

202

Health & Safety Policy

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| Policy Section Number | 2 |
| Date Ratified | February 2024 |
| Version Number | 6 |
| Next Review Date | February 2025 |
| Related Policies and Guidance Documents | 204 Accident Reporting, Recording & Investigation 205 Asbestos 206 Consultation & Communication 207 Control of Contractors 208 COSHH 209 Crisis & Business Continuity 210 Fire Prevention 211 First Aid 212 Health & Safety Training 213 Lone Working 214 / 223 Manual Handling 215 Electrical Equipment 217 Risk Assessment 219 Transport 221 Slips, Trips & Falls 222 DSE 301 Infection Control |
| Related Regulations | Health & Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 |
| Annexes and Supplementary Info | Site Safety Inspection Forms Sites Organization for Health and Safety |
| Responsible Person | Richard Atkinson |
| Responsible Person Signature |  |

1. Introduction

1.1 SENAD Group Chief Executive and Board of Directors are ultimately responsible for compliance with the Health and Safety at Work etc. Act 1974 and associated regulations. The Health and Safety Executive (HSE) are responsible for enforcing the legislation relevant to the working environment. As an employer SENAD, as a corporate body, has the employer's responsibilities outlined; that is to ensure the health, safety and welfare of its employees and others who might be affected by its activities. If it neglects those duties, it could face prosecution, enforcement action by the Health and Safety Executive or, if anyone is injured, civil claims for negligence.

2. Scope

2.1 This document sets out the SENAD Group policy on health and safety. This policy will be supported by other policies, procedures, and guidance documents which will serve as a practical guide to the implementation of this policy.

3. Responsibilities

3.1.1 Legal duties are set out for both the employer and employees in accordance with the Health and Safety at Work Act and associated regulations

3.1.2 Employers duties- CEO Statement of Intent

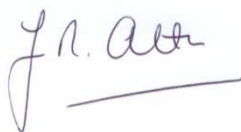
The SENAD Group is committed to achieving and maintaining the highest standards of Health and Safety by pursuing continuous improvements in our health and safety performance and will conduct our undertakings in such a manner that:

1. All work will be carried out in accordance with relevant statutory provisions, with all reasonably practicable measures taken to avoid risk.
2. Our premises will be maintained in a safe condition, without risk to health and wellbeing, with safe access and egress, and with adequate welfare facilities.
3. Health and safety will be centred on the needs of individual students and residents and our commitment to provide them with a safe, secure and comfortable environment to enhance their quality of life.
4. We will provide suitable and sufficient instruction and training to ensure all staff, agency workers under our direction and carry out safe working activities within a supportive health and safety culture. This will be further enhanced through continual learning, development and supervision to achieve best practice.
5. We will maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure the safe storage, handling, use and disposal of substances through safe systems of work.
6. Accidents and cases of work-related ill health will be prevented wherever possible and where they do occur that they are properly investigated to determine the root cause and to enable controls to be put in place to prevent a recurrence.
7. We will engage and consult with employees, family care partners and our service users where possible on day-to-day health and safety matters and disseminate information on safe practice in a timely and unambiguous manner.
8. We have in place procedures to effectively deal with emergencies, for example evacuation in case of fire or other significant incidents.
9. We will ensure adequate resources are available to ensure the health safety and welfare of persons on SENAD Group premises.

Accountability for health and safety lies with our senior leadership team. The CEO delegates operational responsibility for Health and Safety to the Directors within their areas of responsibility.

He will in turn ensure health and safety is given priority in all aspects of SENADS undertakings with the support of other directors.

Richard Atkinson
Chief Executive Officer & Finance Director
February 2023



The Chief Executive, Executive Directors, and other Senior Managers

In addition to having the same general duties as all other employees, the Trust's senior managers have additional duties to ensure that, as policy makers and managers, they do not neglect health and safety, set an example, and encourage a positive health and safety culture within the organisation.

3.1.3 Employee's duties

As employees we all have duties; these are:

- To take reasonable care of ourselves
- Not put our colleagues or others at risk
- Co-operate with our employer on health and safety matters
- Follow/adhere to safe working procedures - including using any safety equipment or personal protective equipment provided
- Not to interfere with or misuse anything provided for health and safety purposes (guards on machines, signs on the wall, etc.); and
- Inform employer of any health and safety issues.

3.4 Specific Duties

3.4.1 Chief Executive Officer (CEO) The Chief Executive Officer has overall responsible for the health, safety and welfare of all employees and service users of the SENAD Group for and on behalf of the Board of Directors whilst they are at work on Company premises or on Company business. This responsibility is extended to the health and safety of non-employees whilst on Company property or activities.

3.4.2 Directors

All Directors are in a position of authority and play a significant role in the management of the organisation's activities. As decision-makers within the company they will decide corporate policy and agree strategy within their associated areas of responsibility be that Adult Care, Children's Care, Education or Human Resources.

Key responsibilities-

- To oversee the implementation of the "Statement of Intent" and the arrangements contained within the policies for and on behalf of the CEO and board of Directors.
- With the involvement of relevant stakeholders' quality assure the specific health and safety policies through annual review and when there are changes to legislation or guidance.
- To ensure all adverse health & Safety events are thoroughly investigated, reported and suitable measures taken to prevent a recurrence within services under their remit and work collaboratively with relevant regulators and organisations to ensure high standards of safety management.

Duties may be delegated in order for the Health and Safety policy to be successfully implemented. Primarily delegated duties are identified in the sections below.

3.4.3 Group Health and Safety Officer

Main delegated responsibilities:

- To act as the company's adviser in law as defined under Regulation 7 of the Management of Health and Safety at Work Regulations 1999
- To support the directors in operational risk mapping, the implementation of risk management and reduction programmes and projects for Heads of Service and Registered Managers
- To advise in all aspects of health and safety across the Group with authority and independence of operational units.
- To review, develop and monitor sound policies and procedures across the SENAD Group with agreement of the directors. Where relevant ensure they are part of the Central ISO 9001 system.
- To advise management in the implementation of the health and safety policies and procedures.

Key Tasks:

- Provide advice to Directors, management, employees and representatives in all health and safety matters within their levels of competence.
- Review current practice and develop policies and procedures with agreement of the Directors in accordance with legislation and guidance to achieve best practice and ensure continual improvement.
- Promote a positive culture and commitment to health and safety across the Group.
- Plan, implement and regularly monitor internal health and safety systems and standards in accordance with current guidelines.
- Interpret legal requirements and apply them within the context of the Company.
- Establish and maintain accurate and efficient reporting systems for accidents and incidents.
- Review and systematically assess incidents / accident trends and clusters.
- Maintain accurate information and reference systems.
- Liaise and maintain good working relationships with the Health and Safety Executive Inspectorate and other enforcing authorities.
- Liaise with the Companies insurers maintaining an effective efficient system for reporting RIDDORs and other incidents where required.
- Work with insurance providers to ensure adequate arrangements are in place.
- Any other duties reasonably delegated and expected of a Groups Health and Safety Competent Advisor.
- **Liaise with, and refer to as necessary for advice & guidance to the Health & Safety Competent Advisors (ARION LTD) as and when required**

3.4.4 Health & Safety Competent Advisors (ARION LTD)

The Health & Safety Competent Advisors are able to support the Group Health and Safety Officer & Board of Directors, with a full suite of guidance & assistance in relation to health & safety matters, as and when required.

3.4.5 Quality Assurance Manager

Main responsibilities:

- To identify any health and safety issues as part of monitoring visits
- Work collaboratively with regulators to ensure best practice and continual improvement with regards both staff and service user safety.

- To bring to the attention of the Heads of Facilities or the Group Health and Safety Officer appropriate any health and safety concerns reacting to safe environment and safe working.
- To liaise & support the Groups Health and Safety Competent Advisor in ensuring appropriate policies are in place.

3.4.6 Heads of Facilities, Registered Managers, Principals, Head of Adult Services.

Key Responsibilities-

- To ensure the effective implementation of the Group Health & Safety policies at all facilities within their control. They may delegate some of the duties in order to achieve this, but are responsible for ensuring that these duties are carried out with due regard to statutory legislation and guidance.
- To report on health and safety issues to the Group Health & Safety Officer via monthly reports and regular meetings.
- Make sure suitable and sufficient risk assessments are carried out, revised, renewed and updated as required.
- Consult with staff on all matters that may affect their Health and Safety of staff and that of service users, visitors and contractors.
- Ensure that amendments to the Health and Safety policies are brought to the attention of all employees under their control and are suitably embedded into practice.
- Ensure that Health and Safety training is delivered on induction, and refreshed during their development.
- Ensure all staff work to and adhere to safe working practise.

3.4.7 Group Training and Development Manager

Delegated responsibilities:

- To work with the Groups Health and Safety Officer with regards technical input into training content as appropriate.
- Deliver to all employees relevant training relating to health and safety matters
- To ensure training needs analysis at company and individual level to inform the planning, development and implementation of the training programs with regards statutory and mandatory safety training requirements.
- To keep up to date records of training for all staff.
- Manage the training team of staff and ensure their skills are appropriate to deliver training in the areas within their scope of work.

3.4.8 Group Property and Facilities Manager

Delegated responsibilities:

- The Property and Facilities Manager has delegated responsibilities for the Control of Contractors on SENAD Sites and overall responsibility for Property Safety, Facilities and Fire Management.
- Responsibility for maintaining, management and retention of all property related registers, information and regulatory documentation in line with the requirements of legislation and guidance
- Responsibilities for ensuring Legionella Management is in line with Legislation. Approved codes of practice and associated guidance.
- Ensuring robust fire safety management in all services in line with legislation and guidance- See separate policy.

Specific responsibilities:

- To liaise with the Group Health and Safety Officer regarding technical advice and support on property related issues.
- Report through monthly, weekly, informal meeting any issues related to properties that require health & safety input.
- Ensure that all schemes under his remit are carried out in accordance with The Construction and Design Management Regulations 2015.
- Ensure that appropriate training and guidance is given to site managers to ensure they are aware of their duties under the CDM Regulations
- Ensure that property teams have adequate information, instruction, supervision and training in relation to the tasks they are undertaking.
- Ensure the company meets its legal obligations with regards to the control of Legionella, and all aspects of Water safety.
- Ensure the company meets its legal obligations with regards to the prevention of exposure to asbestos.
- Ensure the company meets its obligations in relation to fire safety.
- Ensure the company meets its obligations in relation to utilities safety, gas, oil, electricity and other sources of power.
- Ensure that suitable procedures are established with the groups insurers and maintain an effective and efficient system for reporting accidents and incidents to the Groups property portfolio.

3.4.9 Group Transport Manager

Delegated responsibilities:

The Transport Manager has the delegated responsibility of all vehicles within the group to ensure they comply with all legal and company policies and is operated in accordance with Road Transport Law and the Operator's Licence.

Specific responsibilities:

- To liaise with Head Teachers and Managers at all locations providing support and advice on all matters relating to transport.
- To maintain a vehicle database for, scheduled servicing, repairs, MOT etc for vehicles at all locations
- To monitor vehicle files, service history and to advise all locations and appointed garages of any problems.
- Maintain & review the Company Transport Policy and update on a regular basis.
- Monitor all vehicle costs and to advise the Financial Director, Heads and unit Managers accordingly.
- To liaise with appointed garages regarding the repairs and servicing of all vehicles.
- Carry out risk assessments with regard to any aspect of transport.
- Liaise with the Companies insurers maintaining an effective system for accident reporting and repairs. Create and maintain accurate accident records.
- Liaise and maintain a good working relationship with the Department of Transport and the office of the Traffic Commissioner and any other enforcing authority.
- Interpret legislation and apply this where relevant to the Company's operation.

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- Ensure periodic checks on vehicles at all locations are completed and action any defects found on the check.
 - To work with managers to ensure grey fleet vehicles within their area of responsibility (own vehicles) being used on company business have the relevant insurance and are maintained in a road worthy condition.
 - Implement and monitor/oversee DVLA driver licence checking system with an appointed outside agency.
 - Ensure driver compliance with the Substance misuse policy and procedure for all staff
 - To have systems in place to address driver fatigue, fitness to operate vehicles and changes to licences for medical conditions to ensure driver safety
 - To ensure provisions are in place for fuel and to deal with vehicle and medical emergencies whilst travelling on company business for example first aid, fire and tools for emergency escape.

3.4.10 Line Managers and Team Leaders

Under the Head of Facility, Line Managers and Team Leaders are responsible for the day-to-day management of premises and staff under their control to ensure a safe place to work, appropriate welfare facilities and safe practice with regards health and safety as identified in company policies and procedures.

Line Managers and Team Leaders will ensure that they are familiar with the content of all safety related policies and arrangements required to be in place to secure the Health and Safety of persons under their control.

Their duties include the following:

- To ensure that all employees, contractors and visitors working in or entering their area of control are familiar with the relevant safety procedures, understand management and safety expectations and follow procedures as laid down.
- Ensuring that all work equipment is suitable for purpose and maintained in a safe condition at all times.
- To ensure that substances are suitable for purpose, safely used and stored in an appropriate manner so as not to pose a risk to vulnerable persons.
- Ensure the competence of staff under their control by identifying training needs, arranging for the necessary information, instruction and ensuring adequate supervision.
- Bringing to the attention of the next level of management any safety issues that cannot be resolved at a local level.
- Monitoring the workplace to ensure that safe conditions are maintained for all persons within the facility.
- Carry out and implement suitable and sufficient risk assessment and update, review and amend as required.
- Recording, reporting and investigating all accidents and incidents within their areas of control, and liaise /involve the Group H&S Officer.
- Maintaining safe access and egress to and from places of work.
- The communication of information on health and safety issues to staff under their control and ensuring the information has been understood and put into practice.

3.4.11 Health and Safety Officer/ Link / Co-ordinator (where appointed)

Safety Officers/ Co-ordinators are responsible for liaising with the Groups Health and Safety Competent Advisor and co-ordinating all health and safety issues at their site.

This will include:

- Working within the limits of their own level of knowledge, skills and competence and seeking appropriate advice from the Groups Health and Safety Officer or other competent advisors as appropriate to ensure safe practice.
- Ensuring that health and safety arrangements are communicated to all staff, ensuring that any amendments are brought to the attention of the relevant managers and staff.
- Ensuring that all relevant safety documentation is kept up to date and available on site at all time.
- Conducting safety inspections and record findings. Any actions required that cannot be dealt with at the time of the inspection to be brought to the attention of the Head of the site.
- Participate in Operational Group Health and Safety meetings with Group Health and Safety Officer.

3.4.12 Buildings Service Manager

The Buildings Service Manager is responsible for the monitoring and co-ordination of the arrangements contained within the fire policy.

Their specific duties include:

- Undertaking suitable and sufficient fire risk assessments and ensuring the findings are actioned.
- Overseeing fire remedial actions to ensure they are undertaken by competent persons and meet the relevant standards to prevent fire and mitigate any losses from fire.
- Ensuring safety messages with regards fire are communicated in a timely manner and are aligned to the guidance for those particular services.
- Dealing with any notices of deficiency, alteration, enforcement or prohibition notices within the required time frames to prevent harm and legal action.
- Working in cooperation with other safety professionals and organisations to achieve best practice.
- Keep up to date with regards changes to legislation and guidance to ensure safe practice.

3.4.13 Fire Marshals and site Fire co-ordinators

Their specific duties include:

- Maintaining on site fire safety arrangements including the Fire Logbook and fire safety walk around inductions of new staff.
- Co-ordinating the weekly fire alarm tests on rotation

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- Carrying out Fire Safety walk around inspections (to include fire-fighting equipment, fire escape routes, escape lighting and fire doors)
 - Liaising with the local fire authority
 - Arranging fire and evacuations drills. Maintaining records of these evacuations (planned or otherwise)
 - Reporting issues of fire safety to the Head of Facility

3.4.14 Employees duties

Employees have a duty to:

- Follow the policies and procedures of the company and any information and training they have received when at work.
- Take reasonable care of their own and other people's health and safety.
- Co-operate with management on matters of health and safety.
- Not intentionally or recklessly interfere with or misuse anything provided by SENAD in the interests of health, safety or welfare.
- Tell someone (your manager, supervisor, or the Group Health and Safety Officer) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- Report all near misses

3.4.15 Contractors, Service Providers and Consultants

These persons may be working on behalf of SENAD or on SENAD sites in relation to construction, maintenance, food service, training, or waste management. They must within the remit of their role:

- Provide evidence of qualifications, accreditations and insurance.
- Ensure safe equipment, inductions and safe systems of work.
- Liaise with Service Heads to ensure risk assessments, method statements and schemes of work are shared to enable onsite risks to staff and service users to be managed effectively
- Follow on site rules with regard health, safety and security
- Report any accidents, incidents, or near misses in relation to their undertakings whilst on SENAD sites.
- Take account of the complex needs of the service users we support.
- Provide suitable documentation and records of work undertaken as required by legislation and guidance.
- Report all near misses and accidents
- Comply with all company rules and requirements which may change from time to time.

3.5 Other responsibility

Over and above general responsibility listed, there are further additional appointed roles to ensure good health & safety compliance

3.5.1 Strategic Health and Safety Group

The Committee, chaired by the 'Nominated' Director, Executive Director of Workforce Management, takes a strategic overview of health and safety issues

affecting the Group; it is also charged with ensuring best practice in health and safety across the SENAD Group.

To ensure that health and safety is considered at the very highest level, the committee chair has direct input into the board of directors.

3.5.2 Operational Health and Safety Group and Risk Groups

The SENAD Group has a legal duty to establish safety committees and consult employees on matters of health and safety. Consequently, the Strategic Health and Safety Committee have established an Operational Health and Safety Group that should include site team health and safety advisers, safety links, heads of service, and participants from across each department within SENAD. Operational Health and Safety Group will be chaired by the Group Health and Safety Officer. All issues and findings will be reported to the Strategic Health and Safety Group.

3.6 Policy development

We will keep our health and safety policy and management system (including standards and guidance) under regular review to ensure they remain current and effective.

When developing policies and other health and safety standards and guidance, we will have due regard to equality issues and risk assessment guidelines and will ask managers to consider any additional issues raised by a person's requirements under the Equalities Act.

All policies, procedures, standards and guidance, and revisions to them will, if appropriate, be authorised by the Chief Executive or an appropriate Director.

Documentation will be dated to help ensure effective document control and outdated documents will be removed from general circulation.

3.7 Cooperation, consultation, and communication

We will consult with staff and appropriate representatives in the development and monitoring of our health and safety systems, policies, procedures, and risk assessments.

Our policies, procedures and assessments will be made available to staff via the SENAD shared drive and/or via printed copies. Staff will be made aware of any policy/assessment appropriate to their post.

Additional guidance is available on the Group SharePoint.

3.8 Planning and prioritising

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including health and safety plans are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk as far as is reasonably practicable and to prevent accidents and cases of work-related ill health.

3.9 Measuring health and safety performance

We will undertake a range of **active** and **reactive** monitoring of our health and safety performance

Active monitoring – will include regular inspections of the workplace/self-auditing by the managers to ensure our premises and systems of work are safe.

Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by senior management teams and our health and safety committees/the Board to ensure appropriate remedial action is taken to help prevent recurrence.

3.10 Auditing/inspecting health and safety performance

As part of our active monitoring, we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plans. In addition, regular audits of our health and safety management systems will also be carried out by the Group Health and Safety Officer on a prioritized basis.

3.11 Reviewing health and safety performance

Our health and safety performance, including progress on our health and safety plans and targets, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated by the Board and health and safety groups as appropriate.

3.12 General Arrangements

The general arrangements outlined below along with supporting policies, health and safety management guidance published by the Group Health and Safety Officer all constitute part of the SENAD Group safety management system and must be followed by all staff.

| Safety Management Guidance | Title |
|-----------------------------------|---|
| 204 | Accident Reporting, Recording and Investigation |
| 205 | Asbestos |
| 206 | Consultation and Communications |
| 207 | Control of Contractors |
| 208 | Control of Substances Hazardous to Health |
| 209 | Crisis and Business Continuity Planning |
| 210 | Fire Prevention Policy and Procedures |
| 211 | First Aid Arrangements and Facilities |
| 212 | Health and Safety Training |
| 213 | Lone Working |
| 214 and 223 | Manual Handling |
| 215 | Portable Electrical Equipment |
| 216 | Personal Protective Equipment |
| 217 | Risk Assessment |
| 218 | Safety Audits and Inspections |
| 219 | Transport |
| 220 | Offensive Weapons |
| 221 | Slips Trips and Falls |
| 222 | Display Screen Equipment |
| 223 | People Moving and Handling |
| 301 | Infection Control Policy |
| 302 | Food Safety |
| 818 | Waste Management |
| 819 | Water Safety |

Annex 1- Site Safety Inspection Forms

| Monthly Office Inspection (Manager) | | | |
|---|---------------|--------------|-----------|
| Location: | | Date: | |
| Safety Requirement | Action Needed | Action Taken | Signature |
| Visitors to the site sign in and staff are accounted for on premises | Y/N | | |
| There are an adequate number of first aiders on site with suitably stocked kits | Y/N | | |
| There are an adequate number of toilets and hand wash facilities | Y/N | | |
| Lighting level adequate and artificial and emergency lighting working | Y/N | | |
| Ventilation and temperature adequate | Y/N | | |
| Workstations suitable for tasks | Y/N | | |
| VDU Risk assessments carried out | Y/N | | |
| Flooring intact and free from the danger of trailing leads and other trip hazards | Y/N | | |
| Sockets and extensions are managed safely | Y/N | | |
| Fire doors are maintained in good condition and not wedged open | Y/N | | |
| Fire exits not obstructed and suitably signed | Y/N | | |
| Fire call points clearly marked and not obstructed and checked weekly | Y/N | | |
| Drawers of filing cabinets lock when one drawer is open | Y/N | | |
| Office furniture is in good condition | Y/N | | |

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|---|-----|--|--|
| Does archive storage present a fire hazard | Y/N | | |
| Portable Electrical Equipment PAT Test in date | Y/N | | |
| Lifts are signed not to be used in a fire | Y/N | | |
| Handrails on stairs are secure in position | Y/N | | |
| Hazardous substances/cleaning products are suitably stored | Y/N | | |
| Kitchen equipment and drinks provision are maintained in clean order | Y/N | | |
| Waste management is sufficient to keep fire loading to a minimum | Y/N | | |
| Risk assessments are in place and PEEPS for anyone who would need support to evacuate | Y/N | | |
| Evacuation equipment is maintained in safe condition | Y/N | | |
| Audio-visual/ training equipment is maintained in safe working order | Y/N | | |
| Walls and ceilings are maintained in good condition | Y/N | | |
| Glazing is intact and window latched secure | Y/N | | |
| Other comments | | | |

Annex 2

| Care Home (Adult/ Child) Monthly Inspection (Manager) | | | |
|---|----------------------|---------------------|------------------|
| Safety Requirement | Action Needed | Action Taken | Signature |
| Health and safety information is displayed- Law poster (staff area), insurance and statement of intent. | Y/N | | |
| All walkways and escape routes are free of obstruction | Y/N | | |
| The fire logbook is up to date with all daily monthly and weekly checks | Y/N | | |
| Internal and external lighting is working | Y/N | | |
| All glazing, locks and restriction is being checked | Y/N | | |
| PAT is in date for all required items | Y/N | | |
| All sockets and switches are in good condition and sockets and sockets are not overloaded | Y/N | | |
| Bathrooms and toilets are serviceable and stocked appropriately | Y/N | | |
| PPE available for staff as/ when required | Y/N | | |
| Floors are intact and free from slip and trip hazards | Y/N | | |
| Walls and ceilings are in a good state of repair | Y/N | | |
| Kitchen and equipment are maintained in safe clean condition | Y/N | | |
| Are all knives managed in a safe way and accounted for | Y/N | | |
| Radiators and hot pipes are protected from direct contact if they exceed a surface temperature of 43 degrees C (By risk assessment) | Y/N | | |
| The temperature and ventilation are adequate | Y/N | | |
| Bulk furniture is secured to walls where required (By risk assessment) | Y/N | | |
| Medication temperatures are in order | Y/N | | |
| COSHH risk assessments and data Sheets are in place for all chemicals used and products are stored correctly. | Y/N | | |
| First aid boxed are adequately stocked and have been checked monthly. | Y/N | | |
| Defibrillators have been checked where applicable | Y/N | | |
| Boiler room (s) free of combustible items | Y/N | | |
| Correctly coloured mops and cloths in use | Y/N | | |
| All furniture is clean and in good condition | Y/N | | |
| Is all garden furniture and activity equipment in safe condition | Y/N | | |
| Are all beds, bedframes and mattress being in good, clean condition? | Y/N | | |
| Fluff is regularly removed from dryer filters to prevent a build up | Y/N | | |
| Bathroom extraction is free from fluff build up | Y/N | | |
| Are red bags available for soiled laundry | Y/N | | |
| Appropriate waste bags in use | Y/N | | |
| High hazard areas kept secure/ have restricted access. | Y/N | | |
| There is appropriate key security | Y/N | | |
| Ligature safety equipment in place where required (By Risk assessment) | Y/N | | |
| All mobility and specialist equipment are in effective working order | Y/N | | |
| Other comments: | | | |

Annex 3

Care Home Weekly Check List- Team leader / Senior

| Location: | | Date: | |
|--|---------------|--------------|-----------|
| Safety Requirement | Action Needed | Action Taken | Signature |
| All required daily /shift checks are being undertaken | Y/N | | |
| Fire alarm call point are recorded in the log book | Y/N | | |
| Fire doors/ closers tests are recorded in logbook | Y/N | | |
| Fire grab bag and contents are in place | Y/N | | |
| Emergency evacuation equipment is available where required by PEEPS | Y/N | | |
| Floors are intact and free from slip and trip hazards | Y/N | | |
| Weekly flushing of little used outlets has been completed where required (i.e. vacant rooms) | Y/N | | |
| Chemical/ hazardous substances cupboard checked | Y/N | | |
| Medication cupboard clean and temperatures are being checked | Y/N | | |
| Boiler Room- is clear of combustibles materials | Y/N | | |
| Sluice Room – clean and serviceable | Y/N | | |
| Kitchen is clean and appliances and food storage clean | Y/N | | |
| All food is within its use by dates in cupboards and fridges | Y/N | | |
| Allergen containing food is stored separately to other foods and is clearly labelled | Y/N | | |
| Laundry room area clean and suitable separation of clean and dirty linen | Y/N | | |
| Wet floor signs are available | Y/N | | |
| Sufficient number of mops/ mop heads of the right colour are available | Y/N | | |
| Mattresses and beds are clean and intact | Y/N | | |
| All medical and mobility equipment is serviceable | Y/N | | |
| Car cleaned inside and out | Y/N | | |
| Play / activity equipment is in clean condition | Y/N | | |
| Pods are in clean condition and intact | Y/N | | |
| Toilets and bathrooms have adequate stocks for personal hygiene and handwashing | Y/N | | |
| External paths are clear from vegetation and slip and trip hazards. | Y/N | | |
| | | | |
| | | | |
| Other comments | | | |

Annex 4

Care Home (Adult/ Child) Daily Check List- Shift Leader

| Location: | | Date: | |
|---|---------------|--------------|-----------|
| Safety Requirement | Action Needed | Action Taken | Signature |
| Fire panel has no faults and is operational | Y/N | | |
| All escape routes and exits are kept clear | Y/N | | |
| Food stored correctly in fridge with appropriate labelling | Y/N | | |
| Fridge temperature is less than 5°C at the coldest part | Y/N | | |
| Freezer temperature less than -18°C | Y/N | | |
| Hot water temperatures less than 43°C when check prior to full body emersion (showers/ baths) | Y/N | | |
| Radios charged and checked AM Shift | Y/N | | |
| Radios charged and checked PM Shift | Y/N | | |
| Radios charged and checked Sleep In | Y/N | | |
| Keys present AM Shift | Y/N | | |
| Keys present PM Shift | Y/N | | |
| Keys present Sleep In | Y/N | | |
| Kitchen bin emptied AM | Y/N | | |
| Kitchen bin emptied PM | Y/N | | |
| Bathroom bins emptied | Y/N | | |
| Bathroom hand rails are secure | Y/N | | |
| Bathroom cupboards stocked and locked | Y/N | | |
| Stepladder stored in correct location | Y/N | | |
| Attendance sheets completed AM | Y/N | | |
| Attendance Sheets completed PM | Y/N | | |
| Medication given and locked up AM | Y/N | | |
| Medication given and locked up PM | Y/N | | |
| Kitchen Knife check completed | Y/N | | |
| Spills kit full and in place | Y/N | | |
| Boiler-room free of combustible Materials | Y/N | | |
| Sluice room tidy | Y/N | | |
| Tumble dryer filters cleaned | Y/N | | |
| Kitchen extraction is clean | Y/N | | |
| Bathroom extraction is free of fluff | Y/N | | |
| There are adequate stocks of PPE as required | Y/N | | |
| Window restriction is secure in position where required/ or window is locked | Y/N | | |
| Ligature cutters are available where required | Y/N | | |
| All seating is in safe clean condition | Y/N | | |
| All laundry items are removed in appropriate bags and kept separate from clean linen | Y/N | | |
| Appropriate waste bags are available for use | Y/N | | |
| Sleep in facilities are clean and in good order | Y/N | | |
| Epilepsy Monitors are in working order | Y/N | | |
| All required temperature checks have been undertaken | Y/N | | |
| Vehicle keys / fuel cards have been signed out and back in | Y/N | | |
| Other comments: | | | |

Annex 5

Schools General Safety Inspection (2 Monthly)

| Location: | | Date: | |
|---|----------------------|---------------------|------------------|
| Safety Requirement | Action Needed | Action Taken | Signature |
| Health and Safety Law Poster displayed | Y/N | | |
| Current Health and Safety Policy Statement displayed. | Y/N | | |
| Current Employer's Liability certificate displayed | Y/N | | |
| First aid boxes available, with contents checked and signs displayed | Y/N | | |
| Names first aider displayed | Y/N | | |
| Fire alarm checked and in good working order | Y/N | | |
| Names of Fire Marshals displayed | Y/N | | |
| Walkways free from damage and obstructions | Y/N | | |
| Visitor's book in use in reception. | Y/N | | |
| Visitors Information provided | Y/N | | |
| Safeguarding leaflets available | Y/N | | |
| Accident book / reporting system available | Y/N | | |
| Warning signs in place where required | Y/N | | |
| Fire procedures displayed showing fire exits and assembly points | Y/N | | |
| Fire exits clear of obstruction and signed | Y/N | | |
| Fire extinguishers serviceable and in date | Y/N | | |
| Fire call points unobstructed and signed | Y/N | | |
| Site plan/evacuation diagram displayed in close proximity to the panels | Y/N | | |

| | | | |
|--|-----|--|--|
| List of emergency contact numbers is available | Y/N | | |
| List of isolation points available | Y/N | | |
| Fire grab bag and contents needed is in place | Y/N | | |
| Emergency evacuation equipment available where required by PEEPS | Y/N | | |
| Keys kept secure | Y/N | | |
| All lighting sufficient for tasks | Y/N | | |
| Equipment is in good condition and secured where required by risk assessment | Y/N | | |
| Welfare facilities / toilets clean and well stocked | Y/N | | |
| Temperature at a comfortable level with adequate ventilation. | Y/N | | |
| Furniture in a good state of repair | Y/N | | |
| All glazing is in safe condition | Y/N | | |
| Fire doors are effective and not wedged | Y/N | | |
| Walls and ceilings are in a good state of repair | Y/N | | |
| All hazardous substances are stored safely | Y/N | | |
| Other comments: | | | |

Annex 6

Classroom Check List

| Location: | | Date: | |
|---|---------------|--------------|-----------|
| Safety Requirement | Action Needed | Action Taken | Signature |
| Hot surfaces are protected to prevent the risk of burns to vulnerable young people. | Y/N | | |
| Walkways between desks are kept clear. | Y/N | | |
| Changes in floor level are highlighted where applicable. | Y/N | | |
| Floors/ floor coverings are maintained in good condition to prevent slips/ trips and falls. | Y/N | | |
| All fire doors are maintained in effective order and not wedged open. | Y/N | | |
| Walls and ceilings are intact. | Y/N | | |
| Trailing leads and cables are prevented. | Y/N | | |
| Lighting is bright enough to allow safe access and exit. | Y/N | | |
| All emergency lighting is maintained in effective working order | Y/N | | |
| Procedures are in place for spillages. | Y/N | | |
| Access steps and ramps are maintained in good condition. | Y/N | | |
| Handrails are secure in position. | Y/N | | |
| Permanent fixtures are in good condition and securely fastened. i.e. shelving | Y/N | | |
| Furniture is in a good state of repair and suitable for the size of the user. | Y/N | | |
| Portable equipment is stable i.e. TVs or on suitable trolleys | Y/N | | |
| All glazing is intact and or the right type for the installation – i.e. fire rated/ toughened | Y/N | | |
| Window restrictors where fitted are in good working order. | Y/N | | |
| Trolleys have been provided for moving heavy objects. | Y/N | | |
| Electrical equipment, switches and plug sockets are in good repair. | Y/N | | |
| Plugs and cables in good repair and not overloaded | Y/N | | |
| Fire exit doors in the classroom, are unobstructed, kept unlocked; and easy to open from the inside. | Y/N | | |
| The classroom is of a reasonable temperature with adequate ventilation | Y/N | | |
| Windows are protected from glare and heat from the sun where required | Y/N | | |
| Where required due to the nature of the task- hand washing facilities are provided | Y/N | | |
| The use of portable heaters is only in the failure of installations and with approval of the fire manager. | Y/N | | |
| All hazardous substances are securely stored and any lessons involving their use are strictly managed i.e. science. | Y/N | | |
| Any specialist wood working, workshop machinery has appropriate guards, ventilations systems and is maintained in safe working order. | Y/N | | |
| Other concerns: | | | |

Annex 7

| Main Kitchen Check List | | | |
|--|---------------|--------------|----------------|
| Location: | | Date: | |
| Safety Requirement | Action Needed | Action Taken | Signed/Initial |
| Storage area is clean and food is stored appropriately | Y/N | | |
| Floors are clean, intact and free from food debris and slip hazards | Y/N | | |
| All cleaning materials are colour coded and serviceable | Y/N | | |
| All surfaces area intact and clean | Y/N | | |
| All cutlery storage is clean and free from food debris | Y/N | | |
| All pan storage is clean | Y/N | | |
| All food is labelled correctly | Y/N | | |
| All fridge and freezer seals are intact and clean | Y/N | | |
| All fridge and freezer drawers are in place | Y/N | | |
| Temperatures are displayed / thermometers in situ to ensure they meet the standard. | Y/N | | |
| All food is used within the required dates | Y/N | | |
| Allergen food are separated to prevent cross contamination | Y/N | | |
| Chopping Boards Serviceable | Y/N | | |
| All wall tiles are clean and free from damage | Y/N | | |
| Stock is rotated via dates | Y/N | | |
| All cleaning materials are suitable for the purpose and stored securely | Y/N | | |
| All knives are managed safely and accounted for | Y/N | | |
| All exit routes are free from obstruction | Y/N | | |
| All waste is managed appropriately to deter rodent activity | Y/N | | |
| Ovens are clean and free from grease / food debris | Y/N | | |
| All fire extinguishers and fire blankets re in place, easily accessible and visible | Y/N | | |
| All fire doors/ closers are in good condition and effective working order | Y/N | | |
| Fire exits are signed | Y/N | | |
| Handwashing facilities are well stocked | Y/N | | |
| All machinery is maintained in safe clean condition | Y/N | | |
| All guards are on machinery where required | Y/N | | |
| PPE is available for staff and those who enter the kitchen | Y/N | | |
| All portable electrical equipment is PAT and visual checks are carried out before use. | Y/N | | |
| Pest control is in place where required (Could be-mesh on windows/ Chains on open doors/ Insect traps/ Electric fly killers etc) | Y/N | | |
| Spray taps and dishwashers are free of limescale | Y/N | | |
| Special dietary information is provided where needed | Y/N | | |
| First aid kits are in place and checked and restocked after use/ monthly | Y/N | | |
| Other Comments | | | |

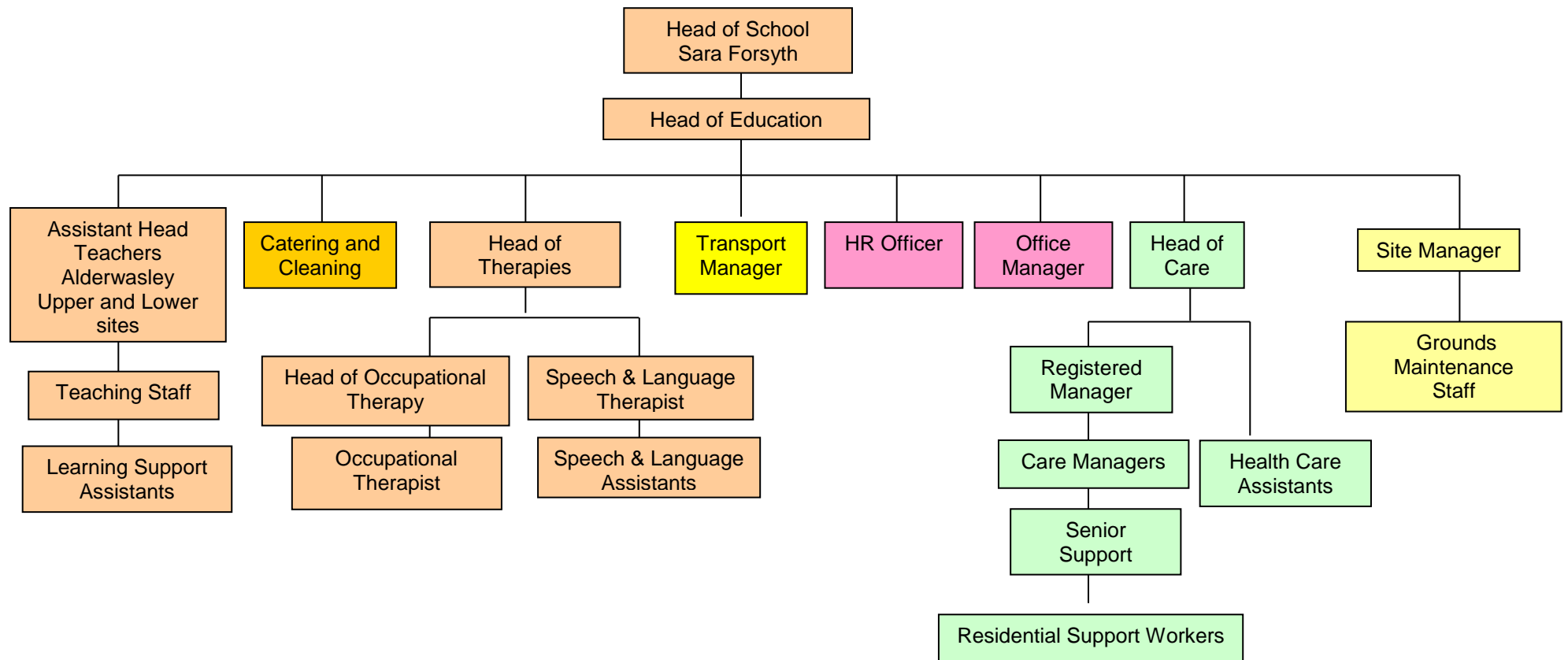
Annex 8

| Maintenance Workshops Inspection – Monthly Team Leader | | | |
|--|----------------------|---------------------|------------------|
| Location: | | Date: | |
| Safety Requirement | Action Needed | Action Taken | Signature |
| Current Health & Safety Law Poster in place | Y/N | | |
| Walkways and paths free from obstructions | Y/N | | |
| Security is maintained when buildings are unoccupied to prevent unauthorised access | Y/N | | |
| Fire exits clearly marked and free from obstructions | Y/N | | |
| Fire call points clearly marked and regularly tested | Y/N | | |
| Fire extinguishers in place, in date and not obstructed | Y/N | | |
| Emergency Lighting is in effective working order | | | |
| All other hazardous substances suitably labelled and stored correctly | Y/N | | |
| COSHH data sheets and risk assessments are in place | Y/N | | |
| Dangerous (Flammable/explosive) substances are stored in fumbles cabinets which are suitably signed | | | |
| Ladders and access equipment are maintained in safe working order | Y/N | | |
| Machine tools adequately guarded | Y/N | | |
| Local extraction ventilation systems are fit for purpose and tested and maintained in safe working order | Y/N | | |
| Means of isolation checked | Y/N | | |

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|---|-----|--|--|
| Hand tools are maintained in safe condition | Y/N | | |
| Current Health & Safety Law poster in place | Y/N | | |
| Portable electrical equipment in good condition and within test date. | Y/N | | |
| PPE is available for tasks and suitably stored and maintained as per the PPE policy | Y/N | | |
| Is the workshop generally tidy and free from a build-up of dust and waste | Y/N | | |
| Lighting levels are adequate | Y/N | | |
| Extension leads stored safely | Y/N | | |
| First aid box available and checked | Y/N | | |
| Adequate welfare facilities are in place for washing/ changing, eating and breaks | Y/N | | |
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| Other comments | | | |

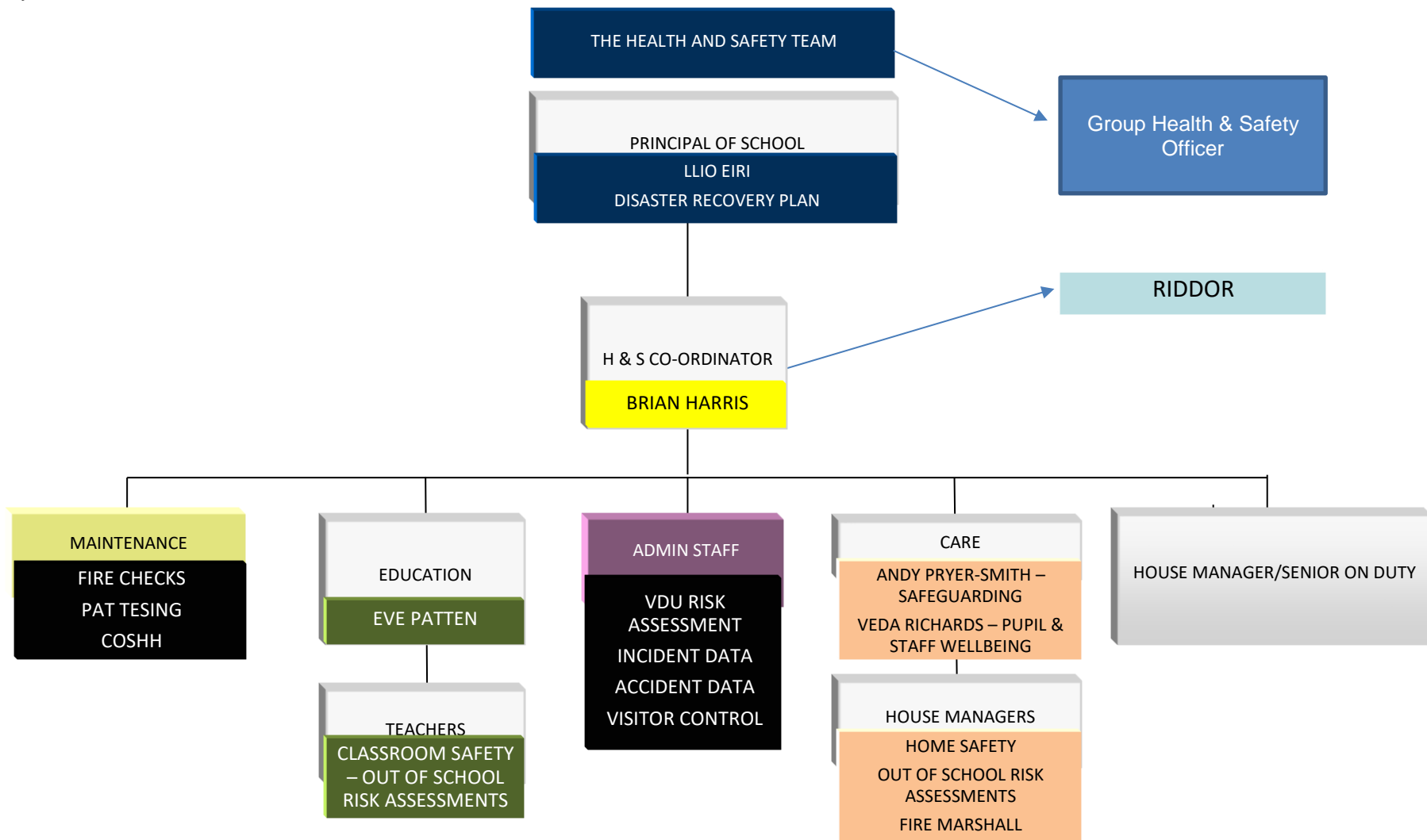
Annex 9 - Sites Organization for Health and Safety

Alderwasley Hall School, Incorporating Upper and Lower sites Lines of Responsibility



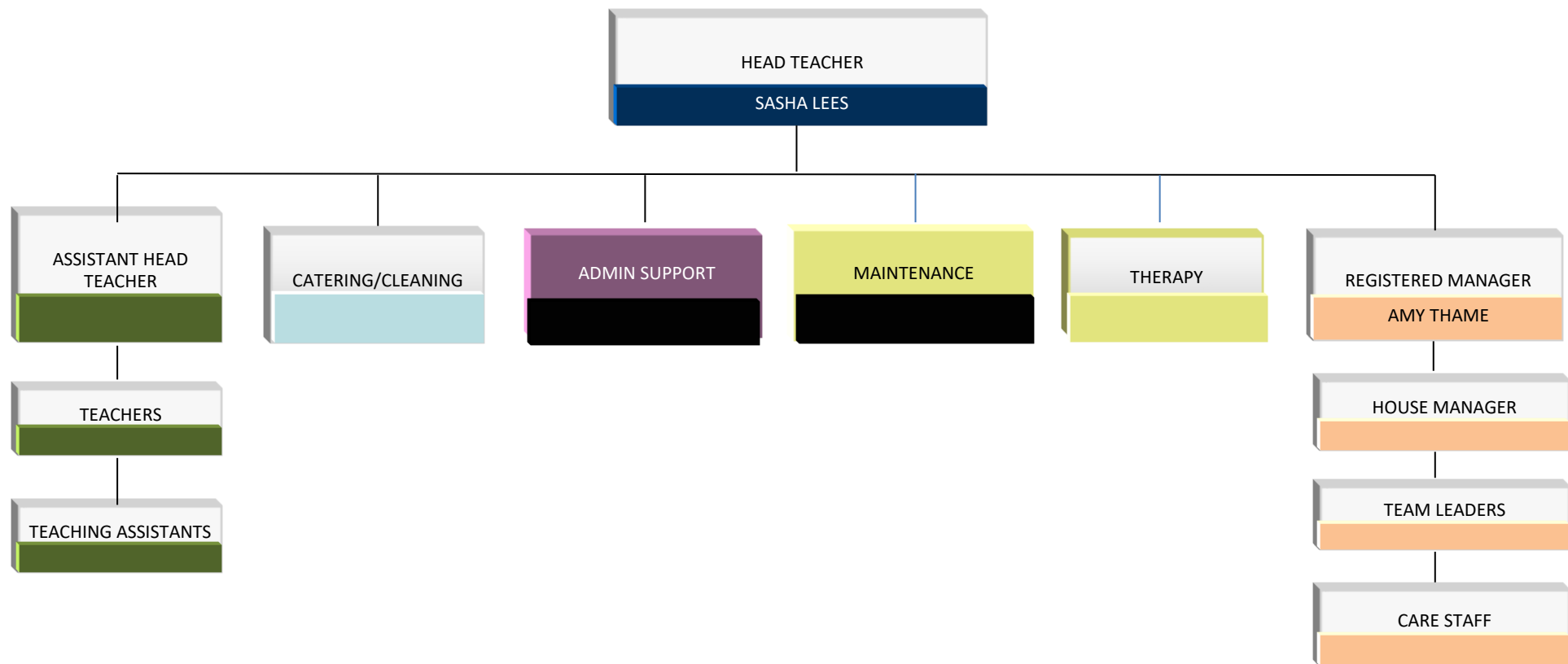
Aran Hall School - Organisation for Health & Safety

The Principal of School is responsible for implementing the Company Health & Safety Policy at Aran Hall School. The Principal of School may delegate some duties to other members of staff. Health & Safety is a line management responsibility, and all line managers are responsible for the Health & Safety of staff under their control. To this end, all Line Managers will be formerly trained in their Health & Safety duties and responsibilities. Group H&S officer to head all safety concerns.

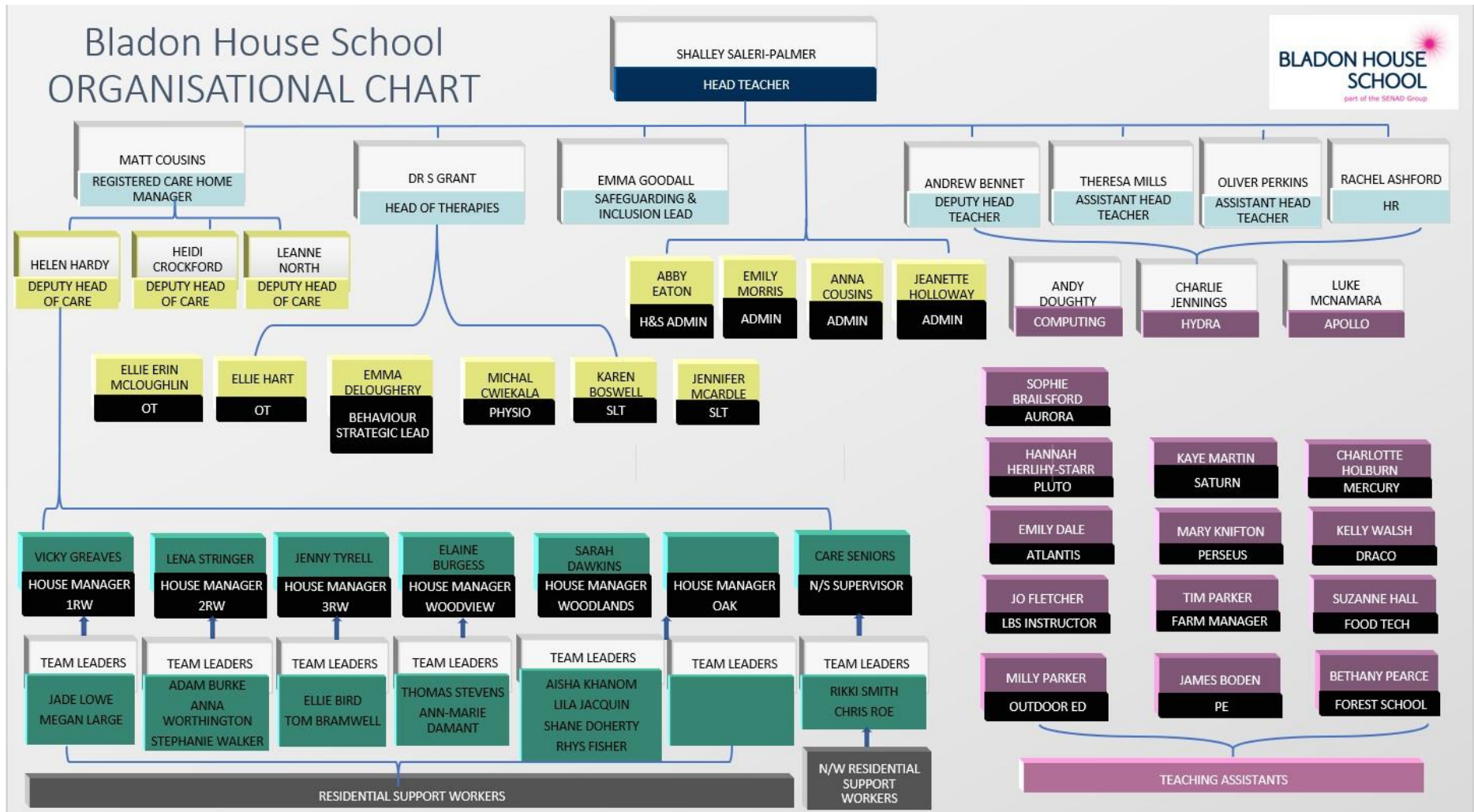


Organisation for Health & Safety - Edgewood School

The Head Teacher is responsible for implementing the Company Health & Safety Policy at Edgewood School. The Head Teacher may delegate some duties to other members of staff. Health & Safety is a line management responsibility and all line managers are responsible for the Health & Safety of staff under their control. To this end, all Line Managers will be formally trained in their Health & Safety duties and responsibilities.

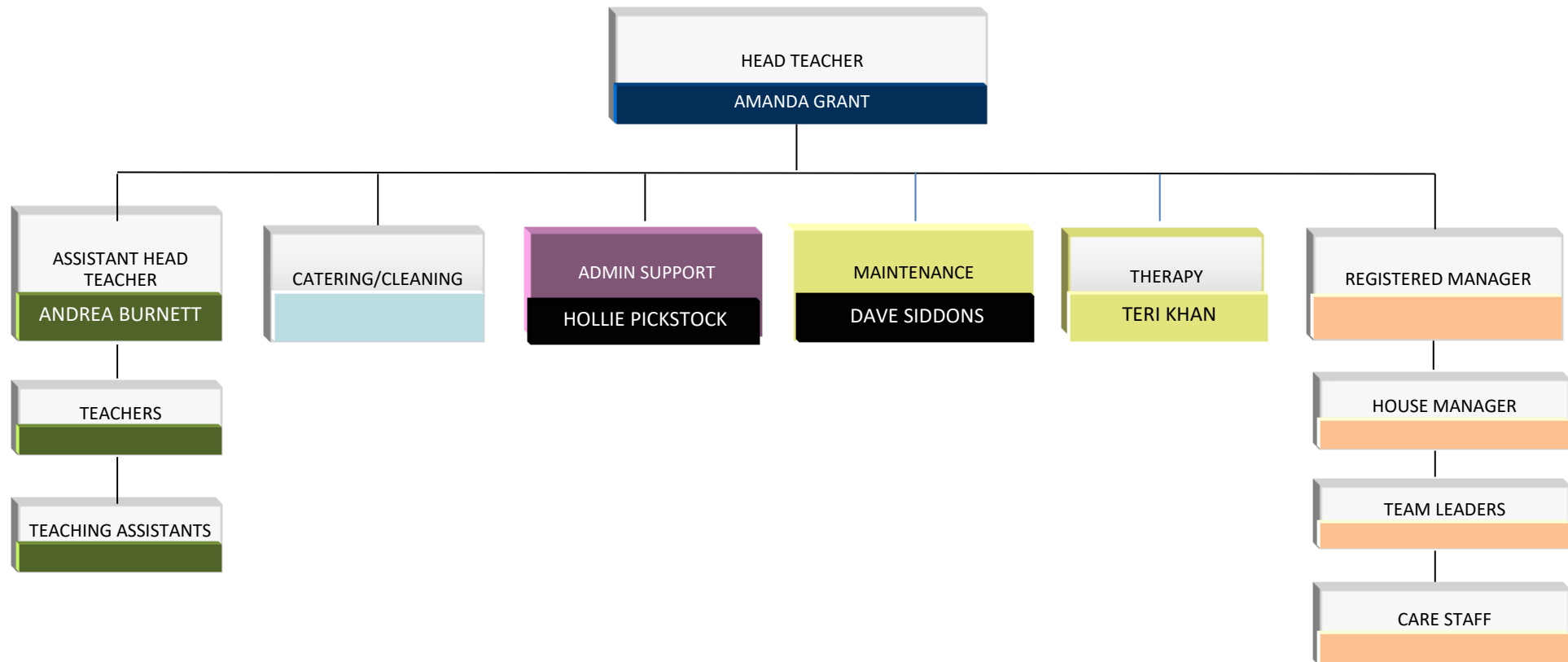


Organisation for Health & Safety – Bladon House School



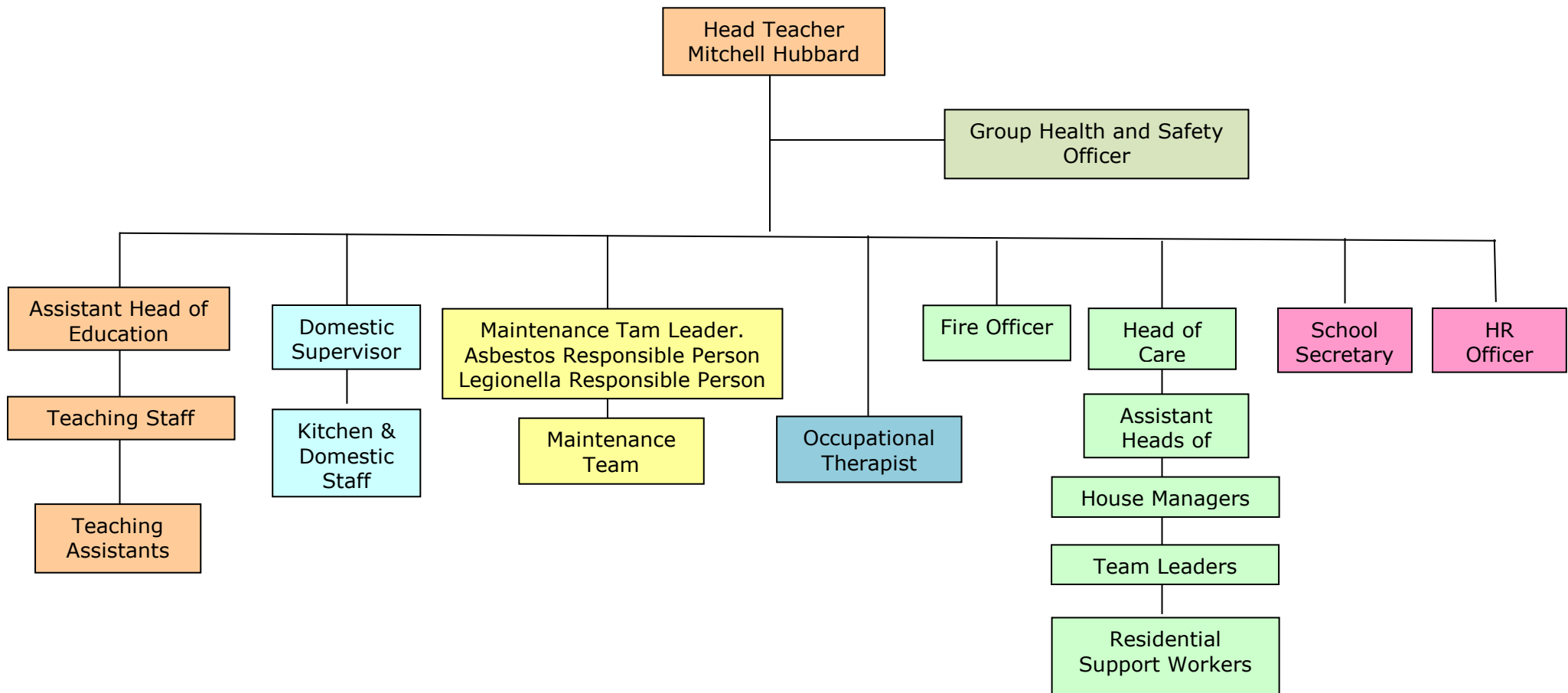
Organisation for Health & Safety - Maple View School

The Head Teacher is responsible for implementing the Company Health & Safety Policy at Maple View School. The Head Teacher may delegate some duties to other members of staff. Health & Safety is a line management responsibility and all line managers are responsible for the Health & Safety of staff under their control. To this end, all Line Managers will be formally trained in their Health & Safety duties and responsibilities.



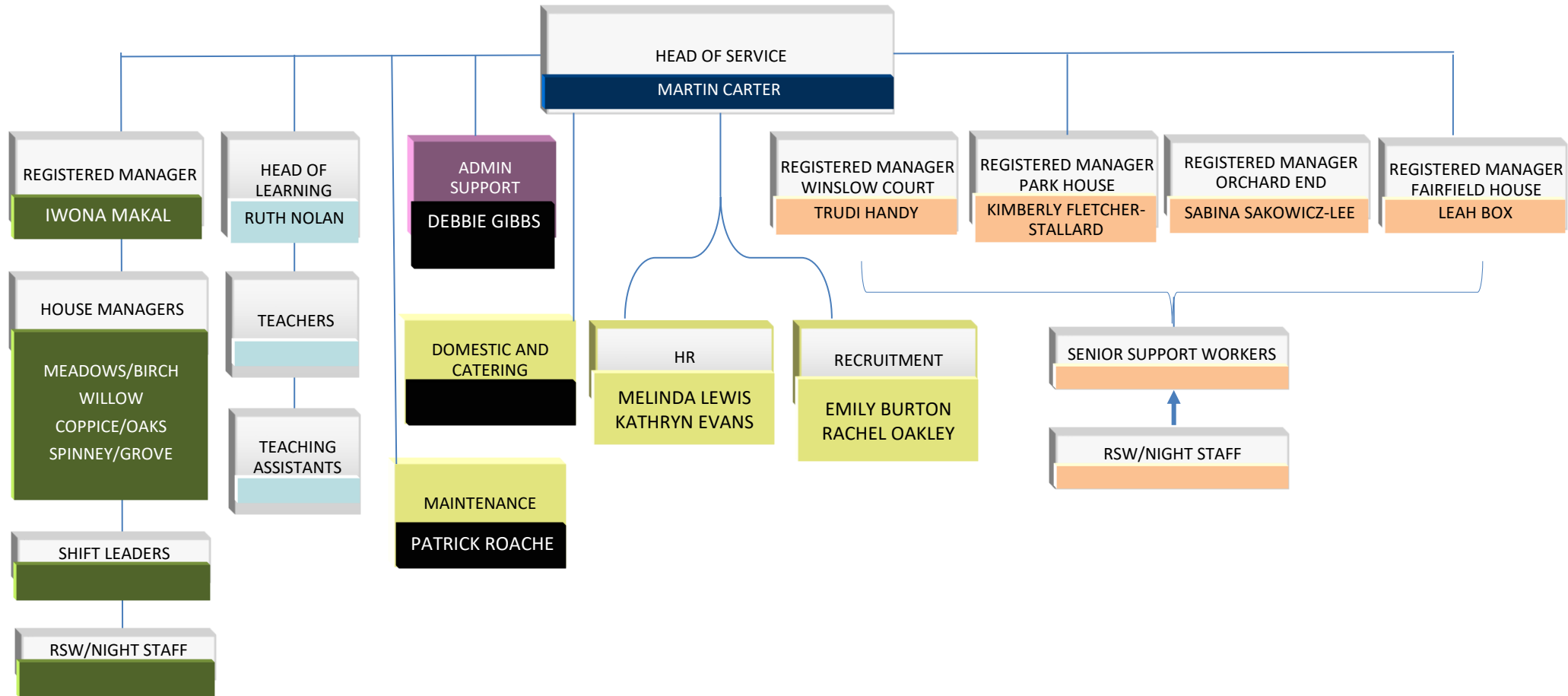
Organisation for Health & Safety Pegasus School

The Head Teacher is responsible for implementing the Company Health & Safety Policy at Pegasus School. The Head Teacher may delegate some duties to other members of staff. Health & Safety is a line management responsibility and all line managers are responsible for the Health & Safety of staff under their control. To this end all Line Managers will be formerly trained in their Health & Safety duties and responsibilities



Rowden House School and Winslow Court - Organisation for Health & Safety

The Head Teacher is responsible for implementing the Company Health & Safety Policy at Rowden House School and the Residential Care Manager at Winslow Court. They may delegate some duties to other members of staff. Health & Safety is a line management responsibility and all line managers are responsible for the Health & Safety of staff under their control. To this end all Line Managers will be formerly trained in their Health & Safety duties and responsibilities.



Derby & Coventry Community

The Registered Manager is responsible for implementing the Company Health & Safety Policy at Community Support Services. The Registered Manager may delegate/share some duties to other members of staff. Health & Safety is a line management responsibility and all line managers are responsible for the Health & Safety of staff under their control. To this end, all Line Managers will be formally trained in their Health & Safety duties and responsibilities.

