behaviour Management Training and (PACE)
- Fire safety Training
- First Aid Training
- Physical Intervention Training
- Food Hygiene Training
- Medication Training

All training is evidenced on the individual employee's ClearCare profile and the training matrix is updated.

Managers are responsible for knowing and prompting employees to undertake refresher training when current training has expired. Expired training is highlighted on a training portal and on the training matrix.

Registered Managers, Provision Managers and Headteachers are responsible for inducting new employees to their homes/provisions which includes supporting the employee with:

- Knowledge and understanding of fire exits, fire procedures, fire safety equipment, evacuation procedures
- Knowledge and understanding of the COSHH cupboard and procedures related to this
- Knowledge and understanding of the medications kept and storage of these medications
- Young people risk assessments
- Home/Provision risk assessments
- Accidents and incidents and how to report and record these
- The Health, Safety and Fire plan which is unique to each site
- Fire drill is completed and recorded for each new employee

Inductions are recorded on ClearCare and employees are encouraged to ask questions if they feel they do not understand.

Precautions:

Registered Managers, Provision Managers and Headteachers are responsible to ensure monitoring of all Health and Safety equipment and procedures, and/or the delegation of such tasks.

Health and Safety tasks: (all the below is documented on ClearCare)

- RES inspects alarms and equipment every 6 months
- Weekly fire alarm and CO2 testing
- Monthly emergency lighting testing
- Health, Safety and Fire Plan updated regularly
- Health and safety checks completed monthly
- Weekly car checks performed
- Ensuring cars and vehicles are correctly insured, up to date MOT in place, up to date service in place, up to date tax in place



- Monthly fire drills
- Food temperature checks
- Ensuring PAT testing all equipment is kept up to date and recorded on ClearCare records
- Fridge and freezer temperature checks AM and PM
- Visual checks for fire exit and escape routes, and fire signage

Fire Precautions:

Instructions for action to be taken in the event of fire are explained to young people, employees, freelancers, and volunteers at induction. It is the duty of every employee to make themselves familiar with these instructions and to follow them in the event of fire.

Visitors and Contractors are provided with information about what to do in the event of a fire when they sign in.

The person who discovers a fire must raise the alarm immediately by the most appropriate means, such as Call Point activation. Adults will liaise with the emergency services when they arrive and take advice from them.

The Registered Manager, Provision Manager and Headteachers are responsible for ensuring that firefighting equipment is checked 6 monthly by the approved contractors, that the fire alarm system is checked and tested weekly, that fire drills take place monthly and a log detailing; date, time of the drill, length of evacuation time and any points for action arising from the drill are kept. The Registered Manager, Provision Manager and Headteacher are also responsible as the competent person for carrying out and having oversight of the Fire Plan for the premises.

An approved contractor is responsible for conducting the 6-monthly test of firefighting equipment inspection (RES).

Safe Charging and Use of Lithium-Ion Batteries:

Amegreen recognises that lithium-ion batteries (commonly used in mobile phones, laptops, tablets and other rechargeable devices) present a potential fire risk if not used, stored, or charged correctly. The safety of children, staff, and visitors is paramount, and the following measures must be adhered to at all times.

General Principles

- All devices and chargers used within the home must be compliant with UK safety standards (e.g. CE/UKCA marked).
- Cheap, counterfeit, or unbranded chargers and batteries must not be used.
- Devices showing signs of damage (e.g. overheating, swelling, leaking, unusual smells, or damage to casing/charging ports) must not be used and should be reported immediately.



Charging Practices

- Devices must only be charged using the manufacturer's recommended charger.
- Charging must take place on hard, flat, non-flammable surfaces (e.g. desks or tables), and never on beds, sofas, or under pillows.
- Devices must not be charged unattended overnight unless risk assessed and agreed by management.
- Charging equipment must not be covered during use, as this may cause overheating.
- Extension leads should be avoided where possible; if used, they must not be overloaded.

Supervision and Location

- Staff should risk assess the need for supervision of charging based on the individual child's risks and behaviours.
- Consideration should be given to designating specific safe charging areas within the home, particularly for higher-risk devices.
- Charging in bedrooms should be risk assessed and may be restricted where there are concerns around safety.

Storage and Handling

- Devices and batteries should be stored away from heat sources and direct sunlight.
- Batteries must not be tampered with, punctured, or exposed to water.
- E-bikes, e-scooters, or larger lithium battery devices (if permitted) must be stored and charged in accordance with specific risk assessments and not in escape routes.

Fire Safety and Response

- Staff must be aware that lithium battery fires can be rapid and intense.
- In the event of a suspected battery fire, the fire evacuation procedure must be followed immediately.
- Fire doors must be kept closed where required to prevent the spread of fire.

Education and Awareness

- Children should be supported to understand the safe use and charging of their devices as part of keywork sessions and house meetings.
- Information should be shared in an age-appropriate way regarding the risks associated with improper charging and use.

Monitoring and Review

- Any incidents involving overheating, fire, or unsafe use of devices must be recorded and reviewed.
- Risk assessments should be updated accordingly to reflect emerging risks or patterns.



Hazardous Substances:

These are kept in the COSHH cupboard at each home and securely on other Amegreen provisions. This will be lockable by key and the key kept in a key safe within the adult study/office and on the shift leader in the home.

All Amegreen adults are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely.

If someone were to have an accident, with a substance at work, the home/provision would follow the advice of 111 operators, or if serious 999.

All incidents would be logged on ClearCare on employees or young people profiles.

Accidents, reporting and investigations:

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Specified injuries

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:



- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify how and why the risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill-health and accidental loss.

Reportable incidents should be reported using the online RIDDOR form:

<http://www.hse.gov.uk/riddor/report.htm>

Accidents which happen on site will be recorded in an accident book and the correct first aid will be offered by a trained first aider. This accident log will be uploaded to the electronic records on ClearCare.

The Registered Manager, Provision Manager and Headteacher will have oversight of all accidents, incidents and near misses and reflect on root causes to identify necessary precautions.

If an Amegreen adult or a young person suffers an accident or an incident whilst on another organisation's site, it must, as soon as possible, be reported to the occupier or controller of the site. Parents/Carers must be informed of the accident or incident as soon as possible and it must be reported to the Registered Manager, Provision Manager or Headteacher.

Repairs and maintenance:

Amegreen has a maintenance team who attend all needs. Registered Managers, Provision Managers and Headteachers are responsible for ensuring the maintenance team are aware of needs.

The maintenance team are trained, professional and sign the maintenance book when repairs are completed.

Security of premises:

All homes/provisions have suitable locks on doors which are used when left empty.

Homes are staffed 24/7.

All homes/provisions have off road parking.

All homes/provisions have location risk assessments which include crime statistics for the area.

All employees are responsible for ensuring the home/provision is locked if left empty.

Abusive parents/carers:

Due to the nature of children's services, parents and carers, of the young people Amegreen care for, may become abusive on site.



All visits made by parents and carers will be agreed by the Registered Manager, Provision Manager or Headteacher and the social workers of the young people.

Adults will be available to ensure safety of the young people.

Adults are trained in therapeutic approaches.

Police will be called if abusive behaviours do not stop after a suitable amount of time.

All incidents will be recorded and reported to appropriate professionals.

Visitors:

Visitors to the home/provision will be:

- Asked for ID
- Asked to sign into the visitors' book
- Shown fire procedures

Other policies for employees and visitors to be aware of and understand is the Visitors Policy.

Registered Managers, Provision Managers and Headteachers are responsible for giving visitors relevant and appropriate information about any risks in the home before the visit.

Adults are in the homes 24/7 and provisions during operating hours to supervise visitors if needed for health and safety purposes.

Risk assessments:

All provisions have the following risk assessments in place:

- overall home/provision
- location
- staffing
- staff who have medical/health needs
- risk assessments for ongoing work being done in the home/provision

Homes additionally have:

- group living
- individual young people
- risk assessments for outings with the young people, such as holidays away

These risk assessments are kept up to date and all adults are required to read the updates when they are completed.

All risk assessments are kept on ClearCare (electronic system).



Manual Handling:

The nature of the work does not require the lifting of heavy loads. Under no circumstances may any employee attempt to lift any object that is too heavy or bulky to be handled by one person. The Managers or other appointed persons bring manual handling to the attention of all adults during induction.

PAT testing:

All equipment is PAT tested in line with current legislation. This is recorded on the homes individual Health, Safety and Fire Plan.

PAT testing is only carried out by qualified professional.

All adults must use equipment in accordance with operating instructions given. Any fault, damage to or concern about any equipment or its use must immediately be reported to the Registered Manager, Provision Manager or Headteacher.

Adults must also ensure that electrical equipment is not interfered with and that any damage is immediately reported. No adult should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment, or failure to use it as directed may result in action under our Disciplinary Procedure (See Employee Handbook).

PAT Testing Procedure

PAT Testing will be undertaken by a trained member of the maintenance team internal to Amegreen Children's Services.

All equipment will be tested every 3 years to include all stationary, I.T equipment, fixed, movable, portable and handheld items.

When any items (that are not newly purchased) are brought into the home/provision, it is the responsibility of the manager to contact the maintenance team to book completion of PAT testing, where appropriate, for the first available date after the arrival of this equipment in the home.

All testing will be recorded, and this information held in the PAT testing file in the home/provision.

Any equipment that fails PAT testing must be immediately taken out of service until repaired and retested. If the item cannot be repaired, it must be disposed of or recycled appropriately.

All electrical equipment should be checked as part of the routine Health and Safety checks carried out by the home/provision.

Legionnaires:

Identifying & Assessing Sources of Risk



To identify the risks in the water systems at Amegreen sites, Legionnaire checks are carried out annually where risk is identified. These are carried out by an external contractor, with a written report provided. The reports are reviewed by the Duty Holder (see below) with any actions completed promptly.

Duty Holders have Legionnaires training to support their duties and responsibilities

Prevention & Control of Risk

Action will be taken to prevent the risk of legionella by considering the type of water system for each site. Advice will be taken from the assessment arranged by the external contractor.

If the assessment shows that there is risk, the Duty Holder will instruct a contractor to help undertake the measures needed to comply with the requirements in COSHH. The appointed competent person or persons should have sufficient authority, competence and knowledge of the work required to ensure that all operational procedures are carried out in a timely and effective manner.

At each site, adults will monitor and record water temperatures daily (Temperature for cold water to be less than 20 degrees in 2 minutes of running a tap; Hot water to hit 50 degrees, no less than 1 minute of running a tap). These checks will be recorded on Clearcare. If any concerns are noted, adults will contact the maintenance team to arrange for the problem to be fixed as soon as possible.

If a property has been unoccupied for a while (e.g. after a holiday), adults will flush the whole water system for five minutes or more. They will first flush the toilet, then let the kitchen taps and the hand basin taps run for five minutes or more to let both hot and cold-water pass through. Showerheads are regularly descaled.

Review of control measures: Monitoring and routine inspection

The Duty Holder is responsible for the overall wellbeing of the building and has responsibility to instigate and maintain Health & safety.

- For each Amegreen home, the Registered Home Manager is the Duty Holder (or the Deputy Home Manager should they be unavailable).



- For the School, the Headteacher is the Duty Holder (or the Deputy Headteacher should they be unavailable).
- For Stable Futures, the Centre Manager is the Duty Holder (or the Deputy Manager should they be unavailable).

The Duty Holder will ensure that checks are carried out and that all the relevant paperwork is completed.

Adults are nominated to carry out certain monitoring duties which may include; inspection, monitoring, record keeping and completing remedial actions.

Actions in the event of positive legionella results / outbreak

1. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require employers and others, e.g. someone who has control of work premises, to report to HSE, accidents and some diseases that arise out of or in connection with work. Cases of legionellosis are reportable under RIDDOR if (a) a doctor notifies the employer; and (b) the employee's current job involves work on or near cooling systems which are located in the workplace and use water; or work on water service systems located in the workplace which are likely to be a source of contamination. For more guidance on RIDDOR, see www.hse.gov.uk/riddor/index.htm

Sun Protection

Amegreen promotes the importance of using sun protection (e.g. sunscreen, hats, sunglasses etc.) during outdoor activities.

Adults supervising young people on outdoor activities will take a supply of suncream with them for use during the activity. Young people who may need help putting on suncream will have personal care plan and this will be agreed with the social worker. Otherwise, young people will be encouraged, and role modelled to put on suncream by the adults.

Cleanliness

All employees are responsible for maintaining a high level of cleanliness in all areas on site. All waste must be placed in the bins provided.



Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. The Registered Manager, Provision Manager and Headteacher is responsible for ensuring fire exits are kept free from obstruction and a high standard of tidiness is being maintained.

Disposal of waste

General waste from the building is placed in bins provided at the premises. It is the responsibility of adults to ensure that all general waste is placed in the wheelie bins located on the premises.

All Amegreen adults are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the risk assessment for the activity in which the substance has been used, and any safe systems of work provided.

Smoking:

Amegreen has a no smoking policy.

Adults who smoke are asked to go away from the home/provision to smoke.

Adults must never smoke around young people.

Adults must not smoke in groups.

Employee's welfare:

Employees can refer to the employee handbook for support with whistleblowing, sickness, complaints and disciplinarys.

Employees in homes and Stable Futures are supervised regularly, where they are encouraged to talk about how their work and practice effects them or impacts them. Supervisions are given by experienced practitioners and recorded on ClearCare records.

Employees attend monthly team meetings, where they can discuss issues in the home/provision and identify actions the Registered Manager, Provision Manager or Senior team need to address.

Amegreen has a Human Resources Manager who supports all employees with work related issues.

PPE and other safety resources:

The homes, provisions and school have the following PPE and resources available to all adults:

- aprons
- face masks
- gloves
- hand sanitiser



- cleaning equipment
- antibacterial hand wash
- paper towels
- first aid kit which is stock checked monthly and items are replenished promptly

Policies and Procedures available:

Amegreen have other policies which go hand in hand with Health and Safety, these are:

- safeguarding young people
- drugs and substance misuse
- smoking and alcohol
- lone working
- complaints
- Whistleblowing

The employee handbook covers the following:

- Whistleblowing
- Complaints
- Health, Safety and Welfare
- Drugs and alcohol
- Smoking
- Sickness

All employees are required to read all Amegreen policies and procedures as a part of their induction.

Competency testing is in place for the following:

- Medication
- Fire safety
- Food hygiene
- Safeguarding children

Competency checks are completed in all homes/provisions and uploaded to ClearCare alongside being kept by the Training Department.

Monitoring & Review

This Health and Safety Policy is subject to annual review. The policy will also be reviewed following any changes in legislation, following a change in roles and responsibilities, following the introduction of new processes or equipment, or following any reason that suggests that the policy is no longer valid.

Date policy has been reviewed: 31/01/2026



Next review date: 31/01/2027