# Health and Safety Policy

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| **Approved by: Wayne Grey, Responsible Individual & Head of Safeguarding** |
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**Contents**


- Introduction
- Policy Objectives and Commitment
- Responsibility for Health and Safety Matters
- Your Responsibilities
- Young People and Visitors
- Information and Consultation
- Training
- Accidents and First Aid
- Reporting Accidents / Appropriate Notifications
- Fire Safety
- Risk Assessments and Measures to Control Risk
- Equipment
- Computers and Display Screen Equipment
- Lone Working
- New and Expectant Mothers and Health Considerations
- Manual Handling
- Off-Site Visits
- Vehicles, Transport and Driver Safety
- Supporting Safety During Distress and Dysregulation
- Staff Wellbeing and Occupational Stress
- Control of Substances Hazardous to Health (COSHH)
- Smoking, Vaping, Alcohol and Substance Misuse
- Premises Safety
- Infection Prevention and Control
- National Health Alerts
- Food Hygiene and Kitchen Safety
- Water Systems and Legionella Risk
- Contractors and Site Security
- Monitoring, Audit and Review

**Introduction**

Cameron and Cooper Limited is committed to providing and maintaining safe, healthy, and well-managed environments across all services. This includes protecting the health, safety, and welfare of children, young people, adults, visitors, contractors, and any other person who may be affected by the organisation's activities.

Effective health and safety practice is a core part of safeguarding and safe care. It must be embedded into leadership oversight, day-to-day decision-making, risk assessment, premises management, safe working practices, incident reporting, and learning from events.

This policy sets out the organisation's approach to health and safety management across its residential children's homes, school provision, offices, vehicles, and any associated environments where Cameron and Cooper Limited has responsibility. It establishes the responsibilities, systems, and control measures required to support legal compliance, reduce risk, and promote a proactive culture of safety and accountability.

All adults working within Cameron and Cooper Limited are responsible for maintaining safe working practices, identifying and responding to hazards, reporting concerns without delay, and acting in a way that protects both physical and emotional safety. Senior leaders are responsible for ensuring that effective systems, training, monitoring, review, and oversight arrangements are in place across all services.

This policy is underpinned by the organisation's values of Love, Care, and Consistency. Health and safety measures must be implemented in a way that is proportionate, safeguarding-led, and responsive to the individual needs of children and young people.

This policy has been developed with reference to relevant legislation, regulatory requirements, statutory guidance, and inspection expectations, including:

**Health and safety legislation**

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Control of Substances Hazardous to Health Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 2022
- The Health and Safety (First-Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Health and Safety (Display Screen Equipment) Regulations 1992

**Children's homes regulatory framework**

- The Children's Homes (England) Regulations 2015
- Guide to the Children's Homes Regulations, including the quality standards
- Ofsted Social Care Common Inspection Framework: children's homes

**Relevant guidance and professional expectations**

- Health and Safety Executive guidance
- UK Health Security Agency guidance

- Department for Education guidance relevant to schools, children's social care, and safeguarding
- Local safeguarding partnership procedures
- Local authority public health guidance, where applicable

This policy should be read alongside other relevant organisational policies and procedures, including Safeguarding and Child Protection, Emergency Response and Preparedness, Fire Safety, Medication, Infection Prevention and Control, Behaviour Support, Risk Assessment, First Aid, and Regulation 40 notification procedures.

**Policy Objectives and Commitment**

Cameron and Cooper Limited is committed to maintaining safe, healthy, and well-managed environments where risks are identified, reduced, and managed effectively. The organisation recognises that strong health and safety practice is fundamental to safeguarding, safe care, and the promotion of positive outcomes for children and young people.

The organisation is committed to:

- Providing and maintaining safe premises, equipment, systems of work, and working environments across all services
- Ensuring that health and safety responsibilities are clearly defined, understood, and implemented at all levels of the organisation
- Promoting a proactive culture in which hazards, concerns, accidents, near misses, and unsafe practices are identified, reported, and addressed without delay
- Ensuring that risk assessments are completed, reviewed regularly, and used to inform safe working practices and decision-making
- Providing adults with appropriate training, supervision, guidance, and support to carry out their responsibilities safely and competently
- Maintaining effective arrangements for fire safety, infection prevention and control, first aid, premises safety, lone working, off-site activities, and emergency response
- Ensuring that incidents, accidents, injuries, and dangerous occurrences are appropriately recorded, reviewed, investigated, and reported in line with statutory and organisational requirements
- Supporting the physical and emotional safety of children and young people through safeguarding-led and trauma-informed practice
- Monitoring health and safety practice through regular checks, audits, leadership oversight, and review processes
- Learning from incidents, complaints, audits, and feedback to strengthen practice, improve safety, and reduce the likelihood of future harm

Senior leaders are responsible for ensuring that health and safety arrangements remain effective, proportionate, and responsive to the needs of the organisation. This includes ensuring compliance with relevant legislation, regulatory requirements, and inspection expectations across all services.

All adults are expected to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. Health and safety responsibilities form part of day-to-day practice and must be implemented consistently alongside safeguarding responsibilities, professional boundaries, and the organisation's values of Love, Care, and Consistency.

**Responsibility for Health and Safety Matters**

Cameron and Cooper Limited recognises that responsibility for health and safety is shared across the organisation. Clear leadership, accountability, and oversight arrangements are essential to ensuring safe environments, safe working practices, and effective safeguarding arrangements across all services.

**Director**

The Director holds overall accountability for health and safety across Cameron and Cooper Limited. This includes ensuring that appropriate governance arrangements, resources, systems, and oversight processes are in place to support compliance with health and safety legislation, regulatory requirements, and safe operational practice.

**Head of Safeguarding / Service and Operations Manager**

The Head of Safeguarding / Service and Operations Manager holds strategic oversight of health and safety arrangements across all services and is responsible for:

- Monitoring organisational health and safety compliance and performance
- Ensuring that appropriate policies, procedures, audits, and review systems are in place
- Overseeing incident management, learning, and escalation processes
- Supporting Registered Managers in maintaining safe environments and safe working practices
- Ensuring that health and safety practice remains aligned with safeguarding responsibilities and regulatory expectations
- Escalating significant concerns, patterns, or serious incidents to the Director where required

**Registered Managers**

Registered Managers hold day-to-day operational responsibility for health and safety within their service. This includes ensuring that:

- Safe working practices are implemented consistently
- Risk assessments are completed, reviewed, and updated appropriately
- Premises, equipment, and environments are maintained safely
- Fire safety systems and emergency procedures are implemented and monitored
- Accidents, incidents, hazards, and near misses are reported, reviewed, and responded to appropriately
- Adults receive appropriate training, supervision, and guidance

- Young people are safeguarded and appropriately supervised at all times
- Required notifications and reporting responsibilities are completed without delay

**Deputy Managers and Team Leaders**

Deputy Managers and Team Leaders support the Registered Manager in implementing and monitoring safe practice within the service. They are responsible for:

- Providing operational oversight during shifts
- Responding to immediate health and safety concerns
- Escalating hazards, incidents, or concerns without delay
- Supporting adults to follow safe systems of work and agreed procedures
- Contributing to monitoring, checks, and review processes

**Adults Working Within the Organisation**

All adults working within Cameron and Cooper Limited are responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

All adults must:

- Follow health and safety policies, procedures, and risk assessments
- Report hazards, defects, accidents, incidents, and concerns without delay
- Use equipment, substances, and personal protective equipment safely and appropriately
- Maintain safe working environments and safe working practices
- Participate in training and implement learning into practice
- Respond appropriately to emergencies and follow management instruction
- Act in a way that protects the physical and emotional safety of children and young people

Health and safety responsibilities apply at all times, including during off-site activities, transport, lone working situations, and emergency responses.

**Contractors and Visitors**

Contractors and visitors are responsible for complying with relevant health and safety requirements whilst on site. They must follow instructions provided by the organisation, report concerns immediately, and act in a way that does not compromise the safety or welfare of children, young people, adults, or visitors.

**Your Responsibilities**

All adults working within Cameron and Cooper Limited are expected to work safely, follow organisational procedures, and contribute to the maintenance of safe environments for children, young people, colleagues, and visitors.

Adults must:

- Follow health and safety policies, procedures, risk assessments, and management instruction
- Report hazards, defects, accidents, incidents, near misses, and unsafe practices without delay
- Use equipment, substances, and personal protective equipment safely and appropriately
- Maintain safe working environments, including keeping fire exits, walkways, and access routes clear
- Attend required training and implement learning within practice
- Work within the limits of their competence and seek support where necessary
- Follow emergency procedures and respond appropriately to incidents or emergencies
- Act in a way that protects the physical and emotional safety of children and young people

Adults must not:

- Undertake tasks they are not trained, authorised, or competent to carry out
- Misuse equipment provided for health and safety purposes
- Ignore or fail to report health and safety concerns
- Act in a way that places themselves or others at unnecessary risk

Health and safety responsibilities apply across all work-related activities, including within the home, school environments, transport, off-site activities, lone working situations, and emergency responses.

**Young People and Visitors**

Cameron and Cooper Limited is committed to maintaining safe, well-managed, and appropriately supervised environments for all children, young people, visitors, and professionals accessing the organisation's services.

**Young People**

Young people have a right to live, learn, and receive care in environments that are safe, supportive, and appropriately managed. Adults are responsible for ensuring that children and young people are safeguarded, supervised appropriately, and supported to understand safety in a way that is consistent with their age, understanding, communication needs, and assessed risks.

Adults must:

- Maintain appropriate supervision of young people at all times
- Ensure that health and safety risks relating to individual young people are identified, assessed, and managed appropriately

- Support young people to understand safety expectations, routines, boundaries, and emergency procedures
- Ensure that young people are protected from avoidable hazards, unsafe environments, and unsafe practices
- Respond promptly to concerns relating to safety, welfare, environmental risks, or safeguarding

Where appropriate, individual risk assessments, care plans, behaviour support plans, and Personal Emergency Evacuation Plans must include specific health and safety considerations relating to the young person's assessed needs and vulnerabilities.

**Visitors**

All visitors, including professionals, family members, and external agencies, must comply with health and safety procedures whilst on site.

Visitors must:

- Sign in and out in line with organisational procedures
- Follow instructions provided by adults within the service
- Be supervised where appropriate
- Report accidents, hazards, incidents, or concerns immediately
- Act in a way that does not compromise the safety, welfare, or privacy of children and young people

Adults are responsible for ensuring that visitors are managed safely within the environment and that any relevant safeguarding, environmental, or emergency information is shared where necessary.

Access to restricted areas, staff-only areas, maintenance areas, medication storage, records, and confidential information must remain appropriately controlled at all times.

**Information and Consultation**

Cameron and Cooper Limited will ensure that relevant health and safety information, guidance, risk assessments, and procedural updates are communicated to adults in a timely and accessible manner.

Health and safety information may be shared through:

- Induction
- Team meetings
- Supervision
- Training
- Briefings and handovers
- Organisational communication systems

Adults are expected to raise health and safety concerns, hazards, defects, or unsafe practices without delay so that appropriate action can be taken.

Health and safety updates, learning from incidents, and changes to procedures must be communicated across services where relevant to promote safe and consistent practice.

**Training**

Cameron and Cooper Limited will ensure that adults receive appropriate health and safety training relevant to their role, responsibilities, and working environment.

Health and safety training forms part of the organisation's wider safeguarding and workforce development arrangements and is intended to ensure that adults are competent to carry out their duties safely and effectively.

Training must include, where relevant:

- Fire safety and evacuation procedures
- First aid
- Manual handling
- Infection prevention and control
- Control of Substances Hazardous to Health (COSHH)
- Use of personal protective equipment (where required)
- Risk assessment and safe working practices
- Emergency procedures
- Vehicle and transport safety
- Team Teach, relational practice, de-escalation, and safe responses to distress and dysregulation
- Food hygiene, allergy awareness, and kitchen safety
- Medication safety, administration, and safe storage arrangements
- Safeguarding responsibilities linked to environmental and health and safety practice
- Display screen equipment awareness

Adults must complete all mandatory training identified for their role and participate in refresher training in line with organisational requirements.

Additional training may be required:

- Following incidents, accidents, or near misses
- Where concerns are identified regarding competence or practice
- Following changes to legislation, guidance, equipment, or operational practice
- Where identified through supervision, audit, or review processes

Managers are responsible for monitoring training compliance, identifying gaps in competence, and ensuring that adults are appropriately supported to carry out their responsibilities safely.

No adult should undertake tasks or responsibilities for which they have not received appropriate instruction, guidance, or training.

**Accidents and First Aid**

Cameron and Cooper Limited will maintain appropriate first aid arrangements across all services to ensure that injuries, accidents, and medical incidents are responded to promptly, safely, and effectively.

Each service must have:

- Adequately stocked and appropriately located first aid kits
- Access to adults with current first aid training appropriate to the environment and needs of young people
- Clear arrangements for accessing emergency medical assistance where required
- Systems for recording accidents, injuries, treatment provided, and follow-up actions

In the event of an accident or injury:

- Immediate action must be taken to ensure safety and provide appropriate first aid treatment
- Emergency services must be contacted without delay where there is a risk to life or serious injury
- The Registered Manager, on-call manager, or designated senior leader must be informed as appropriate
- The incident must be recorded promptly and accurately in line with organisational procedures

Where a young person is injured or requires medical attention:

- Appropriate reassurance and supervision must be provided throughout
- Relevant medical information must be shared with healthcare professionals where necessary
- Parents, carers, and relevant professionals must be informed in line with care planning arrangements and organisational procedures

First aid equipment must be checked regularly to ensure that supplies remain available, in date, and suitable for use.

All accidents and injuries must be reviewed appropriately to identify any immediate safeguarding concerns, environmental hazards, patterns, trends, or additional control measures required to reduce future risk.

**Reporting Accidents / Appropriate Notifications**

All accidents, injuries, incidents, dangerous occurrences, and near misses must be reported, recorded, and reviewed appropriately to ensure that safeguarding responsibilities, health and safety obligations, and regulatory requirements are met.

All incidents must be:

- Reported to the Registered Manager, on-call manager, or designated senior leader without delay
- Recorded promptly, factually, and accurately in line with organisational procedures
- Reviewed to identify any immediate safeguarding concerns, environmental risks, patterns, or required control measures

Records must clearly identify:

- The nature of the incident
- Individuals involved
- Injuries sustained
- Immediate actions taken
- Medical treatment provided
- Notifications completed
- Follow-up actions and management oversight

Records must be based on known information only and must not include assumption, speculation, or inappropriate opinion.

**RIDDOR Reporting**

Where an incident meets the reporting threshold under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the organisation will ensure that the incident is reported to the Health and Safety Executive within required timescales.

This may include:

- Specified injuries
- Work-related hospital admissions
- Dangerous occurrences
- Occupational diseases
- Incidents resulting in over seven days' absence from work

Responsibility for submitting RIDDOR notifications rests with designated senior leaders.

**Regulation 40 and External Notifications**

Where incidents meet the threshold for serious incident notification, the Registered Manager or designated senior leader must ensure that appropriate notifications are completed without delay in line with:

- Regulation 40 of the Children's Homes (England) Regulations 2015
- Safeguarding procedures
- Local authority requirements
- Other relevant statutory or regulatory obligations

Relevant agencies may include:

- Ofsted
- The placing authority
- The host local authority
- The Local Authority Designated Officer
- Health professionals
- Emergency services

All notifications must be clear, factual, proportionate, and based on known information at the time of reporting.

**Review and Learning**

Significant accidents, incidents, injuries, and near misses must be reviewed by managers to identify:

- Any safeguarding concerns
- Environmental or operational failures
- Required changes to risk assessments or procedures
- Additional training or support needs
- Patterns, trends, or emerging risks

Learning identified through incidents must be used to strengthen practice, improve oversight, and reduce the likelihood of future harm.

**Fire Safety**

Cameron and Cooper Limited is committed to maintaining safe environments through effective fire prevention, fire detection, evacuation planning, and emergency response arrangements across all services.

Fire safety arrangements must comply with:

- The Regulatory Reform (Fire Safety) Order 2005
- Relevant fire safety guidance
- Organisational fire procedures and risk assessments

Each service must maintain:

- A suitable and regularly reviewed fire risk assessment
- Appropriate fire detection and alarm systems
- Emergency lighting where required
- Clearly identified escape routes and assembly points
- Appropriate fire-fighting equipment
- Fire evacuation procedures specific to the environment

Fire safety equipment must be inspected, serviced, and maintained by competent persons within required timescales.

**Fire Prevention**

Adults are responsible for maintaining safe environments and reducing fire risk. This includes:

- Keeping fire exits, corridors, and escape routes clear at all times
- Ensuring fire doors are not obstructed or wedged open
- Reporting damaged equipment, faulty electrics, or fire safety concerns immediately
- Following safe charging, cooking, smoking, and electrical safety practices
- Ensuring hazardous materials and flammable substances are stored safely

**Fire Drills and Evacuation**

Fire drills must be carried out regularly and recorded appropriately. Drills should take account of:

- Different times of day
- Night-time evacuation arrangements
- The needs and vulnerabilities of young people
- Staffing arrangements and supervision requirements

In the event of a fire alarm or suspected fire:

- The building must be evacuated immediately using the nearest safe exit
- Emergency services must be contacted without delay
- Young people must remain supervised at all times

- Relevant emergency information, medication, and contact arrangements must be accessible where reasonably practicable during evacuation situations
- A headcount must be completed immediately at the assembly point
- No person may re-enter the building until authorised to do so by the fire service or designated senior leader

**Personal Emergency Evacuation Plans**

Where required, young people must have an individual Personal Emergency Evacuation Plan which identifies:

- Any mobility, communication, sensory, behavioural, or emotional needs impacting evacuation
- Required support arrangements during evacuation
- Any additional control measures necessary to support safe evacuation

Personal Emergency Evacuation Plans must be reviewed regularly and updated following incidents, changes in need, or concerns identified during drills or evacuations.

**Monitoring and Review**

Fire safety systems, checks, drills, servicing records, and evacuation arrangements must be subject to regular management oversight and review.

Any fire-related incident, evacuation concern, alarm activation, or failure in fire safety arrangements must be reviewed promptly to identify learning, required actions, and any necessary changes to risk assessments or procedures.

**Risk Assessments and Measures to Control Risk**

Cameron and Cooper Limited is committed to maintaining effective systems for identifying, assessing, managing, and reviewing risk across all services.

Risk assessment forms part of the organisation's wider safeguarding and health and safety arrangements and must support safe decision-making, safe working practices, and the protection of children, young people, adults, and visitors.

Risk assessments must be completed for:

- Premises and environments
- Activities and educational visits
- Individual young people
- Equipment and work activities
- Lone working situations
- Manual handling tasks
- Fire safety
- Vehicles and transport arrangements

- Hazardous substances and infection control risks
- Any other area where there is a foreseeable risk of harm

Risk assessments must:

- Identify hazards and potential risks
- Identify who may be harmed and how
- Evaluate the level of risk presented
- Identify control measures required to reduce or manage risk
- Be proportionate to the level of risk identified
- Be reviewed regularly and updated following incidents, environmental changes, emerging concerns, or changes in need

Risk management arrangements must balance safety with the rights, needs, development, and wellbeing of children and young people. Restrictive practices must only be used where necessary, proportionate, and consistent with safeguarding responsibilities and regulatory expectations.

Control measures may include:

- Environmental adaptations
- Increased supervision arrangements
- Safe systems of work
- Staff guidance and training
- Personal protective equipment
- Restrictions on access to hazardous areas, equipment, or substances
- Individual safety planning and behavioural support strategies

Adults are expected to work in accordance with relevant risk assessments and report concerns where control measures are ineffective, unclear, or no longer appropriate.

Managers are responsible for ensuring that risk assessments remain current, operationally effective, and reflective of the known risks within the service.

Risk assessments must not be treated as static documents and should form part of ongoing monitoring, professional discussion, and management oversight.

**Equipment**

Cameron and Cooper Limited will ensure that equipment used within its services is suitable, maintained appropriately, used safely, and managed in a way that reduces the risk of injury, harm, or environmental hazard.

This applies to:

- Electrical equipment

- Domestic appliances
- Office equipment
- Maintenance tools
- Outdoor equipment
- Kitchen equipment
- Safety equipment
- Any other work-related equipment used within the organisation

Equipment must:

- Be suitable for its intended purpose
- Be maintained in safe working condition
- Be inspected, serviced, and tested where required
- Be stored safely and securely
- Only be used by individuals who are competent or appropriately supervised

Faulty, damaged, or unsafe equipment must:

- Be removed from use immediately
- Be reported without delay
- Not be reused until repaired, replaced, or confirmed safe by a competent person

**Electrical Safety**

Electrical systems and electrical equipment must be maintained in accordance with legal requirements and relevant safety guidance.

The organisation will ensure that:

- Electrical installations are inspected and tested within required timescales
- Portable Appliance Testing is completed where required
- Damaged plugs, cables, sockets, chargers, or electrical items are addressed promptly
- Overloading of sockets and unsafe charging practices are avoided

Adults must:

- Visually check equipment before use where appropriate
- Report electrical defects or concerns immediately
- Not attempt unauthorised repairs or modifications to equipment

**Young People and Equipment**

Young people must only use equipment appropriate to their age, understanding, assessed risks, and level of supervision.

Access to hazardous tools, maintenance equipment, chemicals, sharp objects, and other potentially dangerous items must remain appropriately controlled at all times.

**Computers and Display Screen Equipment**

Cameron and Cooper Limited recognises that adults may regularly use computers, laptops, tablets, and other display screen equipment as part of their role. Appropriate arrangements must be in place to reduce the risk of eye strain, fatigue, musculoskeletal injury, and other health concerns associated with prolonged screen use.

Display screen equipment workstations must be arranged to support safe and comfortable working practices, including:

- Appropriate seating and posture
- Suitable desk and screen positioning
- Adequate lighting
- Safe cable management
- Sufficient space to work safely

Adults who regularly use display screen equipment as part of their role may be required to complete a Display Screen Equipment assessment to identify any adjustments or additional support required.

Adults are encouraged to:

- Take regular breaks from screen-based work
- Change position regularly throughout the working day
- Report discomfort, pain, eye strain, or workstation concerns promptly
- Follow guidance provided regarding safe workstation setup

Where appropriate, the organisation will support access to eyesight testing in line with Display Screen Equipment Regulations and organisational procedures.

Managers are responsible for ensuring that workstation concerns raised by adults are considered and addressed appropriately.

**Lone Working**

Cameron and Cooper Limited recognises that there may be occasions where adults undertake work-related activities alone. Lone working arrangements must be risk-assessed, appropriately planned, and managed in a way that protects the safety and welfare of both adults and young people.

Lone working may include:

- Working alone within parts of a site or building

- Escorting or transporting a young person individually
- Community-based activities
- Home visits or external appointments
- Out-of-hours or emergency situations

Lone working must only take place where:

- Risks have been assessed appropriately
- Suitable communication arrangements are in place
- The activity can be completed safely
- Appropriate management oversight is available

Adults undertaking lone working activities must:

- Maintain regular communication with managers or colleagues where required
- Have access to a working mobile phone or agreed communication system
- Be aware of emergency procedures and escalation routes
- Avoid unnecessary risks or unsafe environments
- Report concerns, incidents, delays, or changes in circumstances without delay

Lone working must not take place where:

- Risks cannot be managed safely
- The level of risk requires additional staffing or supervision
- The activity exceeds the adult's level of competence, training, or authority

Managers are responsible for ensuring that lone working arrangements are regularly reviewed and remain safe, proportionate, and appropriate to the known risks within the service.

**New and Expectant Mothers and Health Considerations**

Cameron and Cooper Limited recognises its responsibility to support the health, safety, and wellbeing of adults who are pregnant, have recently given birth, or have health conditions that may affect their ability to work safely.

The organisation will ensure that appropriate support, discussion, and risk assessment arrangements are implemented where required to reduce workplace risks and support safe working practices.

Risk assessments may consider:

- Manual handling activities
- Lone working arrangements
- Exposure to infection or illness
- Stress and fatigue

- Night working arrangements
- Physical demands of the role
- Environmental risks
- Individual medical advice or recommendations

Adults are expected to:

- Inform management at an appropriate stage where health conditions, pregnancy, medication, or medical advice may affect their ability to work safely
- Participate in risk assessment and review processes where required
- Report concerns relating to their health, safety, or working arrangements without delay

Managers are responsible for ensuring that:

- Appropriate risk assessments are completed and reviewed
- Reasonable adjustments are considered where required
- Medical advice and recommendations are responded to appropriately
- Supportive and safe working arrangements are maintained wherever reasonably practicable

Risk assessments and support arrangements must be reviewed regularly and updated where circumstances, medical advice, or operational risks change.

**Manual Handling**

Cameron and Cooper Limited recognises that manual handling activities may occasionally form part of day-to-day operations, including moving equipment, deliveries, furniture, or other items within the environment.

Adults receive manual handling awareness training as part of induction and ongoing health and safety arrangements.

Adults must:

- Avoid unnecessary manual handling activities wherever possible
- Assess loads before lifting or moving items
- Seek assistance where items are heavy, awkward, or unsafe to move alone
- Use safe lifting techniques and any equipment provided
- Report injuries, unsafe practices, or concerns without delay

Young people must not be expected to undertake unsafe lifting or carrying tasks.

Managers are responsible for ensuring that manual handling risks are reduced wherever reasonably practicable and that any concerns are responded to appropriately.

**Off-Site Visits**

Cameron and Cooper Limited recognises that off-site activities and community-based experiences are an important part of children and young people's development, independence, education, and wellbeing.

All off-site activities must be appropriately planned, risk-assessed, supervised, and managed to ensure the safety and welfare of children, young people, adults, and members of the public.

This applies to:

- Educational visits
- Recreational activities
- Community access
- Transport arrangements
- Appointments and external meetings
- Holidays and trips away from the home

Before an off-site activity takes place, consideration must be given to:

- The needs, risks, and vulnerabilities of young people involved
- Staffing arrangements and supervision levels
- Transport safety
- Medication and health needs
- Emergency arrangements and communication
- Environmental or location-specific risks
- Weather conditions and travel disruption
- Missing from care risks where relevant

Risk assessments must be proportionate to the activity and reviewed where circumstances change or concerns arise.

Adults supervising off-site activities must:

- Maintain appropriate supervision and awareness at all times
- Carry relevant contact information and emergency details
- Ensure vehicles, equipment, and travel arrangements are safe and appropriate
- Respond dynamically to emerging risks or changes in circumstances
- Escalate concerns, incidents, or emergencies without delay

Where required, consent and delegated authority arrangements must be confirmed before activities take place.

All accidents, incidents, injuries, safeguarding concerns, or significant events occurring during off-site activities must be reported and recorded in line with organisational procedures.

**Vehicles, Transport and Driver Safety**

Cameron and Cooper Limited recognises that transport arrangements form an important part of residential care, education, safeguarding, and day-to-day operational practice. Journeys to school, appointments, activities, family time, and community access must be carried out safely, lawfully, and in a way that promotes the wellbeing, dignity, and emotional safety of children and young people.

Vehicles used by the organisation must be maintained in a safe and roadworthy condition. Appropriate arrangements must be in place for:

- Insurance
- MOT and servicing
- Vehicle safety checks
- Breakdown support
- Reporting and responding to vehicle defects or damage

Adults authorised to transport young people must:

- Hold a valid and appropriate driving licence
- Inform management immediately of any convictions, disqualifications, medical concerns, or circumstances that may affect their ability to drive safely
- Drive safely and responsibly at all times
- Ensure young people are appropriately supervised throughout journeys
- Ensure that seatbelts, booster seats, and child restraints are used in accordance with legal requirements
- Avoid distractions whilst driving, including unsafe mobile phone use
- Follow organisational transport procedures and risk assessments

Adults may be required to complete licence checks, driving assessments, or competency discussions before being authorised to transport young people.

Transport arrangements must take account of:

- Individual needs and vulnerabilities
- Emotional presentation and behavioural risks
- Missing from care risks
- Supervision requirements
- Journey length and destination
- Weather, traffic, or environmental concerns

- Emergency and contingency arrangements

Where increased risks are identified, transport arrangements must be informed by individual risk assessments, care planning arrangements, and behaviour support plans.

One-to-one transport is recognised as a routine part of care practice and must be managed safely, professionally, and transparently. Additional safeguards or risk management arrangements may be required where there are known behavioural, safeguarding, or allegation-related concerns.

Smoking or vaping is not permitted within vehicles used for transporting young people.

Any accident, incident, unsafe driving concern, vehicle defect, breakdown, or safeguarding concern occurring during transport must be reported promptly and managed in line with organisational procedures.

Managers are responsible for ensuring that transport arrangements remain safe, proportionate, and appropriately monitored across all services.

**Supporting Safety During Distress and Dysregulation**

Cameron and Cooper Limited recognises that many children and young people may communicate distress, fear, anxiety, frustration, or trauma through their behaviour. At times, children and young people may become emotionally overwhelmed and this may present through behaviours that place themselves or others at risk of harm, including physical aggression, significant damage to property, or behaviours that compromise safety within the environment.

The organisation is committed to responding to these situations in a way that is safeguarding-led, relational, and trauma-informed, recognising that behaviour is often a form of communication and that children and young people require calm, consistent, and emotionally attuned responses from adults.

The organisation seeks to reduce the likelihood of incidents through:

- Positive relationships and relational practice
- Individual behaviour support planning
- Risk assessment and safety planning
- Consistent routines and boundaries
- Therapeutic and reflective approaches
- Early intervention and de-escalation
- Appropriate staffing, supervision, and management oversight

Adults receive Team Teach training appropriate to their role to support safe and effective responses to distress, dysregulation, and behaviours presenting risk.

Adults are expected to:

- Respond calmly and proportionately
- Use de-escalation and relational approaches wherever possible

- Consider the individual needs, experiences, and known triggers of the child or young person
- Maintain the safety and welfare of all young people, adults, and visitors
- Seek support and assistance where risks escalate or become unsafe

Physical intervention must only be used:

- As a last resort
- Where necessary to prevent injury, serious damage to property, or serious harm
- For the shortest time necessary
- In accordance with legislation, organisational policy, risk assessments, and Team Teach training

Any physical intervention must:

- Use the least restrictive option available
- Be proportionate to the level of risk presented
- Be recorded appropriately
- Be reviewed by managers following the incident

All incidents involving aggression, physical intervention, or significant behavioural escalation must be reviewed appropriately to identify:

- Safeguarding concerns
- Patterns or triggers
- Required changes to support strategies or risk management arrangements
- Additional support or reflection required for young people or adults

Adults involved in significant incidents must be offered appropriate debrief and management support following the event.

**Staff Wellbeing and Occupational Stress**

Cameron and Cooper Limited recognises that working within residential care and education environments can at times be emotionally and physically demanding. The organisation is committed to promoting the wellbeing, safety, and professional support of adults across all services.

The organisation recognises that stress, fatigue, burnout, trauma exposure, and poor wellbeing can affect:

- Physical and emotional health
- Decision-making and professional judgement
- Safe working practices
- Safeguarding practice and oversight

- Relationships within the working environment

The organisation will seek to reduce these risks through:

- Appropriate staffing arrangements
- Supervision and reflective discussion
- Training and professional development
- Management oversight and support
- Debrief following significant incidents
- Access to support and escalation processes where concerns arise
- Access to the organisation's Employee Assistance Programme and other wellbeing support arrangements where available

Adults are expected to:

- Raise concerns relating to workload, stress, fatigue, or wellbeing where these may affect safe practice
- Access support, supervision, or guidance where required
- Support a positive, respectful, and professional working environment
- Recognise the importance of personal wellbeing in maintaining safe and effective care practice

Managers are responsible for:

- Monitoring the wellbeing and welfare of adults within the service
- Responding appropriately to concerns relating to stress, burnout, or workplace wellbeing
- Providing support, reflection, and escalation where required
- Ensuring that staffing arrangements and operational expectations remain safe and proportionate

Where concerns are identified regarding an adult's health, wellbeing, or ability to work safely, appropriate support and risk management arrangements must be considered and reviewed.

**Control of Substances Hazardous to Health (COSHH)**

Cameron and Cooper Limited recognises its responsibility to reduce risks associated with hazardous substances used or stored within its services.

Hazardous substances may include:

- Cleaning products
- Bleach and disinfectants
- Aerosols and sprays

- Laundry products
- Paints, adhesives, or maintenance products
- Clinical waste materials
- Other substances identified as potentially harmful to health

All hazardous substances must be:

- Risk-assessed where required
- Stored safely and securely
- Clearly labelled
- Used in accordance with manufacturer guidance
- Kept out of reach of young people unless risk-assessed and appropriately supervised

COSHH information and safety data sheets must be accessible where required.

Adults using hazardous substances must:

- Follow safe usage instructions
- Use personal protective equipment where required
- Avoid mixing chemicals or using substances unsafely
- Report spills, exposure incidents, defective storage, or concerns immediately

Young people must not have unsupervised access to hazardous substances unless this forms part of an appropriately risk-assessed activity.

Any incident involving hazardous substances, accidental exposure, unsafe storage, or misuse must be reported and reviewed appropriately.

Managers are responsible for ensuring that hazardous substances within the service are appropriately controlled, monitored, and stored safely.

**Smoking, Vaping, Alcohol and Substance Misuse**

Cameron and Cooper Limited is committed to maintaining safe, healthy, and appropriately regulated environments for children, young people, adults, and visitors.

The organisation recognises that substance misuse presents both health and safeguarding risks and expects all adults to model safe, professional, and appropriate behaviour at all times.

Smoking and vaping are not permitted:

- Inside organisational buildings
- Inside vehicles used for transporting young people
- In front of children or young people
- Alongside children or young people during activities, transport, or community access
- In areas where there is an increased fire risk

Adults must not smoke or vape with colleagues, visitors, or external professionals in a way that undermines professional boundaries or presents smoking or vaping as a social activity within the working environment.

Any adult who smokes or vapes must:

- Do so only during agreed breaks
- Use designated areas away from children and young people
- Dispose of cigarette ends, vaping equipment, and related waste appropriately
- Ensure that smoking or vaping does not impact supervision, safeguarding, or professional presentation

Adults must not:

- Attend work under the influence of alcohol or illegal substances
- Consume alcohol or non-prescribed substances whilst on duty
- Misuse prescription medication in a way that compromises safe practice or professional judgement

Any concerns relating to substance misuse, intoxication, unsafe storage, or associated safeguarding risks must be reported immediately and managed in line with organisational procedures.

Where concerns relate to children and young people, responses must remain safeguarding-led, trauma-informed, and consistent with individual risk assessments, care planning arrangements, and the organisation's Substance Misuse Policy.

Substances, medication, lighters, vaping equipment, and any potentially hazardous materials must be stored safely and securely to reduce risk within the environment.

**Premises Safety**

Cameron and Cooper Limited is committed to maintaining premises that are safe, secure, clean, well-maintained, and suitable for the care, education, and support of children and young people.

Premises must be managed in a way that reduces risk, supports safeguarding, and promotes the health, safety, and wellbeing of all individuals accessing the environment.

This includes:

- Residential homes
- School environments
- Offices
- Outdoor areas
- Vehicles
- Any associated buildings or spaces used by the organisation

The organisation will ensure that:

- Premises are maintained in a safe condition
- Repairs, defects, and environmental hazards are responded to promptly
- Lighting, heating, ventilation, and water systems are maintained appropriately
- Paths, entrances, outdoor areas, and communal spaces remain safe and accessible
- Security arrangements are proportionate and effective
- Appropriate servicing, inspection, and maintenance arrangements are in place
- Gas safety inspections and certification are maintained where required
- Window restrictors and environmental safety measures are monitored appropriately
- Outdoor spaces, play equipment, and boundary areas are maintained safely
- Asbestos risks are managed appropriately where applicable within the environment
- Health and safety checks are completed regularly

Any hazards, damage, unsafe conditions, or environmental concerns must be reported without delay and managed appropriately until resolved.

This may include:

- Damaged flooring or furniture
- Unsafe fixtures or fittings
- Water leaks or flooding
- Electrical concerns
- Broken windows or doors
- Environmental cleanliness concerns
- Faults affecting security or fire safety systems

Access to restricted areas, maintenance areas, plant rooms, medication storage, and other potentially hazardous spaces must remain controlled at all times.

Young people must be supervised appropriately within the environment and protected from avoidable environmental hazards.

Managers are responsible for ensuring that premises concerns are monitored, escalated, and resolved appropriately, including where external contractors or specialist services are required.

**Infection Prevention and Control**

Cameron and Cooper Limited is committed to reducing the risk of infection and maintaining clean, safe, and hygienic environments across all services.

Infection prevention and control arrangements are intended to protect children, young people, adults, and visitors from avoidable health risks whilst supporting safe day-to-day practice within residential and educational environments.

The organisation will ensure that:

- Appropriate cleaning arrangements are in place
- Cleaning materials and hygiene products are available
- Waste is disposed of safely and appropriately
- Appropriate personal protective equipment is available where required
- Food preparation and storage areas are maintained safely
- Infection-related risks are assessed and managed appropriately

Adults are expected to:

- Maintain good hygiene practices
- Follow cleaning and infection control procedures
- Use personal protective equipment where required
- Respond appropriately to bodily fluid spills or contamination risks
- Report outbreaks, infectious illnesses, or hygiene concerns promptly

Where there are concerns regarding infectious illness or outbreak risks, the organisation may:

- Seek advice from health professionals or public health services
- Implement additional cleaning or infection control measures
- Adjust routines, activities, or environmental arrangements where necessary to reduce risk

Young people who are unwell must be supported appropriately, with consideration given to:

- Their medical needs
- Emotional wellbeing
- Supervision requirements
- Infection risks to others within the environment

Managers are responsible for ensuring that infection prevention and control arrangements remain appropriate, proportionate, and responsive to known risks within the service.

**National Health Alerts**

Cameron and Cooper Limited recognises the importance of responding promptly and proportionately to national health alerts, infectious disease guidance, and public health concerns that may affect children, young people, adults, visitors, or operational practice across the organisation.

The organisation will monitor and respond to relevant guidance issued by:

- The UK Health Security Agency
- The Department of Health and Social Care
- The Health and Safety Executive
- The Department for Education
- Local public health teams and safeguarding partners

Where required, the organisation may implement additional control measures in response to national or local health concerns. This may include:

- Enhanced cleaning arrangements
- Infection prevention and control measures
- Use of personal protective equipment
- Temporary changes to routines, activities, or visiting arrangements
- Increased health monitoring
- Specific risk assessments or contingency arrangements

Adults are expected to:

- Follow updated guidance and management instruction
- Report symptoms, outbreaks, or health concerns promptly
- Support young people to understand and follow health and hygiene expectations where appropriate
- Act in a way that reduces unnecessary risk to others within the environment

Managers are responsible for ensuring that health alerts, guidance updates, and required control measures are communicated appropriately and implemented consistently across the service.

**Food Hygiene and Kitchen Safety**

Cameron and Cooper Limited is committed to maintaining safe food preparation, storage, and hygiene practices across all services.

Food hygiene arrangements are intended to reduce the risk of illness, contamination, allergic reaction, and environmental health concerns whilst supporting young people to develop independence and practical life skills safely.

The organisation will ensure that:

- Kitchens and food preparation areas are maintained in a clean and hygienic condition
- Food is stored, prepared, and disposed of safely
- Fridge and freezer temperatures are monitored appropriately

- Appropriate arrangements are in place for managing allergens and dietary needs
- Cleaning materials and waste are managed safely
- Young people are supervised appropriately when cooking or using kitchen equipment where required

Adults involved in food preparation or kitchen supervision must:

- Maintain good hygiene practices
- Wash hands appropriately before handling food
- Follow safe food storage and preparation guidance
- Be aware of allergy, contamination, and cross-contamination risks
- Report concerns relating to food safety, cleanliness, pests, or equipment without delay

Young people must be supported to use kitchen equipment safely and in accordance with their age, understanding, assessed risks, and level of independence.

Any concerns relating to food hygiene, contamination, unsafe storage, allergic reaction, pests, or kitchen safety must be addressed promptly and escalated where required.

Managers are responsible for ensuring that food hygiene arrangements remain safe, proportionate, and appropriately monitored within the service.

**Water Systems and Legionella Risk**

Cameron and Cooper Limited recognises its responsibility to maintain safe water systems and reduce the risk of water hygiene concerns, including Legionella bacteria, across all services.

The organisation will ensure that:

- Monitoring arrangements are in place for water systems and temperatures where required
- Hot and cold water systems are maintained safely
- Water hygiene concerns are identified and responded to appropriately
- Infrequently used water outlets are flushed where necessary
- Inspection, servicing, testing, and remedial works are completed by competent contractors where required

Any concerns relating to water quality, water temperature, discolouration, unusual odours, poor water flow, leaks, or suspected contamination must be reported immediately and responded to appropriately.

Adults must:

- Report water system concerns or defects without delay
- Avoid using water systems or outlets identified as unsafe

- Follow temporary control measures or management instruction implemented to reduce risk

Access to maintenance areas, water system controls, and restricted plant equipment must remain appropriately controlled at all times.

Managers are responsible for ensuring that water safety arrangements, inspections, servicing, and remedial actions are monitored appropriately and escalated where required.

**Contractors and Site Security**

Cameron and Cooper Limited is committed to maintaining safe, secure, and appropriately controlled environments across all services.

Contractors, maintenance personnel, and external professionals accessing organisational premises must do so in a way that protects the safety, welfare, privacy, and safeguarding of children and young people.

All contractors and visitors must:

- Sign in and out in accordance with organisational procedures
- Follow site health and safety instructions
- Remain within authorised areas unless supervised
- Report hazards, incidents, or concerns immediately
- Conduct themselves in a way that does not compromise safeguarding or professional boundaries

Contractors must not be left unsupervised in areas accessed by children and young people unless this has been risk-assessed, authorised by management, and appropriate safeguarding considerations have been addressed.

The organisation will ensure that contractors undertaking work on site are:

- Appropriately authorised
- Suitably competent for the work being undertaken
- Provided with relevant site safety and safeguarding information where required

Where maintenance or higher-risk works are undertaken, appropriate control measures must be in place. This may include:

- Risk assessments
- Safe systems of work
- Appropriate supervision
- Isolation of work areas
- Restrictions on young people accessing affected areas
- Fire safety precautions

- Temporary environmental controls

Contractors undertaking higher-risk activities, including electrical work, hot works, or work at height, must provide appropriate safety documentation and evidence of competence before work commences where required.

Access to:

- Medication storage
- Records and confidential information
- Plant rooms and maintenance areas
- Security systems
- Restricted adult work areas

must remain appropriately controlled at all times.

Managers are responsible for ensuring that site security arrangements remain effective and that any contractor, safeguarding, or environmental concerns are addressed promptly and proportionately.

**Monitoring, Audit and Review**

Cameron and Cooper Limited is committed to maintaining effective oversight, monitoring, and review arrangements to ensure that health and safety practice remains safe, compliant, and responsive to the needs of children, young people, adults, and the wider environment.

Health and safety monitoring forms part of the organisation's wider safeguarding, quality assurance, and governance arrangements.

Monitoring activities may include:

- Routine health and safety checks
- Premises inspections
- Fire safety checks and drill reviews
- Audit activity
- Review of accidents, incidents, and near misses
- Review of environmental and maintenance concerns
- Supervision and team discussions
- Review of risk assessments and control measures
- Feedback from young people, adults, professionals, and visitors

The organisation will complete a formal Annual Health and Safety Quality Assurance Audit across its services to support oversight, identify patterns or deficits, monitor compliance, and strengthen operational practice.

The audit process may include review of:

- Premises and environmental safety
- Fire safety arrangements
- Vehicles and transport safety
- Risk assessments
- Incident reporting and follow-up
- Infection prevention and control
- Training compliance
- Maintenance and servicing records
- Safeguarding-related environmental risks
- Operational health and safety practice across the organisation

Where concerns, patterns, or deficits are identified, appropriate action plans and escalation measures must be implemented without delay.

Health and safety incidents, audits, and monitoring activity may be reviewed by:

- Registered Managers
- The Head of Safeguarding / Service and Operations Manager
- Senior leaders
- External professionals or regulatory bodies where required

Learning identified through incidents, audits, complaints, safeguarding concerns, inspections, or environmental reviews must be used to strengthen practice, improve oversight, and reduce future risk.

This policy will be reviewed:

- Annually
- Following serious incidents or significant health and safety concerns
- Following changes in legislation, guidance, or operational practice
- Where monitoring or audit activity identifies the need for review

Policy reviews will be led by the Head of Safeguarding / Service and Operations Manager in consultation with Registered Managers and relevant senior leaders.