



# Health and Safety Policy

|                              |                |
|------------------------------|----------------|
| Approved by: Camilla McInnes | Date: 21/04/23 |
| Last reviewed on:            | 21/04/23       |
| Next reviewed on:            | 20/04/24       |

## **Contents**

|   |         |
|---|---------|
| Introduction                                  | Page 3  |
| Responsibility for Health and Safety Matters  | Page 3  |
| Your Responsibilities                         | Page 4  |
| Young People and Visitors                     | Page 5  |
| Contractors                                   | Page 5  |
| Information and Consultation                  | Page 6  |
| Training                                      | Page 7  |
| Accidents and First Aid                       | Page 7  |
| Reporting Accidents/Appropriate Notifications | Page 8  |
| Fire Safety                                   | Page 9  |
| Risk Assessments and Measures to Control Risk | Page 10 |
| Equipment                                     | Page 10 |
| Computers and Display Screen Equipment        | Page 11 |
| Lone Working                                  | Page 12 |
| Working at Height                             | Page 13 |
| Manual Handling                               | Page 13 |
| Off-Site Visits                               | Page 13 |
| Violence At Work                              | Page 14 |
| Smoking                                       | Page 14 |
| Infection Prevention and Control              | Page 15 |
| National Health Alerts                        | Page 16 |
| New and Expectant Mothers                     | Page 17 |
| Occupational Stress                           | Page 17 |

## ***Introduction***

At Cameron and Cooper Limited, we are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.

This policy outlines the commitment to maintain and promote the health and safety of all staff, young people, visitors, and contractors.

1.2. This policy complies with all relevant legislation, including but not limited to:

- The Children's Homes Regulations 2015
- The Health and Safety at Work Act 1974
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Display Screen Equipment Regulations 1992
- The Working at Height Regulations 2005
- The Health and Safety (First Aid) Regulations 1981
- The Smoke-free (Premises and Enforcement) Regulations 2006
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

This policy should be read in conjunction with the following Cameron and Cooper Limited policies:

Safeguarding and Child Protection Policy  
Promoting Positive Behaviour and Relationships Policy  
Smoking, alcohol, and substance misuse Policy  
Regulation 40 notifications document

## ***Responsibility for Health and Safety Matters***

At Cameron and Cooper Limited, the Service and Operations Manager is responsible for ensuring health and safety matters are taken seriously by all individuals associated with the organisation, including employees, contractors, young people, and visitors. It is essential that everyone comprehends their duties and responsibilities regarding health and safety, as stipulated by the Health and Safety at Work Act (1974).

The overall responsibility for health and safety for each individual service lies with the Registered Manager, who must adhere to the Management of Health and Safety at Work Regulations (1999). They must ensure that all employees and contractors follow the same regulations. They must also ensure compliance with the Control of Substances Hazardous to

Health Regulations (COSHH) (2002) and the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) (2013) to assist the Registered Manager in their role.

The registered manager is also accountable for ensuring that all buildings and equipment within their service are maintained safely and securely, complying with the Work at Height Regulations (2005) and the Manual Handling Operations Regulations (1992) to ensure all work is performed safely.

Everyone at Cameron and Cooper Limited must comply with relevant health and safety laws, such as the Fire Safety Order (2005), the Personal Protective Equipment Regulations (2002), and the Electricity at Work Regulations (1989). Moreover, everyone must be aware of and follow the organisation's health and safety policies and procedures to ensure the safety of all individuals associated with the organisation.

### ***Your Responsibilities***

As an employee, you have a responsibility to prioritise health and safety in the workplace. This means taking necessary precautions to prevent accidents, injuries, and illnesses. Your duties and responsibilities as an employee are outlined in the Health and Safety at Work Act (1974), which emphasises the need to work safely and responsibly.

Firstly, it is your responsibility to follow all health and safety policies and procedures implemented by your organisation. You must familiarise yourself with these policies and procedures and follow them at all times. If you are unsure of any procedure, you should seek clarification from the home manager or supervisor.

You must also report any health and safety concerns to the home manager or supervisor immediately. This includes reporting any accidents, near misses, or hazardous situations that could potentially harm you or your colleagues. It is vital to report these incidents as soon as possible so that necessary action can be taken to address the issue and prevent future occurrences.

Another responsibility you have as an employee is to use all equipment and machinery correctly and safely. This includes using personal protective equipment (PPE) when necessary, such as gloves, and protective clothing. You should also receive training on how to use equipment and machinery correctly and report any faults or defects immediately.

It is also essential to maintain good housekeeping practices in the workplace. This includes keeping each service clean, tidy, and free of clutter, ensuring walkways and exits are clear, and keeping fire exits and escape routes unobstructed.

Additionally, you have a responsibility to take care of your own health and safety. This means following safe working practices, taking breaks when necessary, and reporting any health issues that may affect your ability to work safely.

### **In summary, your responsibilities as an employee are to:**

Follow all health and safety policies and procedures implemented by your organisation.

Report any health and safety concerns to your manager or supervisor immediately.

Use all equipment and machinery correctly and safely.

Maintain good housekeeping practices in the workplace.

Take care of your own and the young people's health and safety.

### ***Young People and Visitors***

Young people and visitors are responsible for following the organisation's health and safety advice, both on-site and off-site and for reporting any health and safety incidents to a member of staff. While the ultimate responsibility for health and safety lies with the organisation, it is important to recognise that our young people are more vulnerable to the health and safety risks they are undertaking.

Therefore, it is the responsibility of all staff members to keep young people safe and to ensure that they are actively supervised and always monitored. Young people should be provided with clear guidance and instructions regarding health and safety procedures, and they should be encouraged to report any incidents or concerns to a member of staff immediately.

Visitors, including contractors and suppliers, must also follow the company's health and safety policies and procedures. They should familiarise themselves with the organisation's guidance, as well as any specific instructions provided by staff members. Visitors must report any incidents or concerns to a member of staff, and they must follow any instructions given to them to prevent further incidents or injuries.

It is important to recognise that young people may be more vulnerable to certain health and safety risks, and staff members must take extra care to ensure their safety. This includes providing appropriate supervision and support, as well as ensuring that any safety equipment or training provided is used correctly.

In summary, staff members have a responsibility to ensure that young people are kept safe at all times, and that they are provided with appropriate guidance and support to help them navigate health and safety risks. Visitors must also follow the organisation's policies and procedures and report any incidents or concerns to a member of staff immediately.

### ***Contractors***

As part of our commitment to ensuring a safe and healthy work environment for everyone, contractors are required to agree on health and safety practices before starting any work. This is to ensure that contractors are aware of the risks involved in their work and are prepared to take appropriate measures to mitigate them.

Before beginning any work on our premises, contractors must complete a visual risk assessment to ensure it is safe to complete the works. All contractors will also be briefed prior to their visit via email or phone to ensure key information is related. For bigger projects which involves

ongoing extensive work in the homes over multiple days whilst young people are present, a thorough written risk assessment should be completed. The risk assessment should identify all potential hazards associated with the work, as well as the measures that will be taken to minimise or eliminate these hazards. Contractors should also identify any personal protective equipment (PPE) that will be required for the job, as well as any training that will be necessary for their workers to work safely on site.

We will review the risk assessment and may provide feedback or request additional measures to be taken to ensure the safety of everyone on site. Contractors must be prepared to adjust their work practices to address any concerns raised by us. Failure to do so may result in termination of the contract.

Additionally, contractors must comply with all relevant health and safety legislation and policies and procedures while working on our premises. This includes but is not limited to the Control of Substances Hazardous to Health Regulations (COSHH), the Work at Height Regulations, and the Manual Handling Operations Regulations. Contractors should also be aware of the Fire Safety Order, Personal Protective Equipment Regulations, and Electricity at Work Regulations.

We take the safety of all individuals on our premises seriously, particularly vulnerable young people who may be in our care. We require our contractors to take the same level of care and responsibility when working on our premises. We appreciate their cooperation and commitment to maintaining a safe and healthy work environment for all.

### ***Information and Consultation***

Information and consultation are essential components of any effective health and safety policy in the workplace. Employers have a legal obligation to keep their employees informed and consulted on matters related to their health and safety at work. This includes providing adequate training for health and safety representatives to carry out their functions effectively. In this section, we will discuss the importance of information and consultation, as well as the specific measures we will take to meet our obligations in this regard.

Within our organisation, we believe that information and consultation are essential to creating a safe and healthy workplace. We are committed to informing and consulting directly with all staff regarding health and safety matters. This includes providing regular updates on new risks and hazards, changes to policies and procedures, and any relevant training or resources that can help employees stay safe and healthy at work.

In addition to providing information and consultation to all staff, we will also ensure that any health and safety representatives receive the appropriate training to carry out their functions effectively. This training will cover topics such as risk assessment, fire safety, and incident reporting/notifications, as well as the specific duties and responsibilities of health and safety representatives under our policies and procedures.

We recognise that effective communication is essential to the success of our health and safety policy. The organisation's management is responsible for informing and consulting employees about health and safety matters, and we will take all necessary steps to ensure that this

responsibility is met. This includes creating open channels of communication between management and employees, encouraging feedback and suggestions from staff, and addressing any concerns or issues raised in a timely and appropriate manner.

Overall, we are committed to ensuring that our employees are informed and consulted on matters related to their health and safety at work. We believe that this is not only a legal obligation but also a moral and ethical responsibility. By working together, we can create a safe and healthy workplace that benefits everyone.

## ***Training***

At Cameron and Cooper Limited, we recognise the importance of staff training and development in ensuring that our employees are able to perform their work competently and safely. We are committed to providing our staff with the necessary training and supervision to help them succeed in their roles and to keep themselves and others safe at work.

We understand that proper training is essential to ensuring that our staff are able to perform their work effectively and safely. As such, we will ensure that all staff are given an adequate induction that includes health and safety training. This induction will provide an overview of our policies and procedures, as well as any specific hazards or risks that may be present in the workplace. Additionally, staff will receive appropriate safety training that is relevant to their job responsibilities, including training in manual handling, control of substances hazardous to health (COSHH), and the use of personal protective equipment (PPE) etc.

We believe that training and development are ongoing processes, and we are committed to providing our staff with opportunities to enhance their skills and knowledge. We will regularly assess the training needs of our staff and provide them with the necessary resources to improve their performance and career development. This may include access to external training programs, on-the-job coaching and mentoring, and performance evaluations to identify areas where additional training or support may be needed.

Our commitment to staff training and development extends to ensuring that our staff receive adequate supervision and feedback on their work. We understand that regular feedback is essential to helping our staff improve their performance and feel confident in their roles. As such, we will provide our staff with regular opportunities for feedback, including performance reviews and one-on-one meetings with their managers.

Overall, we are committed to providing our staff with the training, support, and supervision they need to succeed in their roles and keep themselves and others safe at work. We believe that by investing in our staff's development, we can create a positive and productive workplace that benefits everyone.

## ***Accidents and First Aid***

At Cameron and Cooper Limited, the safety and well-being of our young people and employees are of the utmost importance. We have established policies and procedures to ensure prompt and appropriate action is taken in case of an accident or injury at work. This section provides

more detail on our approach to accidents and first aid, including staff training, incident reporting, and record-keeping.

First aid training is a critical aspect of our health and safety policy. We recognise that accidents and injuries can happen unexpectedly, and it's crucial that our staff are equipped with the necessary knowledge and skills to provide immediate first aid when needed. Therefore, we ensure that all staff receive adequate emergency first aid at work training, which covers basic techniques as well as specific procedures for responding to incidents that may occur in our workplace. Regular training updates and refreshers are also provided to keep staff up-to-date on the latest first-aid practices.

In addition to staff training, we ensure that we have adequate first-aid provisions in place. This includes the provision of first aid kits and trained first aiders available on-site at all times. We also ensure that our first aiders have access to the necessary equipment, to respond effectively to any emergency situation.

We have a strict policy regarding the reporting and recording of all accidents and injuries at work, no matter how minor. All incidents involving young people, staff, visitors, or members of the public must be reported to management and recorded on our organisation's information recording system, Clear Care. Our procedures ensure that all incidents are properly documented, and appropriate action can be taken to prevent similar incidents from occurring in the future.

We encourage our staff to report any hazards or potential risks they identify in the workplace to take proactive steps to prevent accidents and injuries. We conduct regular risk assessments to identify potential hazards or risks and take appropriate measures to address them.

### ***Reporting Accidents/Appropriate Notifications***

The management of the organisation has several responsibilities regarding work-related injuries and diseases, including investigating incidents and keeping accurate accident records. They are also responsible for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Reportable injuries, diseases, and dangerous occurrences must be reported as soon as reasonably possible and within 10 days of the incident. This includes cases such as:

- death,
- specified injuries,
- injuries resulting in loss of consciousness,
- serious burns,
- and injuries leading to hospital admission.
- Other instances that require reporting include injuries that result in an employee being away from work or unable to perform their normal duties for more than seven consecutive days,
- accidents resulting in hospitalization, and near-miss events that could have resulted in injury.



Guidance on how to make a RIDDOR report can be found on the Health and Safety Executive (HSE) website at <https://www.hse.gov.uk/riddor/report.htm>. Management is also responsible for reporting to any other appropriate person or body, including Ofsted.

## ***Fire Safety***

Fire safety is of utmost importance in any workplace. Fires can cause serious injury or death, damage property, and disrupt business operations. Therefore, it is essential that all staff members are aware of the necessary precautions and procedures to prevent fires and respond appropriately if one occurs.

As such, all staff members are required to familiarise themselves with the fire safety instructions posted on notice boards and near fire exits in the workplace. In the event of a fire alarm, staff must immediately evacuate the building through the nearest fire exit and proceed to the designated fire assembly point indicated on the fire safety notices. It is important to not stop to retrieve belongings and not to re-enter the building until told to do so.

If a staff member discovers a fire, they should not attempt to tackle it unless it is safe, and they have been trained or feel competent to do so. The nearest fire alarm should be activated if there is enough time. Nominated individuals will receive training in the correct use of fire extinguishers.

Staff members are required to notify their manager or Human Resources if they have any conditions, such as impaired mobility, that may hinder their evacuation in the event of a fire. A personal evacuation plan will be created and communicated to colleagues working in the vicinity.

Fire drills will be conducted every month and must be taken seriously. Management are responsible for conducting fire risk assessments and implementing necessary measures. They are also responsible for ensuring that regular checks of fire extinguishers, fire alarms, escape routes, and emergency lighting are carried out.

In addition, it is important to note that all staff members should immediately notify the fire services in the event of a fire, even if it has been successfully extinguished. This will help to ensure the safety of everyone in the building and prevent the risk of any further incidents.

It is important to ensure the safety and well-being of all young people at all times, including during emergency situations. As such, all young people in our care have Personal Emergency Evacuation Plans (PEEPs) tailored to their specific needs and requirements.

In addition, we provide training and support to young people on fire safety procedures, including how to evacuate the building in the event of a fire. We also have measures in place to support young people who may require additional assistance during an emergency, such as those with disabilities or medical conditions.

If any staff members have concerns about the safety and well-being of young people in emergency situations, they should report these concerns to their manager or designated safeguarding lead immediately. Our priority is to ensure the safety and well-being of all young people in our care.

### ***Risk Assessments and Measures to Control Risk***

At Cameron and Cooper Limited, we prioritise the health and safety of our young people, employees, visitors, and all other parties who may be affected by our activities. To ensure that we maintain a safe working environment, we carry out periodic general workplace risk assessments. The purpose of these assessments is to identify any risks to health and safety and to identify appropriate measures to control those risks.

We place a high level of importance on minimising the risk of injury caused by manual handling. In order to achieve this, we have implemented measures to either avoid or reduce the need for lifting or carrying items that have the potential to cause harm. To ensure that our employees understand how to handle objects safely, we provide mandatory training on manual handling. Additionally, all staff are trained in Team Teach, which helps to prevent the need for physical intervention in situations where it may not be necessary. However, if physical intervention is deemed necessary to ensure the safety of a young person and those around them, our staff are equipped with the means to do so safely and effectively.

The use of hazardous substances is another area where we are careful to minimise risk. We limit the use of hazardous substances wherever possible and use less hazardous alternatives when available. We provide training on the control of substances hazardous to health (COSHH) to all staff, and we expect all staff who use and store hazardous products to do so in accordance with the instructions on the product label. We ensure that all hazardous products are kept in their original containers, with clear labelling and product information.

In situations where risks cannot be adequately controlled by other means, we provide personal protective equipment (PPE). PPE is an essential measure that provides an additional layer of protection to workers.

Gas appliances and fittings are another area of concern for us, and we take measures to ensure that they are installed, maintained, and repaired only by competent Gas Safe registered engineers. We regularly maintain gas pipework, appliances, and flues and check all rooms with gas appliances to ensure that they have adequate ventilation.

Water systems are another area where we are careful to minimise risk. We review our water risk assessment every year and whenever there are significant changes to the water systems or building footprint. This assessment helps us to identify the risk of legionella and take appropriate measures to control that risk.

Overall, management are responsible for workplace risk assessments and any measures to control risks. We take a proactive approach to health and safety to ensure that our workplace is safe for everyone who enters it.

## ***Equipment***

The safety and proper maintenance of all equipment and machinery are of utmost importance to us. As such, we ensure that all equipment is maintained in accordance with the manufacturer's instructions. Before any new equipment is put into use, it is thoroughly checked to ensure that it meets all of the appropriate standards. To ensure proper storage, all equipment is stored in designated containers and areas, and each container is labelled with the correct hazard sign and contents.

It is imperative that all staff members use equipment only in accordance with the instructions given to them. In the event of any equipment fault or damage, it must be immediately reported to the line manager. No staff member should attempt to repair equipment unless they have received the proper training to do so.

We place a great emphasis on the safe use and handling of electrical equipment. Staff members are responsible for ensuring that they use and handle electrical equipment in a sensible and safe manner. Any young person who handles electrical appliances does so in accordance with their risk assessment plan, overseen by management.

As an added safety measure, a portable appliance test (PAT) will be carried out by a competent person when necessary. Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment will only be carried out by a competent person.

In order to ensure the safe use of electrical equipment, it is important to note that electrical apparatus and connections should not be touched with wet hands and should only be used in dry conditions. Any potential hazards or faults within equipment must be reported to Management immediately.

## ***Computers and Display Screen Equipment***

Computers and display screen equipment (DSE) are commonly used in the workplace, and it is important to ensure that they are used in a safe and healthy manner. If you use a computer screen or other DSE habitually as a significant part of your work, there are certain guidelines you should follow:

- (a) Try to organise your activity so that you take frequent short breaks from looking at the screen. This will help to reduce eye strain and other health issues.
- (b) You are entitled to a workstation assessment. This assessment will ensure that your workstation is set up correctly and that you have the appropriate equipment to use. You should contact your manager or Human Resources to request a workstation assessment.
- (c) If you are regularly working on display screen equipment for more than 20 hours per week, you are entitled to an eyesight test by an optician at our expense. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop

eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

It is important to note that we will not normally pay for glasses or contact lenses unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases, we will pay the cost of basic corrective appliances only.

Finally, if you experience any potential hazards or issues with the use of computers or display screen equipment, it is important to report them to your manager or Human Resources immediately. By working together, we can ensure that everyone stays safe and healthy while using DSE.

### ***Lone Working***

Lone working can pose certain risks to the health and safety of employees. To minimise these risks, the following measures are taken:

Potentially dangerous activities will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. This applies to all staff members, including contractors and volunteers.

If lone working is to be undertaken, a colleague will be informed about where the lone worker is and when they are likely to return. This can be done by phone, text, or email. The lone worker must also inform their line manager of their plans to work alone.

The lone worker will ensure that they are medically fit to work alone. This includes assessing their mental and physical health and taking appropriate measures to manage any health conditions or disabilities that may affect their ability to work alone.

In addition, lone workers should be aware of their surroundings and take precautions to ensure their safety. This may include carrying a mobile phone or personal alarm, avoiding working in isolated or poorly lit areas, and ensuring that all equipment and machinery is in good working order.

It is important to note that these measures are not exhaustive and that additional measures may be required depending on the specific nature of the work being carried out. Line managers should carry out regular risk assessments to identify and address any risks associated with lone working.

The risk assessment for lone working will be carried out by Management to identify potential hazards and to determine appropriate control measures. All staff who may work alone will receive a copy of the risk assessment and will be required to adhere to the control measures outlined in the assessment.

It is the responsibility of the lone worker to follow the control measures outlined in the risk assessment. Any deviations from the control measures must be immediately reported to Management.

Any incidents, accidents or near-misses that occur during lone working must be reported to Management as soon as possible. Any necessary action will be taken to prevent a recurrence of the incident or accident.

## ***Working at Height***

Working at height is a high-risk activity and we take it very seriously. Our priority is to ensure that all work carried out at height is properly planned, supervised, and executed by competent individuals with the necessary skills, knowledge, and experience.

When ladders are used for working at height, staff are required to wear appropriate footwear and clothing. Before using a ladder, staff must conduct a visual inspection to ensure its safety. If any faults are found, the ladder must be taken out of service immediately and reported to management. Ladders should only be used for light work of short duration and for access purposes. Any other high-risk activities should be avoided.

To protect the safety of our young people, they are prohibited from using ladders or any other equipment for working at height. If access to high levels is required for any activity involving young people, suitable equipment such as scaffolding or platforms must be used, and access must only be permitted under the supervision of trained and qualified personnel.

Access to high levels, such as roofs, is only permitted to trained and qualified personnel who have completed the appropriate training courses and possess the necessary skills and knowledge to work safely at height. All work at height must be carried out in accordance with the relevant regulations and guidelines. Working at height must always be properly planned, supervised, and executed to prevent accidents and injuries.

## ***Manual Handling***

We take manual handling seriously and it is important for staff and young people to understand the basics to prevent injuries. It is the responsibility of individuals to assess whether they are fit to lift or move equipment and furniture. If there is any doubt or concern, they must ask for assistance to avoid the risk of injury.

Staff and young people are expected to follow the basic manual handling procedure, which includes planning the lift and assessing the load. If the load is awkward or heavy, it is important to use a mechanical aid, such as a trolley, or ask another person for help. Taking the more direct route that is clear from obstruction and is as flat as possible is also important to prevent accidents.

Before lifting, staff and young people must ensure that the area where they plan to offload the load is clear. When lifting, they should bend their knees and keep their back straight, feet apart

and angled out. It is important to hold the load close to the body and firmly, lift smoothly and slowly, and avoid twisting, stretching, and reaching where possible.

### ***Off-Site Visits***

When taking young people off the premises, it is important to ensure their safety and well-being. Therefore, the following points should be adhered to:

(a) Risk assessments must be completed for all off-site visits and activities that require them. These assessments should take into account any potential hazards or risks that could arise during the visit, as well as the age and abilities of the young people involved.

(b) All off-site visits must be appropriately staffed. The number of staff members required will depend on the size of the group and the nature of the visit. There should always be enough staff members to always ensure the safety and supervision of the young people.

(c) Staff members must have fully read and understood the young person's file, including their risk assessments and any specific medical needs that may be applicable. This information should be taken into account when planning the visit and appropriate measures should be put in place to ensure the young person's safety and well-being.

In addition to these points, it is also important to ensure that appropriate insurance cover is in place for off-site visits and that all necessary permissions and consents have been obtained from parents or guardians. Staff members should also be adequately trained and prepared for the visit and should have a clear understanding of their roles and responsibilities.

### ***Violence At Work***

All staff members must take appropriate measures to prevent violence at work. If a staff member experiences aggression or violence or observes any near-miss incidents, they should report it to their line manager immediately. This policy applies to incidents of violence from young people, visitors, or other staff.

It is important to note that the young people we support may, at times, display physical or verbal aggression. In such cases, all staff members are trained in Team Teach, a system that helps support and maintain everyone's safety. The training emphasises non-restrictive interventions and focuses on early and effective responses to potential incidents. It also includes physical strategies to manage any risks associated with behaviours that challenge, and techniques to de-escalate difficult situations.

Together, by adhering to these policies and procedures, we can foster a safe and secure environment that promotes the well-being of all young people under our care.

## ***Smoking***

Smoking is not permitted on any of the premises. This includes all indoor and outdoor areas, such as buildings, walkways, car parks and gardens. The policy applies to all staff, visitors, and young people.

The dangers of smoking and exposure to second-hand smoke are well-known, and we are committed to providing a healthy and safe environment for everyone in our care. Smoking is a leading cause of preventable illness and death, and we want to do everything we can to promote good health and reduce the risk of harm to ourselves and others.

We understand that stopping smoking can be difficult, and we are committed to supporting staff and young people who wish to give up smoking. We can provide advice and support on how to stop, as well as information on smoking cessation aids such as nicotine patches and gum.

## ***Infection Prevention and Control***

Infection prevention and control is of utmost importance in our settings. We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We encourage staff and young people to follow good hygiene practices to prevent the spread of infections. The following guidelines should be adhered to where applicable:

### (a) Handwashing:

- (i) Always wash hands with liquid soap and warm water and dry with paper towels.
- (ii) It is essential to wash hands after using the toilet, before eating or handling food and after handling animals.
- (iii) Any cuts and abrasions must be covered with waterproof dressings.

### (b) Coughing and Sneezing:

- (i) Cover your mouth and nose with a tissue when coughing or sneezing.
- (ii) Always wash hands after using or disposing of tissues.
- (iii) Spitting is discouraged.

### (c) Personal Protective Equipment (PPE):

- (i) Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons when there is a risk of splashing or contamination with blood/body fluids.
- (ii) Wear goggles if there is a risk of splashing to the face.
- (iii) Always use the correct personal protective equipment when handling chemicals.

### (d) Cleaning of the environment:

- (i) The environment must be cleaned frequently and thoroughly.

(e) Cleaning of blood and body fluid spillages:

- (i) All spillages of blood, faeces, saliva, vomit, nasal and eye discharge must be cleaned up immediately, and PPE must be worn.
- (ii) When cleaning, use a product that combines both a detergent and a disinfectant and use as per the manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- (iii) Mops should not be used for cleaning up blood and body fluid spillages - use disposable paper towels and discard clinical waste as described below.

(f) Laundry:

- (i) Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- (ii) Wear PPE when handling soiled linen.

(g) Clinical Waste:

- (i) Always segregate domestic and clinical waste in accordance with local policy.
- (ii) Used gloves, aprons and soiled dressings should be stored in the correct clinical waste bags in foot-operated bins.
- (iii) Clinical waste must be removed with a registered waste contractor.
- (iv) All clinical waste bags should be removed when they are two-thirds full and stored in a dedicated, secure area while awaiting collection.

(h) Animals:

- (i) Always wash hands before and after handling animals.
- (ii) Keep animal's living quarters clean and away from food areas.
- (iii) Dispose of animal waste regularly.
- (iv) Supervise young people in accordance with their risk assessment when playing with animals.
- (v) Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

Following these infection prevention and control policies and procedures is crucial for maintaining a safe and healthy environment for everyone in our care.

### ***National Health Alerts***

At times, there may be national health alerts such as an epidemic or pandemic. In such cases, we will follow official guidance to reduce the risk of infection at work as much as possible. We will also provide advice to staff on steps to be taken and organise our operations accordingly.

If there are any questions or concerns regarding the national health alert, staff should contact the management. It is important for the health and safety of all that everyone complies with



the instructions and measures put in place during these circumstances. This is to minimise the risk of infection and keep everyone safe.

Please note that failure to comply with instructions or measures put in place during a national health alert may result in disciplinary action. We take the health and safety of our young people and staff seriously and will do everything in our power to protect our young people and employees from infection during these times.

### ***New and Expectant Mothers***

As part of our commitment to health and safety, we take the well-being of new and expectant mothers very seriously. We recognise that pregnancy can bring about specific health and safety risks to both the mother and the unborn child. Therefore, we have established the following policies to ensure the safety and well-being of our employees and the young people we support.

When an employee or a young person informs us that they are pregnant, we will conduct a risk assessment to identify any potential hazards that may affect their health or that of the unborn child. The risk assessment will be carried out as soon as possible to ensure that appropriate measures can be put in place to control any identified risks.

We will work with the employee or young person and their healthcare professionals to develop a plan that will enable them to continue working or participating in activities while ensuring their health and that of the unborn child are not put at risk. This may include adjustments to working hours, duties or working environment, and providing additional support or training where necessary.

It is essential that any employee or young person who is pregnant informs us as soon as possible so that we can conduct the necessary risk assessment and put in place any measures required to ensure their safety and well-being.

We are committed to complying with all relevant health and safety legislation and guidance related to new and expectant mothers. By following these policies and procedures, we can work together to ensure the safety and well-being of everyone in our care.

### ***Occupational Stress***

At Cameron and Cooper Limited, we recognise that occupational stress can have a significant impact on the health and well-being of our staff. We are committed to promoting a positive working environment that supports the health and well-being of our employees.

As part of our commitment, we conduct risk assessments to identify and reduce workplace stress. We also have systems in place within each of our services for responding to individual concerns and monitoring staff workloads.

In addition to these measures, we offer support through our Employee Assistance Programme (EAP). The EAP is a confidential service available to all employees, offering counselling and support for a wide range of issues, including stress management. Referral to the EAP can be made by the employee themselves or by their manager, and the service is available 24/7. We encourage all employees to take advantage of this valuable resource to help manage any occupational stress they may be experiencing.