Health and Safety

Policy & Guidelines

Policy prepared by:	Mike Farrington
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Signed:	
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1.0 INTRODUCTION

1.1 **Policy Statement**

Concrete Rose, recognising the immeasurable worth of every individual, is committed to the very highest standards of health and safety throughout its services, venues (including Co-Living and host homes) and activities. In particular, this means we will:

- Providing training, supervision, and information to all staff, hosts and volunteers
- Carry out home risk assessments on all host properties ahead of any placements
- Equip all accommodation with health and safety equipment e.g. smoke detectors.
- Provide a bursary for hosts to install extra health and safety equipment e.g. smoke detectors.
- Provide staff with equipment that promotes health and wellbeing
- Risk assess the needs of young people and ensure they are matched to hosts and support staff with the requisite skills and experience (see our pairing and matching policies)
- Undertake regular risk assessments of activities and health and safety inspection of venues we operate
- Ensure that Health and Safety issues are always on host and staff supervision agendas
- Encourage feedback/complaints around health and safety of venues and/or activities
- Annually review this policy along with our insurance indemnity levels and liability cover

2.0 RESPONSIBILITIES

2.1 **Directors**

It is the responsibility of the directors of Concrete Rose Collective CIC to ensure that the Health and Safety Policy is reviewed and adopted on an annual basis.

2.2 **Operations Lead**

Overall responsibility for the implementation of the Health and Safety Policy throughout the organisation is the responsibility of the Operations Lead. This includes ensuring appropriate health and safety procedures are implemented across the organisation (e.g. in the recruitment of staff and host families and the referral of young people) maintaining reports that comply with the terms of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and responding to problems identified in supervision, staff meetings and complaints.

2.3 **Staff, volunteers and hosts**

All staff, volunteers and hosts are expected to proactively contribute to the maintaining of safe environments for themselves, other members of the team and young people. This includes cooperating with this policy as well as working quickly to report and, if appropriate rectify, any potential hazards.

3.0 TRAINING AND GUIDANCE

3.1 **Training**

Fundamental to effective health and safety is providing all staff, hosts and volunteers with the necessary guidance to do their job. All staff are given a copy of the Health and Safety Policy as part of their initial induction. Hosts and volunteers receive information relevant to their roles during induction and training (e.g. mentors receive best practice information around boundaries and safety). In addition, the Operations Lead will assess the level of training for each role in the organisation. Nevertheless, all full-time staff are expected to complete a basic introduction to first aid course. Hosts are also given the option to attend a similar course free of charge (unless they are hosting a

young person with particular medical needs, in which case first aid training is mandatory). Training records for staff, hosts and volunteers are kept centrally.

3.2 **Manual handling**

Online manual handling training will be undertaken by employed staff (and is stipulated by insurers). Additional guidance for non-employed staff and volunteers can be found in Appendix A.

3.3. **Use of Visual Display Units (VDUs)**

Guidelines for using VDUs:

- Ensure that when working at a VDU you have adequate space and lighting.
- Adjust your chair to find the most comfortable position and change your posture as often as practicable.
- Do not allow the screen to flicker or jitter.
- Plan your work so that you do not have to sit at a VDU for long periods of time. Take regular breaks.

3.4 **Driving policy**

Concrete Rose has a Driving Policy outlining the minimum standards for hosts, volunteers and staff when driving in connection with Concrete Rose activity.

3.5 **Lone working**

Concrete Rose has a distinct Lone Working Policy.

3.6 **Handbooks**

Concrete Rose produces and issues bespoke handbooks for staff, hosts and volunteers. This includes core policies such as Safeguarding, Equality and Diversity, Health and Safety, Complaints etc.

4.0 ASSESSING SUPPORTED LODGINGS PLACEMENTS

4.1 **HOME ASSESSMENT**

As part of the application process for becoming a supported lodgings host there are at least three home visits (the initial visit is usually conducted virtually). One of these visits is a dedicated 'home assessment' visit during which a Concrete Rose representative will make a full inspection of the house and complete a comprehensive home assessment identifying potential risks and necessary amendments to make the home compliant with the health and safety standards of Concrete Rose including:

- Operational smoke detectors
- Operational carbon monoxide alarm
- Fire escape routes
- First aid kit available
- Medicines safely stored
- Tools safely stored

A link to the home assessment pro-forma can be found at the end of this document. In the event of a home not meeting the required standards, but the host/venue being suitable for hosting, Concrete Rose offers a bursary to enable the necessary adjustments to be made. Nevertheless, a young person will not be placed in a property until the home assessment has been successfully signed off.

This assessment usually also involves a member of the Concrete Rose team who is care experienced and therefore sensitive to the characteristics of a trauma-informed environment.

4.2 **Fire planning**

As part of the home assessment the Concrete Rose representative will discuss with the relevant host a fire escape plan and ensure that there are suitable exit options from each room in the event of a fire.

5.0 ASSESSING CO-LIVING PLACEMENTS

5.1 **HOME ASSESSMENT**

Each Co-Living home is inspected prior to opening and annually by a Concrete Rose representative to identify potential risks and necessary adjustments to make the home compliant with the health and safety standards of Concrete Rose including:

- Operational smoke detectors
- Operational carbon monoxide alarm
- Fire escape routes
- First aid kit available
- Safe storage arrangements for medicines
- Safe kitchen (induction hobs, fire blanket, oven gloves, ventilation, cleaning equipment)
- Tools safely stored

A young person will not be placed in a property until the home assessment has been successfully signed off.

This assessment usually also involves a member of the Concrete Rose team who is care experienced and therefore sensitive to the needs of a trauma-informed environment.

5.2 **Fire planning**

As part of the home assessment the Concrete Rose representative will create a fire escape plan and ensure that there are suitable exit options from each room in the event of a fire.

6.0 ASSESSING RISK PRESENTED BY YOUNG PEOPLE

6.1 Assessing risk

Concrete Rose gathers information on young people through referral forms, one-to-one interviews, and, where necessary, reference requests (for more information see our Referrals Policy). This information is used to identify the number and level of risks a young person presents as well as the support measures required. This information is processed through a bespoke risk matrix that categorises the level of 'risk' associated with each young person. This informs the decision as to whether supported lodgings or Co-Living are appropriate for the young person, as well as the pairing or matching process (see below).

6.2 Pairing/Matching

Concrete Rose undertakes a careful pairing/matching process to match each young person with the most appropriate host or housemates. As well as taking in factors such as interests, cultural heritage, religion etc, this is also informed by the risk information outlined above. Where supported lodgings or Co-living remain a suitable option for young people the pairing/matching process ensures that the level of risk is matched to the skills and experience of the host(s) or support staff and resilience factors within the home.

7.0 ACTIVITIES, TRIPS AND RESIDENTIALS

7.1 **Risk assessment pro-forma**

All activities conducted by Concrete Rose including one-to-one sessions, trips and residentials are well planned, prepared and risk assessed. This includes the use of a standardised risk assessment pro-forma that takes into account the likelihood and severity of hazards and mitigation factors in place. Each hazard is then ascribed a 'risk rating' and compared to a 'risk matrix' categorising hazards as 'low', 'medium' or 'high' risk. Where high risk hazards are identified the activity cannot proceed unless the hazard can be further mitigated and subsequently categorised as 'low' or 'medium' risk. All risk assessments must be signed off by the relevant line-manager.

8.0 PREMISES SAFETY & PPE

8.1 **Premises safety**

Cleanliness

Staff and volunteers are aware of the need for a high standard of cleanliness in general and particularly in rooms or areas where food is prepared and/or consumed.

Safe stacking and storage

All resources must be safely stored in the correct place out of the way of the users.

Waste disposal

Non-recyclable rubbish is to be placed in black sacks and deposited in the appropriate external bin. Recyclable rubbish should be deposited in appropriate blue and green bins outside the relevant premises.

Gangways

All fire exits and user routes must be kept clear of equipment to allow safe passage for staff and users.

Dangerous substances

All cleaning fluids are clearly marked and are stored in a locked cupboard. Access is by staff members only and the cupboard must be kept locked. No cleaning fluids are to be stored outside this cupboard. Written instructions on each container/bottle should be read carefully before using. Correct safety equipment e.g. gloves, goggles should be worn. COSHH information including first-aid advice and the correct usage of each chemical are kept in the cleaning cupboard. Paint and other repair resources (and tools) are also locked away and only accessible by staff.

8.2 **PPE**

Concrete Rose provides PPE for staff and volunteers as and when necessary. Disposable gloves, goggles and face masks are available on request and are also located in first aid kits.

9.0 FURTHER HEALTH AND SAFETY INFORMATION

9.1 **Risk assessment pro-forma**

Pro-forma	Link
Risk assessment template and risk matrix	https://concreterosecic.sharepoint.com/:w:/s/Operations/EZvHYkfK6M1EqSgO7_dF10kBwyPeDkBx96S9NJxQy7nWxQ?e=O5rxjs
Home assessment template including location risk assessment	https://concreterosecic.sharepoint.com/:w:/s/Roomtospare/EdhdpgA_LahOqEMelkaN03ABfUiLmXNRcG2g9lJ1yKgYgg?e=qkfpDu
Referral form	https://concreterosecic.sharepoint.com/:w:/s/Roomtospare/EdhdpgA_LahOqEMelkaN03ABfUiLmXNRcG2g9lJ1yKgYgg?e=qkfpDu
Young person risk assessment tool	https://concreterosecic.sharepoint.com/:x:/s/Roomtospare/EQYs2_d7TdJMgx6XtqzaNNAB1hZatKhRgP6_WC5Ci3iNGg?e=3osBKa

Host risk robust rating tool	https://concreterosecic.sharepoint.com/:x:/s/Roomtospare/EVn2bJdJaA1Fs8v6JElRCN8BdAa1ckgor1S7dL1LpQIA3g?e=mP0aQp

9.2 **Emergency services**

999 in emergency

NHS advice line - 111

Parkside Police Station – 112 or 01223 358966

Addenbrookes Hospital – 01223 245151

Parkside Fire Station - 01223 376201

9.3 **Advice and consultancy**

Dept of Environmental Health Cambridge City Council Mandela House
Regent Street
CAMBRIDGE CB2 1 BY
Tel no. C. 358977 Ext. 3714

APPENDIX A – MANUAL HANDLING

For any lifting activity take into account:

- Individual capability
- The nature of the load
- Environmental conditions
- Training
- Work organisation

If you need to lift something manually:

- Minimise the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to use lifting equipment:

- Consider whether you can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor
- Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- Reduce carrying distances where possible

Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.