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# **Health & Safety Policy**

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## 1. Statement of Intent

The Amicus Community is, so far as is reasonably practicable, committed to ensuring the health, safety and welfare of its employees and the children we look after and any other persons who may be affected by its activities such as parents, visitors and employees of other agencies. Amicus will take steps to ensure that its statutory duties are met at all times.

Full details of how we organise and manage health and safety are set out in our policies and guidelines.

To fulfil its responsibilities with regards to health, safety and welfare, Amicus will, so far as is reasonably practicable, ensure that it has arrangements in place for the following:

- The identification, assessment and effective management of any risks associated with the activities of the home, school or office, this will also extend to external activities.
- Further to the above, Amicus will ensure that all risk assessments in relation to its activities are carried out.
- The provision of safe equipment and machinery.
- The identification and implementation of safe working practices and safe systems of work.
- The safe use, handling, storage and transportation of articles and substances.
- The provision of information, instruction, training and supervision to enable all employees to perform their duties safely with regard to their own health, safety and welfare and that of others who may be affected by the activities of Amicus.
- A safe workplace, with safe access and egress.
- A safe working environment and adequate welfare facilities.
- Providing employees with health surveillance where this is appropriate.
- Appointment of competent persons to assist us in meeting our statutory duties.
- Appropriate arrangements for dealing with serious and imminent danger including accidents and fire conditions.
- Co-operation and co-ordination with other employers to ensure effective mutual health and safety arrangements.
- Provision of adequate facilities and arrangements to enable employees and their representatives to be consulted on and raise issues of health and safety.

To enable Amicus to fulfil all of its statutory duties, it is the duty of every employee to assist Amicus in complying with this policy statement. Moreover, each individual employee has a legal obligation to take reasonable care for his or her own health and safety, and for that of other people who may be affected by their acts or omissions.

This statement will be reviewed annually or sooner should it become out of date.



*Rebecca Newton - Position: Strategic & Clinical Director, Responsible Individual & School Proprietor – September 2022*

## 2. Introduction to the Health and Safety Policy

Health and safety responsibilities derive from The Health and Safety at Work Act 1974 and associated regulations such as LOWER and PUWER. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

This policy has evolved from and should be read in conjunction with the above Act and DfES guidance 'Health and Safety Responsibility and Powers' (DfES 0803/2001) relating to the section on Independent Homes. The children who attend the Amicus Homes do not, for a range of reasons live with their parents. Some children are subject to a Care Order and may or may not have contact with parents or carers. Others may be 'accommodated' and will have contact with their parent/s or carer/s. Children placed at The Amicus Community and who attend The Amicus Home have permission from their Local Authority (who have shared responsibility) to go on educational visits and managers and staff at the home and school are responsible for their medical care and records.

## 3. Employer

The Health and Safety at Work Act places overall responsibility for health and safety with the employer. In the case for Independent Homes such as The Paddocks, Jasmine and Bluebells and the Amicus School, this is the Responsible Individual/Proprietor; Rebecca Newton who can delegate to the named 'competent person' in Health Safety, who is: Stewart Thomson (Director & Registered Home Manager)

The Responsible Individual/Proprietor has the duty to ensure, so far as is reasonably practicable.

- The health, safety and welfare of care staff, teachers and other educational and care staff,
- The health and safety of children in Home and school and on off-site visits,
- The health and safety of visitors to homes and school and volunteers involved in any home or school activity.

## 4. Employees

Employees at Amicus' homes and school also have responsibilities. The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999 apply to employees. They must;

- Take reasonable care of their own and others' health and safety,
- Co-operate with their employers,
- Carry out activities in accordance with training and instructions,
- Inform the employer of any serious risks.

## 5. Designation of Duties & Notifications to Senior Staff

Responsibility for the Amicus School falls to the School Proprietor, but the day to day management and responsibilities are worked between the Headteacher and educational staff.

Responsibility for the Amicus homes falls to the Responsible Individual. However, the day-to-day management and responsibilities are worked between the Registered Home Manager and the staff teams on duty.

During any absence or leave, the next in line of authority assumes leadership. Prior to any leave or length of absence, delegated authority is fully discussed, and all necessary information is handed over both prior to their absence and on their return. The Responsible Individual is always notified of the Registered Home Manager's dates of absence with as much notice as is practicable and in the case of the school, the School Proprietor is informed of the Head Teacher's absence.

The appropriate delegation of authority is an essential aspect of a successful care and teaching team. Staff must feel empowered and skilled enough to be able to take on this authority and work successfully when required. At the same time there may be periods of great difficulty or very serious incidents during which senior members of staff need to remain on duty or be available to come into work.

Ultimate responsibility for health and safety within the homes lies with the Responsible Individual. Day-to-day responsibility lies with the Registered Home Manager and Therapeutic Home Manager and then the Therapeutic Childcare Practitioners. Ultimate responsibility for health and safety in the School lies with the School Proprietor, with day to day responsibility lying with the Head Teacher and education staff. The Amicus School is located within 20 minutes of the children's homes Jasmine and Bluebells, whilst The Paddocks is located next door to the school. Support may be required from the home's Therapeutic Childcare Practitioners when necessary and visa versa. If a child needs to be removed from the school the responsibility for this lies with the teaching team and the home's care staff. After a child/ the children leave the school site responsibility is transferred to the Home Manager and Therapeutic Care Practitioners or parents /carers if day pupils.

If there is any injury to a child, within the Home, responsibility follows the same course as above.

The home's Therapeutic Childcare Practitioners may be involved in school trips. In cases such as this they will be there to assist the teaching team who hold the main responsibility. On each trip a Designated Group Leader will be nominated by the Head Teacher. (Refer to policy number 7, Educational Visits for explanation of the full role of the Designated Group Leader).

The Amicus Community provides 52 week a year therapeutic residential care incorporating 38 week a year internal education at The Amicus School.

There are two tiers of on-call support available within the organisation. Tier 1 Physical On-call (carried out by Managers, Deputies and Seniors as part of the on-call rota) and Tier 2 – Consultancy / Advice On-call (carried out by Senior Managers). Tier 1 on-call provides advice and support when required to frontline staff when working with children and Tier 2 Consultancy on-call provide Advice and support to the person / people on Tier 1 on-call.

On duty, care staff will always contact the on-call person if a significant incident has occurred. All staff are made aware of what is classed as a significant incident and notification procedures.

Examples of incidents that may necessitate the contacting of the on-call person could be:

- A child protection / safeguarding issue
- Injury to a child or staff
- Unforeseen staff absence
- Serious damage to property
- Fire
- Unauthorised absence of a child
- Road traffic accident
- Intruders
- Any incident where an on duty person has to leave work leaving the school or home understaffed

Notification of a serious event to senior management will often have to depend on the judgement of the staff members on duty. There must always be a balance between having the support of and confidence in an efficient on-call system and at that same time knowing when it is appropriate to use it. It is important that staff are confident enough in their own practice not to have to use the on-call system in place of their own judgement or ability to make difficult but appropriate decisions. This balance will be regularly discussed and monitored at staff meetings and consultations.

## **6. Monitoring & Reviewing Health & Safety Standards**

It is a requirement of the Quality Standards and The Children's Homes (England) Regulations 2015 for the Responsible Individual to submit a monthly report focusing on the children's safeguarding and wellbeing under Regulation 44, which is submitted to the regulatory body (OFSTED) and the host authority and also relevant local authorities when requested. The report takes into account the children educated at the children's home (if they are unable to attend school). Due to this the Health and Safety Standards are monitored and reviewed rigorously as a matter of course. These monthly reports are made available to Ofsted and the DofE on demand. We have an independent Regulation 44 Visitor who comes to the homes once a month to carry out these visits and write the reports based on their observations, feedback received and findings when looking at paperwork / files – from this they detail the strengths and areas for development for consideration through recommendations and suggestions.

## **7. Risk Assessments & Staff Training**

### **7.1 Risk Assessments**

Risk assessments are defined as; identifying hazards, estimating level of risk to health, safety or welfare from the hazards identified and identifying action to be taken both to reduce risks to an acceptable level where practicable and to avoid unnecessary or unreasonable risks. They are carried out, recorded in writing and regularly reviewed at 6 monthly intervals, unless an incident dictates an impromptu review.

Risks are identified in and around the school & homes and are regularly re-assessed. These will cover safety on trips, children doing activities, safety in the homes and school and other areas of risk to health and safety of the children, staff or visitors in order that the children are provided with physical safety and security. Risk assessments will be regularly reviewed by the Service Manager and overseen by the Responsible Individual. This will allow for planned responses to foreseeable crisis.

Risk assessments are carried out in relation to the home and school premises and grounds, children's known and likely activities (both permitted and illicit), the potential for bullying and abuse within or outside the home and school and where applicable the impact of emergency admissions to the Home and School for both the admitted child and the existing child group.

Risk assessments are an integral part of ensuring that risks are being reduced to an acceptable level where practicable. By maintaining an awareness of potential risks and carrying out the appropriate risk assessment procedures staff demonstrate to the children that live in the homes and/or that are educated in the school that they hold the children's physical safety and security in mind. Staff must show that they have the safety of others around them (colleagues, visitors etc) in mind also.

Some risk assessments will be carried out, recorded and regularly reviewed or in response to a new incident. At times staff may have to 'think on their feet' and make a risk assessment, as the incident develops in order to decide how to proceed appropriately. These risk assessments will be written after the event.

Risk assessments cover every area of the job, some areas covered are:

#### Children

- Their behaviours (self-harm, aggressive, running away etc)
- Safety awareness (in-house; cooking etc: out-house; traffic etc)
- Other etc (medications etc)

#### Bullying

- Child to child
- Multiples of children to child

#### Staff Issues

- Working alone with one or more children etc

#### Children Holidays

- Behaviour (running away, aggressive, etc)
- Activities (swimming etc –on site-)
- Security (personal possessions, venue etc)

#### The Home

- Premises (damage to property, room by room etc)
- Grounds (ponds, trees etc)

#### Fire Safety

- Flammable items (room by room). etc

#### Equipment (use of)

- Electrical goods
- Knives, garden tools etc

#### Car



- Regular checks (tyres etc)
- Safety in the car
- Tired driving etc

#### Activities

- Safety of activities
- Supervision (qualified required or not)

#### Care and Control

- Severity of the situation etc

Risk assessments will include:

- the risk
- who is at risk
- further action required
- signature
- high, medium or low risk
- current measures and are they accurate?
- review date

Risk assessment review dates are written into the home and school diary to ensure they take place when required. All risk assessments will also be contained in a risk assessment file that all staff have access to and will be checked at each handover.

If a risk assessment relates to one or more of the children, a copy will be placed on their files. Risk assessments specifically relating to the children's behaviour are also contained in their Therapeutic Placement Plan which is held in the child's personal file.

Before every visit a risk assessment will be filled in detailing potential risks or hazards, based on the preliminary visit and knowledge of the children. On returning from the visit, it will be assessed, and any minor incidences recorded and filed in the Amicus Home and Amicus School risk assessment folder/ file

## 7.2 Staff Training

All new staff receive training during induction and cover key areas as part of their induction as required by the Children's Homes Regulation and quality standards. This includes training in:

- Food hygiene
- Appointed Person First Aid and emergency first aid
- Care and Control of Medicines
- Physical Intervention and Behaviour Management
- Child Protection and Safeguarding

Staff will be allocated time to learn and review the Home's and / or schools Policies and Procedures and are made aware when these are revised and contain new information. This ensures effective good practice within the homes and schools to a high standard. It is important that new staff are made aware of all health and safety issues of the homes and school, and the children before commencing work. New staff induction and training will emphasise risk assessments, recording and reporting before their first day of work in the home or school. There will be regular training of fire safety

for all staff so they will continually maintain an awareness of how to use fire equipment, fire procedures and the location of fire equipment is situated around the homes and/or school. All staff are trained in the Home/school's emergency procedures.

## **7.3 Home & School Equipment**

All home and school equipment will be checked before use to ensure that the equipment is safe. Staff will also make sure they know how to use the equipment before they use it. Electrical equipment and appliances will be checked before use to ensure safety. Refer also to: 12. Workplace Safety.

## **8. Educational Visits**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Each year Amicus School will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims and ethos of the school and will link to the children's current learning as part of the curriculum. Every school trip should enhance the curriculum and offer an opportunity for all children to participate in all trips regardless of their needs, therefore, developing further 'the whole child'.

Amicus vehicles each seat 7 people and are fully insured to carry children and staff as well as any staff members driving the vehicle. Detailed risk assessments regarding transporting the children are kept in The Amicus home and school risk assessment folders and updated to cater for particular children's needs when appropriate.

### **8.1 Approval Process**

All off-site activities should firstly have the approval of the Responsible Individual and School Proprietor, who should be satisfied with the purpose, planning and proposed staffing for the proposed off-site activity. Any significant changes and progress must also be communicated to the Responsible Individual and School Proprietor before the proposed date of the visit.

### **8.2 Insurance**

The Amicus Community has Employers' Liability Insurance (Combined Policy) cover for all off-site activities therefore insurance will not need to be taken out for each individual activity. A number of the educational facilities that we visit, such as museums and farms will also have their own insurance policies for children and staff visiting from one of the homes or school. A copy of the current Amicus Community (Arundel Ltd) E.L.I. Certificate is at the back of this policy, refer to Appendix 1. This certificate also covers The Amicus Homes.

### **8.3 Preliminary Visits**

The group leader must ensure that, in case of field studies, museum, farm and industrial visits, a preliminary visit by a Teacher is made where the site is not known to accompanying staff. In all other cases, a preliminary visit is strongly recommended but,

where this is not possible, the leader must obtain information of the places to be visited with particular regard to potential hazards.

## 8.4 Mobile Phones

It is the decision of the Designated Group Leader to ensure that there are enough mobile phones within the group, and delegate responsibility for maintenance of batteries. Amicus has mobile phones available for use by staff for the use of their work and trips out. Mobile phones should be signed in and out before and after use.

## 8.5 Supervision of Children

In regard to all off-home sites visits the children will be accompanied by at least one adult. In all circumstances, there will be a Therapeutic Childcare Practitioner or Manager from the homes. In regards to use of contracted Agency workers the child and the worker will be assessed on an individual basis as to whether they can take the child out of the home one-to-one – please see children’s individual Lone Working Risk Assessments; the Agency workers considered appropriate will be very known to the organisation, worked on a regular basis for over one month and received a basic induction from Amicus including reading the Health and Safety Policy, Safeguarding Policy and the child’s summary of their risk factors and related Risk Assessments. Amicus rarely use agency staff as we have our own team of Bank Workers to help support where and when required who are well known to the children. Managers will ensure that there are an appropriate number of adults alongside the children to supervise and support them. With school visits, the children will be supervised by at least two adults, one of them being a Teacher. The staffing ratio depends on the experience of the staff team on and state of mind of the children but would not be lower than 2:5. Often though there is and are opportunities for 1:1 support.

## 8.6 Emergency Procedures

A serious accident or incident is defined as;

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be at serious risk/serious illness; or
- any situation in which the press or media might be involved.

Serious accidents and incidents are extremely rare, but if one occurs, we follow the guidance below.

## 8.7 Be Prepared

- Carry the emergency contact numbers at all times, this includes the Home phone number, personal, business and mobile numbers for the Amicus Community’s Responsible Individual and School Proprietor. It is their responsibility to inform Educational and Care agencies if necessary. Numbers for the local services would be useful but not essential. In the case of a real emergency the only emergency service number that the adults need to know is 999.

- Ensure that you are familiar with all of Amicus Home and School's guidelines for off-site activities.
- Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with these should the party get split up. Every adult should also have their own set of contact details in case the accident occurs to the party leader.
- Ensure that all staff have their Amicus identity cards.

## 8.8 Care of Your Group

- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Deploy other staff as effectively as possible in continuing to ensure the welfare of your group.

## 8.9 Communication with Emergency Service

In circumstances where the emergency services are involved, the party leader or member of staff with endeavour to give the following information:

- Your name
- Name of Group / Home
- Telephone number you are calling from
- What happened?
- To whom?
- Location
- When?
- What has happened since?
- If a fatality is involved, has this been confirmed?
- By whom?

## 8.10 On the Scene Guidance

The following information is from West Sussex County Council off-site guidance which Amicus School and Homes have adopted as part of their policy regarding appropriate action whilst on the scene of an emergency.

- DO NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground.
- DO NOT admit liability of any sort to anyone.
- DO NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.

- Retain any equipment involved in an unaltered condition.
- Keep a written record of all that happens.
- Be as compassionate as possible, with anyone involved.
- Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- If you change location, remember to let the Responsible Individual and / or School Proprietor have the new telephone number at which you can be contacted

## **8.11 First Aid & Medication**

The Designated Group Leader must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. In a situation where expert medial help is not readily available at least one member of staff should be a competent First Aider.

Medicines should be clearly labelled with name and dosage and be looked after by the Designated Group Leader, as it is not desirable for young children to be responsible for them. For certain conditions however, this procedure may be wholly inappropriate and potentially harmful, e.g. asthma where it would be wrong to separate an asthma sufferer from a prescribed inhaler. Similar consideration and care might need to be exercised for the sufferer of diabetes. It is the Home or School's Designated Group Leader's responsibility to ensure that they have each child's correct medicines and are fully aware of all medical conditions. Copies of medical records may be taken by a member of staff if necessary.

## **8.12 Financial Responsibility**

The Amicus Community with their homes and school take full responsibility for all financial responsibility in regard to educational visits. No third party outside the Home or School is required to contribute to the cost of a visit.

## **9. Selection and Control of Contractors**

It is essential that there is a careful selection and the vetting of all volunteers, visitors and contractors working with or in the environment of the Homes and/or school. There must be careful monitoring of visitors during their visits to the Homes and school.

Staff will ask visitors for identification or confirmation of identity before allowing visitors into the Homes and school. If they have made an appointment but still have no proof of identity, they will remain supervised by staff at all times.

All visitors will be issued with a red 'Visitor' lanyard once signed in. This clearly signifies they are visitors, and as such may not hold a valid DBS Certificate, so will be accompanied by Amicus staff at all times.

All visitors to the homes and school will be recorded in the visitor's book with details of

their name, reason for the visit, who they are visiting, and arrival and departure times. They will be given details of our Safeguarding Policy and Fire Exits and what to do in the event of the fire alarm going off.

## **10. First Aid and Medical Requirements**

First aid kits are provided in the homes and school and also in the company cars and all new staff are made aware of the precise location. All staff receive First Aid training and it is ensured that there is always an Appointed Person available. Staff receive medication training, this ensures that they are competent to administer prescribed medications and homely remedies and also have an understanding of medications, doses, storage and what is permitted as homely remedies and how this needs to be recorded.

All members of staff have received First Aid Training. Staff are aware that if someone falls ill when they are at work that and/ or requires first aid, then they are to give them immediate attention and in serious cases call an ambulance. Accidents and any first aid are recorded in the First Aid Log and all staff are aware of policies relating to Health and Safety and First Aid and a copy of these policies are kept in each of the homes and the school and Head Office also.

### **10.1 Medicines & Medication**

Any medicines should be clearly labelled with name and dosage and stored in a locked medical cupboard within the homes.

Medication is not normally brought into school. If a child does require medication whilst at school this will be handed over to the Teacher and locked away in the Medication Cabinet, located in the main School office. Each child who requires medication at school, will have an Personalised Record of Administered Medication and signed consent by their parent / carer to administer this and a handover sheet signed for the signing in and out of their medication.

All staff receive First Aid / Appointed Persons training and Care and Control of Medicines training.

In our homes there will be prescribed and non-prescribed (homely remedies) medication in stock, which will be stored in locked cupboards. The use of the 'homely remedies' will be agreed in writing with each child's doctor and person with parental responsibility. This will be done before being able to administer first aid and 'homely remedies'. Medicines will be stored and locked away in accordance with the instructions on the medication. All medication in stock will be recorded and regularly stock- checked.

Any refusal to take medication will be recorded on the child's medication records and reported to the prescribing practitioner if there is continued refusal. If a child leaves the home unauthorised and is on prescribed medication – this is dealt with as a refusal to take medication. This is discussed with the child and explained to them the consequences that this could have on their health and affect it will have on their recovery rate / treatment. As mentioned above, the GP/ doctor concerned who prescribed will be alerted when a child misses any medication and advice sought, if necessary, an appointment will be booked with the doctor for this to be discussed. If a child leaves unauthorised, emphasis will be on them returning as soon as possible and informing the necessary agencies – the Police will be alerted when called and informed if the child is on prescribed medication. Any medication requiring disposal will be taken to a pharmacy and its disposal recoded in the general medication file.

## 11. Home Security & Surveillance

Due to the small size of the homes, it is considered that any video electronic or mechanical means of surveillance is unnecessary. Additionally, the use of surveillance equipment would detract from Amicus' intended family-style living experience, becoming overly intrusive and potentially creating a culture of distrust. Amicus takes on board guidance and follows the Ofsted document 'Positive Environments where Children can Flourish' and takes this into account with regards to our monitoring and surveillance of the children. According to guidance it is acceptable to use mechanisms or modifications to a children's home which are necessary for security, for example on external exits or windows, so long as this does not restrict children's mobility or ability to leave the premises if it is safe for them to do so. It is also acceptable to lock office or storage areas to which children are not normally expected to gain access.

The children we care for are extremely vulnerable and traumatised and any monitoring and surveillance used is done to safeguard the child / child group's welfare and for security reasons. Children at times may show and be part of risky behaviours such as leaving the home unauthorised which due to their vulnerability and young age has serious safety and safeguarding concerns and implications. As children get older in their placement when working towards independence or when they know their placement is coming to a planned end, or at times of high anxiety, it is acknowledged that children may try to leave the home unauthorised or they may try and enter each other's bedrooms at night and test the boundaries around this. Staff are vigilant and aware of the children's presentation and needs and the children have individual risk assessments in place for behaviours that are risky and may compromise their safety. Children all also have a MAR sheet completed on their file containing key information about them should they leave the home unauthorised or go 'missing' – this is also shared with the host authority (West Sussex) and the Police who also hold this information and any updates are given monthly.

### External Locked Doors

Due to the children's age and vulnerability and also due to the family home type environment / setup, the external doors can be locked for safety and security reasons, this forms part of the night time routines of the home or at times when the children are particularly feeling dysregulated. In a private family home / setting with young or vulnerable children the default position is to keep the front and back doors locked during the day and night and to also have safety restrictors and locks on the windows. The window restrictors on the ground floors are in place for safety reasons, but can be unlocked / removed easily to allow more airflow if and when required. The window restrictors on the first floor would not be unlocked due to the fall risk and to ensure the children's safety but open wide enough to maintain a good air flow and to not present as a risk to the child. As with an 'ordinary' family home where the homeowner / householder permits entry and exit to the home and the household will leave and return in line with their daily activities, staff members on shift facilitate this and ensure the security and safety of those in and who enter and leave the home. Many of the children are placed away from their families and the location of the home and its address is unknown and not shared with them for child protection / safeguarding reasons. For some children, they are often fearful that their family / relatives may know where they



live or come and find them and take them away and some have had experience of this previously. Therefore it is really important that the children feel safe and protected in their home. So as well as the external doors being locked for security and safety reasons it also provides emotional containment to the children. The locking of external doors is not used as a behaviour management intervention.

The external doors may therefore be locked at times due to the above reasons and are part of an electronic mechanical locking system that is connected to the fire alarm system. The doors are still able to be automatically unlocked by pressing the green Exit button by the door and therefore the children's access is not restricted and if they wanted and it is safe to do so they are still able to leave the house. In periods where it is felt the safety, wellbeing and security of the children is compromised or at risk then the green exit button can be overridden to ensure the safety, security and wellbeing of the children and the home. This may be in place for when new children arrive in the home or when children's placements are coming to an end and the anxieties and challenging behaviours that come with these transitions -in testing the environments and its boundaries and safety. This can also occur at times of high anxiety for the children or if there are safeguarding concerns regarding the child / children or concerns around them being at risk of harm from themselves or others which would be significant if they left the house unauthorised. This is carefully thought about and children would still be able to leave the environment if they wished by sounding the fire alarms which would then unlock the external doors.

The locking system also ensures that when the fire alarm is sounded and in the event of a fire / or drill, then the doors unlock automatically. Staff also carry their keys discretely with them at all times whilst on shift. Children who are felt ready and are working towards independence may be given their own door key – this would be carefully thought about and discussed, risk assessed and regularly reviewed.

## **Door Buzzers / Sensors**

Bedtimes are an important transition point and it is often a time that creates anxiety for the children we care for. As such, issues likely to cause disturbance will be identified in each child's Individual Risk Assessment and Therapeutic Placement Plan and an individual routine developed and identified within their Therapeutic Placement Plan. The importance of such routines are incorporated into the culture of the home so that every child knows, as precisely as possible, what each bedtime will be like.

To ensure the safety of the children, and other children who reside with them, the staff and the local community it may be appropriate to monitor exit and entry from a child's bedroom at any time of the day and outside of normal waking hours with the use of a silent alarm (door buzzer) that is triggered when a door is opened and also in our home Jasmine, a sensor in the first floor hallway landing which can detect when there is movement.

The door buzzer sets of a sensor once they leave their room and the hallway sensor also detects movement and vibrates a pager that the sleep-in person has to alert them. This ensures the safety and whereabouts of the children during the night-time if they do get up in the night, that way a staff member is aware and can support them until they settle back to sleep again. Some children may also require their door buzzers being set when in their room during the day for safety reasons and this will be clearly written and reasoned within their Therapeutic and Safety Plan. This is reviewed as whether the children require this or not depending on their ability to manage and their state of mind, group dynamics, any safeguarding concerns and in line with their



growing independence. The children are told about the use of the door buzzers and make clear as to why we have them.

The use of door buzzers and sensors is not to be viewed as a monitoring system or to be used as a behaviour management tool but is to be deemed an additional support mechanism for the children when this is required (either during the day or through the night) should they require it.

Authorisation around the use of door buzzers and locking systems is sought via a consent form by Amicus from the child's social worker/ placing authority.

## 12. Occupational Health & Employee Consultation

The staff that work in the homes and school work very closely, and in partnership with each other. Therefore, the structure and procedures which form the base of occupational health and employee consultation for the homes and school are consistent with each other and their requirements. Here are several different areas in which the home and school staff team are supported on a day-to-day basis. It is important that employee consultation is not seen as an add-on but as something which is rooted in the culture and practice of the homes and the school.

The Amicus School and homes are supported by the same consultation structure and are as follows;

- **Supervision:** For the Managers, Administrative and Clinical roles, Therapeutic Childcare Practitioners, Teaching Staff and even Housekeepers and Maintenance Workers to genuinely put any therapeutic thinking into practice, they need a coherent structure and framework in which they have a good understanding of where they stand in the organisation and their roles within it. Productive supervision helps maintain this structure by helping staff to understand precisely what is required of them, to carry this work out effectively and to stay successfully on task. Their training needs, job descriptions, position and roles within the organisation and work performances will be regularly assessed as well as reference to their physical health and general well-being. Effective supervision should also help link the overall objectives of the organisation and its therapeutic thinking with the day to day practice of the care and teaching staff. For supervision to be productive it needs to be timetabled, regular and the boundaries around it maintained. Supervision meetings are confidential and both parties may choose to take notes.

The Therapeutic Home Managers are supervised by the Service Manager and the Head Teacher is supervised by the Strategic and Clinical Director at least once a month whilst also receiving at least once a month Clinical Supervision from the Director of Therapeutic Services. The two Directors assign responsibility for supervising all the other staff members in home and schools on a regular basis to the Management team but no less than once a month (during term times for the school.). Staff benefit from both individual Line Management Supervision and also Individual and Group Clinical Supervisions. There is a clear supervision structure in place.

- **Consultation:** In any organisation working with emotionally traumatised children, it is all too easy for the often extreme anxiety they feel to be passed

onto the staff team. Therefore, relationships and communication between the adults can become blocked and real tensions arise. In these situations, the overall strategy as well as the care and education team's ability to think constructively, creatively and therapeutically can be impeded. To help staff to think about and explore these issues they all attend a fortnightly 'Group Process Supervision Meeting' which is held by the Strategic & Clinical Director who is trained and experienced in group analysis / relations. Staff also receive regular Clinical Group Supervision Meetings and Clinical Work Discussion Groups where the material from the children can be reflected upon and discussed in accordance with our psychoanalytic model. This is facilitated by the Director of Therapeutic Services and the Head of Therapeutic Practice.

It is also essential that there is recourse to the more objective perspective of an effective external consultant. In view of this the Directors will be consulted to and Supervised once a month. Their Supervision is an external Organisational Consultant and qualified Psychoanalytical Psychotherapist (previously Head of the Adult Department at Tavistock Clinic, London). The Directors also attend their own professional psychoanalysis sessions at least twice a week and have done for many years. This is a vital safeguard in maintaining the Management Team's ability to think effectively and therapeutically. The staff also have regular group Clinical Supervision with one of the Directors and to discuss issues around the children a/ child group. Amicus also support staff to attend their own personal therapy/ analysis and fund this for Home Manager's and Senior Managers once a week.

- **Physical Health:** It is essential that the above psychological input to the work is mindful of the need for personal physical health. Staff are expected to keep themselves fit and healthy in order that consistent daily attendance is maintained and for their own wellbeing. Staff are expected to maintain a rigorous health standard which include regular visits to doctors, dentists opticians etc. In the event of staff being ill for sustained periods staff will be encouraged and supported in seeking their additional or/and complimentary medical advice or treatment. The support required by Amicus for such occurrences will be guided by the advice given by medical practitioners and consultants on behalf of the individual.

## 13. Workplace Safety

Safety in the workplace is in guided by the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance (Ref 1) which clarify and consolidate the existing law. They establish a consistent set of standards for most workplaces including residential homes and schools.

The Regulations expand upon the duties placed upon the employers and those in control of premises by the Health and Safety at Work Act 1974 (Ref 2). Many of the requirements are explicitly applied to education premises and cover such things as;

- Health and safety in the workplace
- Welfare facilities for people at work
- Maintenance of the workplace

They also apply to *parts* of the workplace, for example the Amicus homes and school.

## 13.1 Maintenance (Regulation 5)

It is the policy of Amicus to maintain our equipment and keep a check on its functioning. It is a requirement that all major electrical and gas appliances have annual checks and is recorded. The maintenance of fire equipment is described in 19 below.

The workplace and the equipment and devices mentioned in the Regulations need to be maintained in an efficient state, efficient working order and in good repair. This highlights the importance of systemic maintenance, particularly in those areas where failure could endanger users.

In the event of equipment becoming worn out or damaged, entries should be made in the Maintenance Log for The Amicus homes and School. Amicus will in their best endeavours ensure that the damaged equipment is either replaced or repaired within as short a time as is feasible. If care or education staff feel that any equipment at any time, becomes a hazard to children or staff they are responsible for notifying the Environment and Maintenance Lead who will inform the Responsible Individual or School Proprietor and ensure that the equipment is placed in a location where it cannot be used until it is replaced or repaired.

All buildings and rooms should be in a good state of repair and services should be in efficient working order. Regular maintenance including testing, adjustment, lubrication and cleaning is carried out at suitable intervals. Any potentially dangerous defects should be remedied and access to defective equipment is prevented in the meantime.

## 13.2 The Working Environment (Regulations 6, 7, 8, 9 and 10)

These regulations deal with the physical characteristics of the immediate workplace environment and determine minimum standards covering such matters as;

- Ventilation, humidity and temperature in order to provide reasonable comfort,
- Lighting sufficient to ensure proper illumination,
- Cleaning to provide and an environment which ensures reasonable cleanliness
- Reasonable room directions and space providing adequate space for free movement in the room

The temperature in rooms and classrooms should normally be at least 16°C (61°F) if temporary portable appliances are to be used during extremes of hot or cold weather,

portable gas heaters **will not** be permitted. If additional electrical heaters or ventilators are used, electrical overload must be avoided.

Redecoration of the homes and school will be considered long before the internal finishes of the walls floor and ceiling can no longer be kept sufficiently clean. There is a rolling schedule of maintenance works for the homes and school which is carried out by the Maintenance Team and led by our Environment and Maintenance Lead.

### **13.3 Floors and traffic routes (Regulations 12 and 17)**

It is important that the homes and school takes into account the movement of staff, children and visitors.

Surfaces and floors within the homes and school need to be suitable for their purpose and kept free from hazard or obstruction, which may cause a person to trip or fall. Particular attention must be given to the following;

- Holes, bumps or uneven areas
- Snow and ice on external surfaces
- Drainage systems where appropriate
- Arrangements for dealing with spillages
- Precautions pending repair, for example barriers, rerouting etc

It is unlikely in the Amicus homes and school that we will have to accommodate large-scale movements of people. However, many accidents occur as a result from slips, trips and falls. Particular attention should be taken to the wear and tear on floor surfaces and any repairs required need to be identified and repaired as necessary.

Within the premises of the homes and school there are designated parking spaces; staff are expected to park their personal vehicles or the Home or school's vehicle in accordance with the requirements of the Highway Code and park their vehicles onsite at their own risk and are expected to observe health and safety procedures around parking and manoeuvring. Staff are not expected to be responsible for, or to assist in any other on-site vehicle movements.

### **13.4 Falls & Falling Objects (Regulation 13)**

Particular attention must be paid to prevent objects from falling onto people. Examples of this within the home or school may be books that are stacked too high and items placed on top of room furniture.

### **13.5 Windows, Doors, Gates & Walls (Regulations 14, 15, 16 and 18)**

The doors in the homes and school are fire doors and conform to the requirements of the Fire Authority and Regulatory Fire Reform. Care should be taken not to obstruct any part of the area required for the doors to open fully.

The room's windows in the homes and school comply with Building Regulations including the regulations relating to the thickness of glass. It is not considered that there is a significant risk around activities in the rooms where the glass may be broken. The windows are of sufficient height from the ground where they can be cleaned internally and externally easily. The organisations commissions an external professional window cleaner to clean the outside windows of the properties.

### **13.6 Welfare Provisions (Regulations 22, 23, 24 and 25)**

These provisions are dealt with by the homes and school (homes and school Premises) Regulations 1981.

In the school there are six toilets (two of them are accessible toilets and one is located next to the First Aid room) and two showers for the children spread over three buildings. There are separate toilets and a shower allocated for the staff and visitors in the main school/ head office building and just off the school Dining Room. .

In the homes there is the designation of toilets. In 'Jasmine' home the toilet downstairs is for use for the children as well as the two family bathrooms with toilets located in the 1<sup>st</sup> floor and 2<sup>nd</sup> floor. The toilet in the en-suite of the adult bedroom is for the use of the staff members and adults visiting.

In 'Bluebells' the toilet downstairs through the utility room is for the use of the children, as well as the family bathrooms with toilets located on the 1<sup>st</sup> and 2<sup>nd</sup> floor. The toilet in the en-suite of the adult bedroom is for the use of staff and visitors.

In 'The Paddocks' the toilet down stairs of the hallway is for the children to use, as well as two family bathrooms (one containing a bath and the other a shower. Both of the adult bedrooms (for sleep-in) have en-suites which is for the use of staff or visitors.

Drinking water is always available in the kitchen area of the homes and school buildings as well as fresh fruit. In the school dining room there is also a mains connected cooled water dispenser for use by children and staff. Suitable cups or other drinking vessels are provided.

## **14. Aggressions and Violence Towards Staff**

It is necessary that children are assisted to develop socially acceptable behaviour through the encouragement of acceptable behaviour and a constructive staff response to inappropriate behaviour. This is managed and thought about in terms of our therapeutic model and with the belief that behaviour has meaning and is often a communication related / stemming from the children previous trauma. A strategy for managing aggressions and violence has to begin with a sound basis of good practice which addresses the emotional needs of the children and the staff team in line with our psychoanalytic model. Good practice must take place within a setting and a set of professional structures appropriate to the organisation. Three vital fundamentals of this are;

- Clear and appropriate boundaries.
- Opportunities for children to form relationships with adults which meet their psychological, social and educational needs.
- It is vital that staff are helped to understand both their own and the children's, often unconscious, impulses and motivations.

When these conditions are fulfilled and adults are both in control and working appropriately with the children towards their growth and development, aggressive and violent incidents will be less likely, and when they do occur, they will be regarded as aberrations. Nevertheless, even in the best run homes and schools, there will be a degree of violence for which the staff and the organisation must be ready. It is necessary therefore that any violent incidents towards staff (or peers) are recorded and addressed by appropriate methods. Details of this are laid out in the Amicus' Homes and School Behaviour Policy and in addition, Amicus' policy on Managing Violence and Aggression.

## **15. Manual Handling**

All staff should receive manual handling training before commencing work in the Amicus homes and school. However, if this is not possible and a staff member needs to move heavy items without the assistance of equipment they must refer to staff who have had the required training.

## **16. Control of Hazardous Substances Including Asbestos**

All chemicals used in the homes and school for cleaning will be everyday household products provided by the same manufacturer and as described in the home and school's COSHH Log. Guidelines as detailed on the product's COSHH (chemicals of serious harm to health) will be followed for their use and if accidents should occur. Chemicals are kept in a locked cupboard in the homes and school. Other hazardous materials or chemicals used in the homes or school for other purposes, for example artwork, must receive special permission from the Responsible Individual/ School Proprietor and if their use is permitted they must be kept in a secure lockable container or cupboard in the home or school.

Household hazardous waste has been defined and as, "any material discarded by a household (or home or school) which is difficult to disposal of or which puts human health or the environment at risk because of its chemical or biological nature". Asbestos was produced in two different versions namely: 'cement bonded' found in garage roofing sheets or downpipes and 'fibrous', for example pipe and boiler lagging, sprayed coatings, insulation and fire stopping materials). If any material which presents itself as any of these the Responsible Individual/ School Proprietor must be informed immediately.

In the unlikely event of asbestos or any other household hazardous waste being discovered within the curtilage of the home or school premises it is essential that the procedure for notification and disposal is known by all staff.

An Asbestos Management Survey was carried out on the school / Head Office site and also at the homes and the details of these surveys are stored in the reception in the Fire Safety folder.

The Responsible Individual / School Proprietor will give instruction to staff as to the evacuation and disposal (by others) of the area and material respectively. In the absence of the Responsible Individual the Registered Home Manager must consult the Director of Therapeutic Services and/or contact West Sussex County Council Waste Management Services on 01243 642106, to receive further advice or instruction.



## 17. Recording & Reporting of Accidents

It is essential that the children's health needs are met, and their welfare is safeguarded by the homes and school's Policies and Procedures for administering medicines and providing treatment. For details of this process referred to 9 above.

It is important that any accident is recorded and reported correctly. This applies to children and staff. The homes and school have an Accident Book which records the name of the child / staff, the date, the location and a brief description of the accident. In addition to these, details of the injury and body map and the treatment given are recorded. The senior member of staff (usually the Registered Home Manager or a Teacher) will ensure the log is filled in correctly and signed accordingly.

For major accidents or deaths referred to 7.6 to 7.10 above a similar procedure applies. It should be noted that the notification of any major accidents in the homes or school are guided by the Quality Standards, Children's Homes (England) Regulations 2015 (see Appendix 1)

In addition to the above, it is a requirement of the Health and Safety Executive that certain incidents have to be reported to the Health and Safety Authorities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The types of incidents that should be reported (if staff or Amicus children are directly involved or are in the environment of an incident) include;

- Fatal accidents to staff, contractors or members of the public,
- If a member of public has an accident and is taken to hospital,
- A member of staff has an accident, which results in a major injury or absence of more than seven days because of the accident,
- If a Doctor notifies an employee is suffering from a reportable work-related disease for example occupational dermatitis or occupational asthma.

If a member of staff feels it is necessary to report any of the above, they should first inform the Responsible Individual/ School Proprietor who will assume responsibility for reporting the incident to the Health and Safety Executive.

If something happens which does not result in a reportable injury, but which clearly could have done, it may be classified as a dangerous occurrence and should be reported. If staff are in any doubt, they should consult the Responsible Individual/ School Proprietor.

The Responsible Individual/ School Proprietor will have in store or can download the relevant documents for reporting the incident.

If any injury to child or any adult working or visiting Amicus at any of the sites or within working hours, results in (or near misses which could have resulted in) requiring medical attention or time off of work/off of school then Amicus will conduct an internal investigation to understand what happened and put measures in place to prevent reoccurrence.

## 18. Fire Safety

The School have fire procedures in place where staff and children will have termly instruction / drills on the procedures in case of fire and the location of the evacuation meeting point.

The homes have fire procedures in place and staff and children will have, every 6 months (day drills) and every four months (night-time drills), instruction on the procedures in case of fire, and the location of the evacuation meeting point.

As advised by West Sussex Fire and Rescue Service; Daily checks of the means of escape will take place by the staff and be recorded in the Fire Log. Weekly checks of the smoke detectors will take place and fire drills at least four times a year. These will be recorded in the Fire Log. The named officer will review fire procedures every three months.

The homes and school have a total no smoking policy within the buildings and grounds.

### 18.1 Staff Training

Current staff undergo fire safety training annually. All new staff receive training during their induction.

The training will include the checking the means of escape, which is carried out as part of the daily routine and recorded on the Home/School's Fire Log. A general check of the extinguishers and the fire blanket is also carried out to ensure they are all in place and in good condition.

Staff are made aware of the location of fire extinguishers, fire blanket and their use. The major emphasis is on fire prevention and escape as opposed to extinguishing fire.

### 18.2 Risk Assessments

Risk assessments of perceived fire hazards are carried out and recorded throughout the homes and school and include who is at risk and what controls are in place. These risk assessments are regularly reviewed to maintain a high standard of fire safety within the homes and school. Any hazards will be reported to the Responsible Individual/School Proprietor who will ensure adequate steps are taken to diminish the risk in accordance with the assessment.

### 18.3 Detecting / Emergency Equipment

**The detection and extinguishing equipment at Amicus' homes 'Bluebells' is as follows:**

- Fire Blanket: Kitchen area on wall adjacent to the sink,
- CO2 and H2O Fire extinguishers are located in the in the adult bedroom on the first floor.
- Smoke detectors (13no.) are located in every room in the home including hallways.



- Heat detector (1no.) is located in the Kitchen.

**The detection and extinguishing equipment at Amicus home 'Jasmine' is as follows:**

- Fire Blanket: Kitchen area, mounted on the wall by the fridge/freezer,
- H2O & CO2 extinguishers located in the adult bedroom on the first floor.
- Smoke detectors (13no.) are located in every room in the home including hallways.
- Heat detector (1no.) is located in the Kitchen.

**The detection and extinguishing equipment at Amicus home 'The Paddocks' is as follows:**

- Fire Blanket: Kitchen area, mounted on the wall by the window.
- H2O & CO2 extinguishers located in the adult bedroom/ sleep-in room, by the door on first floor and adult / sleep-in room downstairs and bottom of fire escape in office area just off front door.
- Smoke detectors (19no.) are located in every room in the home. (In the offices attached to the side of the home there are 8 smoke detectors making 27 in total for the whole building)
- Heat detectors (2no.) are located in the Kitchen

The Fire Panel at the Paddocks is located in the Porch to the left hand side as you enter through the front door. Underneath the fire panel is a building plan for reference. The Fire Panel has been disabled so it cannot be tampered with (in discussion with the installers), the code for the panel is: 10000 to activate this. This will need to be used to undertake the weekly checks.

**The detection equipment at The Amicus School/ Head Office; The Coach House, Fontwell are as follows:**

- Fire Blanket: Kitchen areas, mounted on the wall in Cresco Class room between the windows.
- H2O & CO2 extinguishers located near the fire exits of the buildings the hallway and the landing of the main school building (the Coach House), Also extinguishers in the accessible toilet and shower area. In the Motor House building where the main classrooms are, there is are extinguishers in the main corridor by the entrance/ fire exit and also in the end classroom (Novus) by the external door.
- Smoke detectors (18no.) are located in every office area, classrooms and hallways

- Heat detectors (1no.) are located in the Cresco Classroom kitchen

In the separate School Dining Room, and therapy rooms building, equipment is located as follows:

- Fire Blanket: Located by the countertop in the School Kitchen.
- H2O & CO2 extinguishers located in the Dining Room by the water dispenser / kitchen counter, and upstairs at the top of the staircase and at the end of the corridor to the left.
- Smoke detectors (8no.) are located in every room including hallways
- Heat detectors (1no.) are located in the main School Kitchen

As explained previously and advised by West Sussex Fire and Rescue Service; smoke detectors will be checked by weekly alarm tests. Fire drills will take place at least once every three months. All weekly tests, fire drills, evacuations and instances where the alarm sounds will be recorded in the Fire Log Book.

Smoke alarms will be checked annually by Arundel Group Ltd, 01903 716445, the installer, who will provide a certificate of inspection.

The fire extinguishers will be checked annually by Samson Fire Protection Limited, contact Gary Coston on 01329 339089 or mobile: 07809 777717, email: info@samsonfp.co.uk

## 18.4 Evacuation and keys

In our homes, 'Jasmine', 'Bluebells' and "The Paddocks, the front and back doors maybe locked to ensure the safety and wellbeing of the children - these are connected to the fire alarm system and will automatically unlock/ open if the alarms should sound and therefore do not present as a fire hazard. All doors on escape routes (including the front and back doors) leading towards a final exit are quick and easy to open without the need for a key.

The School / Office doors are kept unlocked. For external gates in the homes and school they have number codes to un lock / gain access - all staff aware of the password for these if needed.

The staff have the keys to the external doors of the homes and school building on their possession at all times but this are not locked when inside the home for fire safety reasons unless the doors are connected to the fire alarm system which means they automatically unlock when the alarms sound. The shift leader or Teacher has the main responsibility of the keys; in his/her absence responsibility will be handed to the next most senior member of staff. Staff hold a master key for all the keys in the home.

In the event of an emergency situation, such as a fire, all persons will have access to the exit points in order to evacuate the premises until it is made safe.

## 18.5 Emergency Fire Plan

Staff are trained and made aware of the emergency fire plan. All staff and children will

be aware and have practiced fire alarm procedures once every 3 months in order to ensure the safe exit of personnel from the homes and school in the event of an emergency.

**If you discover a fire:**

- Shout to alert others then proceed IMMEDIATELY out of the front door (if possible) to the assembly point:
- 'Bluebells' — at the front of the house on the pavement outside
- 'Jasmine' — at the front of the house and then turn left onto the grass verge.
- 'The Paddocks' — out the front of the house at the end of the drive way in Days Lane.
- School & Head office – The Coach House, Fontwell – Out of the front door of any of the buildings and then the fire evacuation point is in the playground at the front of the school.

Once at the require assembly point, a roll call will be taken.

**On hearing the alarm of fire:**

- Proceed IMMEDIATELY to the assembly point.
- DO NOT stop to collect personal belongings,
- DO NOT leave the assembly point until told to do so.

Staff will assist the children and any visitors to exit the building and to the assembly point in a safe, calm, reassuring manner.

**Identification of primary escape routes:**

- The primary escape route from rooms upstairs is down the stairs and hallway to the front door. On the ground floor the escape route can be via the front door were possible or alternatively via any of the external doors leading into the garden, which can then be exited via the gate at the side of the house and then assembling at the designated assembly point.
- In the event of the primary route being blocked by fire, the external door leading to the garden may be used.

Staff will make children and any visitors aware of the procedure.

### **In the event of a fire:**

- A member of staff (usually the senior person in the homes or school) will ensure that the fire brigade is telephoned and ensure doors around fire are closed. The staff will help with the evacuation of the children and any visitors to the assembly point where a roll call will be taken. Notes of anyone missing and their possible location will be made and the fire brigade informed on their arrival.

### **Staff will be made aware during their induction that the fuse box is for:**

- 'Jasmine' –is in the kitchen cupboard by the back door where the boiler is located
- 'Bluebells' –is in the dining room cupboard near the entrance to the hallway.
- "The Paddocks' –is in the cupboard off the kitchen in the hallway.
- School & Head Office– In the main Coach House building in the lobby where the children's toilets and shower room is located (next to the kitchen) and in the Motor House where the classrooms are located, there is a fuse box in the main corridor by the entrance.
- School Dining room and therapy rooms – in the corner of the dining room in the wall cupboard – key is located in the pantry in the kitchen and is labelled hanging on a hook.

And the electric meter box is located outside on the walls of Jasmine and Bluebells. For The Paddocks it is located in the same cupboard in the hallway as the fuse box. The electrical cupboard for the school is located next to the reception (next to the greenhouse), in order they can inform the fire brigade if required. There is no gas onsite at the school/head office.

- Under NO circumstances do you enter the home or school until told that is safe to do so by the fire brigade.
- DO NOT attempt to tackle fire putting you at risk. Only use extinguishers for small fires if trained to do so or to aid exit.
- Portable extinguishers are only capable of tackling minor outbreaks of fire.

### **Calling Fire Service:**

Lift the receiver and dial 999

Give the operator your telephone number which is:

- 01903 783920 for Jasmine
- 01903 716660 for Bluebells
- 01243        for The Paddocks
- 01243 544107 for School and Head Office

and ask for FIRE

When the fire brigade replies give the call distinctly saying; FIRE at:

- **SCHOOL** - The Coach House, Fontwell, Arundel, West Sussex, BN18 0SX
- **BLUEBELLS or JASMINE or THE PADDOCKS** and state the full address.

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE

CALL THE FIRE BRIGADE IMMEDIATELY TO ANY INCIDENT OF FIRE OR ON SUSPICION ON FIRE

## 19. Health & Safety Emergency Procedures

In the event of a fire, gas leak, flood or other, of which any of them which puts life or injury at risk it is the priority of the staff to ensure the safety of the children and others in the homes and/or school. It is essential that the safe evacuation of all personnel from the home and/or school is the paramount consideration. All staff will have received fire training of which the evacuation process is the same for other hazardous situations. Also refer to 19 above.

Reviewed: Sept 2022

Next review date: Sept 2023

# Appendix 1

## Insurance Certificate