

Health & Safety Policy: 2017-18

Definitions

The Lioncare Group takes its responsibility for Health & Safety in the workplace very seriously. We define Health & Safety as, "Preventing people from being harmed by work or becoming ill, by taking the right precautions and providing a satisfactory working environment".

For the purpose of this policy, the terms "Hazard" refers to anything that can cause harm, whilst the term "Risk" refers to the chance that someone will be harmed by the hazard.

The Lioncare Group operates its Health & Safety policy in line with and with regard to the following legislation:

- Health & Safety at Work etc. Act 1974
- Safety Representatives and Safety Committees Regulations 1977
- The Health & Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989 (including Part P)
- Workplace (health, safety and welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Health & Safety (consultation with employees) regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999 (risk assessment)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Fire Regulatory Reform Order 2006

Statement of General Policy

This is the statement of general policy and arrangements for Lioncare Ltd and Seafields Ltd operating as The Lioncare Group.

Responsibilities

Overall and final responsibility for health and safety within the work places owned and operated by The Lioncare Group is that of Matt Vince, Executive Director, acting on behalf of The Lioncare Group.

The Executive Director of The Lioncare Group endeavours to:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction, and supervision for employees
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions

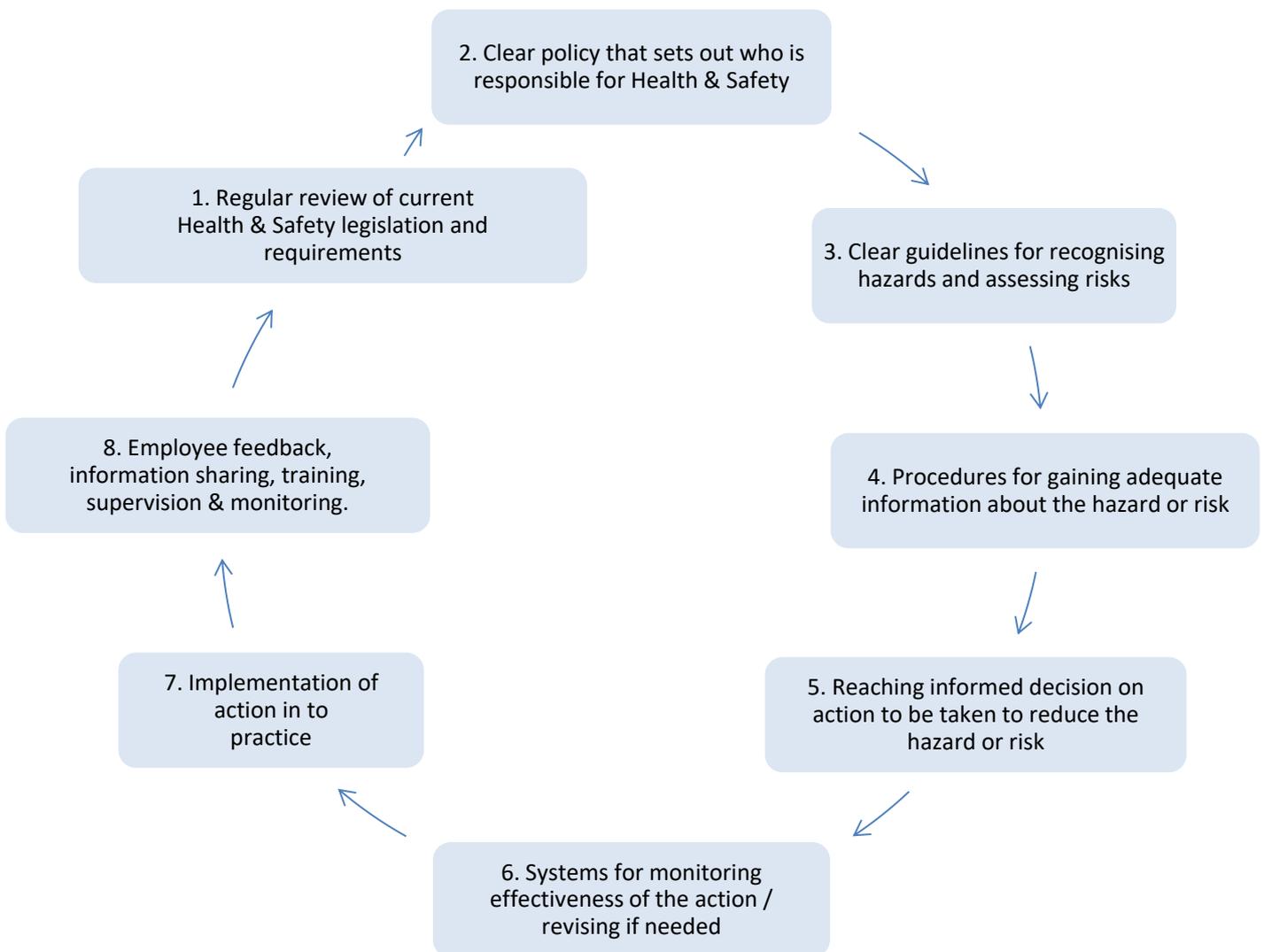
- review and revise this policy as necessary at regular intervals

Day-to-day responsibility for ensuring this policy is put in to practice and that health and safety standards are maintained and improved is delegated to the following employees of The Lioncare Group:

- Jane Rayner (Service Manager)
- Sara Fletcher (Head Teacher - The Lioncare School)
- Lucy Steer (Registered Manager – Westfields Therapeutic Children’s Home)
- Sarah Jackson (Registered Manager – Springfields Therapeutic Children’s Home)
- Sarah Mitchell (Registered Manager – Hillfields Therapeutic Children’s Home)
- Celeste Balmer (H&S Officer and Trainer and Administrator – Lioncare House)
- Marie Smith (Finance Director – Forest House)
- James Jarvis, Paul Driffield, Marek Dragonovsky (Maintenance Workers)

Managing Health & Safety

Health & Safety within the work place is managed by The Lioncare Group through adhering to the following process:



The following table lists the personal assigned and delegated responsibility for Health & Safety matters for each work-base owned and operated by The Lioncare Group:

Name	Department	Delegated Responsibility
Sara Fletcher 01273 734164	The Lioncare School	All aspects of Health & Safety affecting employees, children, and / or visitors working / living / visiting The Lioncare School, except those that fall within the responsibility of the maintenance team through maintenance work being carried out by them in the school. In addition, the named individual is responsible for monitoring of fire drills and evacuation practice by the person with delegated responsibility for this, that they are carried out at regular intervals as stated in The Lioncare Group's relevant policy, and that all employees receive adequate training and information on fire prevention and protection.
Lucy Steer 01273 711591	Westfields Therapeutic Children's Home	All aspects of Health & Safety affecting employees, Children, and/or visitors working at or living in or visiting Westfields, except those that fall within the responsibility of the maintenance team through maintenance work being carried out by them in the home. In addition, the named individual is responsible for monitoring of fire drills and evacuation practice by the person with delegated responsibility for this, that they are carried out at regular intervals as stated in The Lioncare Group's relevant policy, and that all employees receive adequate training and information on fire prevention and protection.
Sarah Jackson 01273 732566	Springfields Therapeutic Children's Home	All aspects of Health & Safety affecting employees, Children, and / or visitors working / living / visiting Springfields, except those that fall within the responsibility of the maintenance team through maintenance work being carried out by them in the home. In addition, the named individual is responsible for monitoring of fire drills and evacuation practice by the person with delegated responsibility for this, that they are carried out at regular intervals as stated in The Lioncare Group's relevant policy, and that all employees receive adequate training and information on fire prevention and protection.
Sarah Mitchell 01273 789974	Hillfields Therapeutic Children's Home	All aspects of Health & Safety affecting employees, Children, and / or visitors working / living / visiting Hillfields except those that fall within the responsibility of the maintenance team through maintenance work being carried out by them in the home. In addition, the named individual is responsible for monitoring of fire drills and evacuation practice by the person with delegated responsibility for this, that they are carried out at regular intervals as stated in The Lioncare Group's relevant policy, and that all employees receive adequate training and information on fire prevention and protection.

James Jarvis Paul Driffield Marek Dragonovsky	Maintenance Team	All aspects of Health & Safety relating to maintenance work being carried out and affecting employees, Children, and / or visitors working / living / visiting any property owned or operated by The Lioncare Group at which any member of the maintenance team is currently working.
Celeste Balmer 01273 720424	Lioncare House	All aspects of Health & Safety training through delivery of the Safe Environments (BSC Accredited) course and relating to employees of The Lioncare Group, and all aspects of Health & Safety affecting employees, Children, and / or visitors working / living / visiting Lioncare House.
Marie Smith 0203 2255500	Forest House	All aspects of Health & Safety affecting tenants, and / or visitors working at / visiting Forest House.

Details

The following table sets out the general policy statements, the named person responsible for implementation, and the actions and arrangements for which they are responsible;

General Policy Statement 1	To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
Responsibility of	Celeste Balmer: H&S Officer for The Lioncare Group
Action / Arrangements	Regular, robust, and routine monitoring of and reporting on, the state of the physical environment of the Organization and surrounding areas to the relevant Manager, Service Manager, and Executive Director of The Lioncare Group through use of effective assessment on the relative risks and hazards relating to the building, the working environment, fire-prevention systems, and the challenging nature of the behaviour of children and Children cared for and educated by The Lioncare Group. Offering suggestions and actions required to limit / prevent accidents and cases of work-related ill health.
General Policy Statement 2	To provide adequate induction and training in Health & Safety matters to ensure employees are competent to do their work
Responsibility of	<ul style="list-style-type: none"> ▪ Jane Rayner: Service Manager ▪ Sara Fletcher: Head Teacher ▪ Lucy Steer: Registered Manager ▪ Sarah Jackson: Registered Manager ▪ Sarah Mitchell: Registered Manager ▪ Celeste Balmer: H&S Officer and Trainer
Action Arrangements	Implementation of the initial orientation and induction programme for all new team members, alongside overseeing and managing effective regular professional supervision and personal performance review of all team members to highlight and address all training needs through liaison with Senior Managers of The Lioncare Group. H&S Officer and Trainer specifically to ensure training courses in Health & Safety are effective and their impact is reviewed regularly and courses adjusted as necessary.
General Policy Statement 3	To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health

Responsibility of	<ul style="list-style-type: none"> ▪ Jane Rayner: Service Manager ▪ Lucy Steer: Registered Manager ▪ Sarah Jackson: Registered Manager ▪ Sarah Mitchell: Registered Manager ▪ Sara Fletcher: Head Teacher ▪ Dave Hollens: Deputy Manager ▪ Cassie Bemrose: Deputy Manager ▪ Lincoln Curnow: Deputy Manager ▪ Julia Holford: Assistant Head Teacher ▪ Harry Cooper: Senior Therapeutic Carers ▪ John James: Senior Therapeutic Carers ▪ Elaine Holgado: Senior Therapeutic Carers ▪ Enrique Diestro: Senior Therapeutic Carers ▪ Rachel Parker: Senior Therapeutic Carers ▪ Angelo Leonardi: Senior Therapeutic Carers ▪ Jaroslaw Paletko: Senior Waking Night Therapeutic Carer ▪ Mark Smith: Senior Learning Support Assistant ▪ Shelley McEwan: Administrator ▪ Jenny Cheyney: Administrator ▪ Gaynor May: Senior School Administrator ▪ James Cronin: Junior School Administrator ▪ Celeste Balmer: H&S Officer & Trainer and Administrator
Action / Arrangements	Effective use of all informal and formal forums for meeting and communication in operation at in all settings with special emphasis on regular and reliable professional supervision to engage and consult with all employees in this matter.
General Policy Statement 4	To implement emergency procedures - evacuation in case of fire or other significant incident.
Responsibility of	<ul style="list-style-type: none"> ▪ Lucy Steer: Registered Manager ▪ Sarah Jackson: Registered Manager ▪ Sarah Mitchell: Registered Manager ▪ Sara Fletcher: Head Teacher ▪ Dave Hollens: Deputy Manager ▪ Cassie Bemrose: Deputy Manager ▪ Lincoln Curnow: Deputy Manager ▪ Julia Holford: Assistant Head Teacher ▪ Harry Cooper: Senior Therapeutic Carers ▪ John James: Senior Therapeutic Carers ▪ Elaine Holgado: Senior Therapeutic Carers ▪ Enrique Diestro: Senior Therapeutic Carers ▪ Rachel Parker: Senior Therapeutic Carers ▪ Angelo Leonardi: Senior Therapeutic Carers ▪ Jaroslaw Paletko: Senior Waking Night Therapeutic Carer ▪ Mark Smith: Senior Learning Support Assistant ▪ Shelley McEwan: Administrator ▪ Jenny Cheyney: Administrator ▪ Gaynor May: Senior School Administrator ▪ James Cronin: Junior School Administrator ▪ Celeste Balmer: H&S Officer & Trainer and Administrator
Action / Arrangements	Organise and manage regular fire-evacuation practice involving all those working in, attending, and visiting the homes, school, and office areas. Liaison with the organisation's designated H&S Officer on matters relating to emergency procedures. Ensure all team members attend the organisation's accredited level 2 training course titled 'Safe Environments'.

General Policy Statement 5	To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances
Responsibility of	<ul style="list-style-type: none"> ▪ Lucy Steer: Registered Manager ▪ Sarah Jackson: Registered Manager ▪ Sarah Mitchell: Registered Manager ▪ Sara Fletcher: Head Teacher ▪ Celeste Balmer: H&S Officer & Trainer and Administrator
Action / Arrangements	Regular, robust, and routine monitoring of and reporting on and the state of the physical environment of the organisation and surrounding areas to the relevant Manager, Service Manager, and Directors of The Lioncare Group through use of effective assessment on the relative risks and hazards relating to the building, the working environment, fire-prevention systems, and the challenging nature of the behaviour of the children and Children attending the school. Regular compilation of COSHH analysis reports and follow-up monitoring of compliance with recommendations from the reports.
General Policy Statement 6	Health and safety law literature and appropriate resources are made available to all employees:
Responsible Person	<ul style="list-style-type: none"> ▪ Lucy Steer: Registered Manager ▪ Sarah Jackson: Registered Manager ▪ Sarah Mitchell: Registered Manager ▪ Sara Fletcher: Head Teacher ▪ Celeste Balmer: H&S Officer & Trainer and Administrator
Action / Arrangements	<p>First-aid box and accident book are located in all premises and vehicles owned and operated by The Lioncare Group: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).</p> <p>Induction pack contains literature and statutory guidance on Health & Safety in the workplace.</p> <p>In the school: First-Aid boxes are located in the medical area of the staff room, the main office, and the home economics classroom, as well as in the school mini-bus. First-Aid medical kits are located in the main office for use on outdoor education lessons and activities taking place away from the school premises. All accidents are to be recorded and logged using the school's recognised accident log and report sheets stored in the main office.</p> <p>In the homes: First-Aid boxes are located next to the medical storage cabinet in the adults lounges, the Manager's office, and the kitchens, as well as in all vehicles owned and operated by the organisation. First-Aid medical kits are located in the adult's lounges in all bases for use on outdoor activities taking place away from the home. All accidents are to be recorded and logged using the homes recognised accident log and report sheets stored in the adults lounges.</p> <p>At Lioncare House and Forest House: First-Aid boxes are located in the coffee/tea areas and in the main office areas in both locations. All accidents and incidents of work-related ill health are to be reported to the relevant Manager in each setting who will in turn liaise with the designated H&S Officer / Service Manager / Executive Director of The Lioncare Group as appropriate and necessary regarding reporting under RIDDOR.</p>

Signed: (Employer)		Date:	31 st August 2017
Subject to review, monitoring and	Matt Vince: Executive Director of The Lioncare Group	Every:	12 months or sooner if work activity changes

Employees' Legal Responsibilities

It is the legal responsibility of each and all employees to:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their health and safety.
- Report all health and safety concerns to an appropriate person (as detailed above).
- Ensure the health and safety of the Children in our care is maintained at all times through adequate and appropriate levels of supervision, risk assessment, preventative action, and monitoring.

Risk Assessment & Management

General building risk assessments for each property owned or operated by The Lioncare Group will be undertaken by the H&S Officer every 6 months or sooner if there are significant changes to the premises, and the findings of the building risk assessment will be reported to The Executive Director of The Lioncare Group in the form of a completed and typed Buildings Risk Assessment Report. This report will be stored on the google drive and made available to authorised officials and relevant external agencies on request.

Action required to remove and/or control risks will be approved by The Executive Director of The Lioncare Group.

The named individuals as stated above, along with the maintenance team, will be jointly responsible for ensuring the action required is implemented in their respective departments. They will also check that the implemented actions have removed and/or reduced the risks. A monitoring form will be used by the named individuals to record the outcome of their checks following implemented actions, and submitted to The Executive Director of The Lioncare Group for final authorisation.

Assessment will be reviewed every 6 months or when the work activity changes, whichever is soonest.

Risk Assessment in the Therapeutic Care and Education of Children and Children

The work carried out by employees of The Lioncare Group of caring for and educating Children experiencing emotional and behavioural difficulties is intrinsically hazardous and potentially high risk. The Lioncare Group recognises that risk taking forms a necessary and healthy part of the maturation process and that in helping Children to develop and grow (emotionally, socially and culturally) adult carers (i.e. employees) must be prepared to take risks. Children who have suffered any form of abuse may well have particular needs over and above the needs of other Children. It is essential to ensure that these needs are met when preparing Children to move on. Care must be taken to ensure that Children do not fail to achieve their full potential as a result of under expectation. In addition, specific health requirements may have an impact on risk assessment of specific Children in our care.

The appropriate risks that employees take in carrying out their therapeutic care and education duties cannot be prescribed in any policy - a prescriptive and lengthy list would be impracticable and unrealistic and each individual in each situation differs from the next. When risks are assessed, consideration should always be given to the safety of the child and others and to the principles that underpin the Children Act 1989, that is, *'The children's welfare being of paramount importance'*.

Employees and Children from time to time will make mistakes and these assist us all in our learning. We therefore take the view that these mistakes should be addressed sensitively and positively not with derision and contempt. An integral part of our ethos surrounds helping Children to accept responsibility and consequences of their actions. We do not approach this in a threatening and punitive way and do not allow employees to use this as a means of transferring their responsibilities on to the Children in their care. When assessing risk, there must be clear understanding of the boundaries that separate the adult employee's role and that of the child. Consideration is also given with regards to the child's individual combined care plan / treatment programme and the circumstances that prevail at that particular time. Employees are advised to consult their line managers on any issues that they feel unclear about.

Assessing risk is a core element in the general nurturing and support given to any child. Decisions associated with risk assessment have the safety and the interest of the child central at all times.

Risk assessment and management in the context of allowing Children to take risks in their lives is the real test of how much a home has succeeded in creating an environment and a system that respects the rights of individuals to choice and to be accountable for their own actions. The risk assessment and management process adopted by The Lioncare Group requires employees to specify any action taken or needed to minimise risk. Contingency plans may be required in the event of an emergency. All risk elements in the child's care and education plans should be subject to negotiation and agreement and should be regularly reviewed. The child, social worker and parents (where appropriate) should be included fully in such negotiations. This may amount to asking significant others in the child's life for advice or to refer to additional professional advice.

We recognise that it is our key duty to provide a safe, secure and fulfilling living environment for Children, but also that Children have the right to choose and this includes a right to take risks. Risk assessment and management is about ensuring that Children are supported and allowed, enabled, and assisted in taking risks as part of their maturation process. In the main, the process of risk assessment on a day-to-day basis is carried out in the form of discussions during handover meetings, team meetings, and during the process of general planning and organising the day. Written information regarding the overall assessment of potential risk faced / posed by each child is formalised during the admissions meeting prior to placement, on the combined care plan / treatment programme, through the needs assessment meetings and reports, the statutory review reports and placement plans. In addition, risk assessments are carried out and a report compiled for specific planned activities such as the holidays arranged by the home or off site activities organised by the school.

When employees do not agree, or assess that a particular risk is unacceptable, they inform the respective Registered Manager or Head Teacher and record this in writing. This is undertaken in the understanding of the following:

- The need to avoid being overprotective or patronising to Children.
- Awareness of not forcing or coercing Children to do things that they do not wish to do, or not do something they wish to do and that would be beneficial to them.
- Our duty to protect Children and provide them with a safe living and learning environment.

If for any reason an employee perceives the need to limit or restrict choices and freedom, the reason is discussed with the respective Registered Manager / Head Teacher and the child's social worker and / or significant others. The fundamental issue is to assist the employee in appreciating the necessary balance between risks, rights and responsibilities.

Consultation with Employees

In accordance with the Health & Safety (consultation with employees) Regulations 1996, and following discussion, The Executive Director of The Lioncare Group recognises (TBC) as the recognised Health & Safety Representative of The Organisation. They have received appropriate training under the NEBOSH qualification to provide them with the necessary and adequate levels of skills and knowledge to carry out the duties required of this role.

Therefore, all employees should regard the H&S Officer as being available if required to act as employee representative on matters relating to Health and Safety in the work place. However, In keeping with the ethos of openness, honesty, and promotion of positive working practice between all those associated with the operation of The Lioncare Group, it is the wish of The Executive Director that where possible, employees be consulted on health and safety matters directly through the line management system in operation, supervisions, and through the various forums for communication and exchange of information e.g. weekly team meetings, memos, monthly organisational magazine etc.

Equipment Safety

The named individual for each department as stated above is responsible for identifying all equipment needing maintenance in that specific department. In particular, this includes all kitchen appliances, electrical appliances, lighting, and domestic machinery located in each department. Any problems found with equipment should in the first instance be reported to the named individual for the appropriate department.

The named individual is responsible for alerting the maintenance team to the problem, overseeing the repair or replacement of the equipment, and authorising completion of the task.

The maintenance team are responsible for ensuring regular checking of all portable electrical appliances located in each department through the Portable Appliance Testing (PAT) procedure, for which they are trained and qualified to carry out. The maintenance team are also responsible for ensuring all appliances comply with current health and safety standards.

Maintenance of all domestic appliances (washing machines, tumble dryers) is overseen by an external servicing company who are responsible for conducting regular and effective checks of the equipment in line with contractual agreements.

Safe Handling and Use of Substances

The recognised Health & Safety Representative of The Organisation is responsible for;

- identifying all substances which need a COSHH assessment across the organisation
- undertaking COSHH assessments across the organisation
- ensuring that all actions identified in the assessments are implemented across the organisation
- ensuring that all relevant employees are informed about the COSHH assessments across the organisation
- checking that new substances can be used safely before they are purchased

Assessments will be reviewed every six months or when the work activity changes, whichever is the soonest, and will be presented in the form of a COSHH Assessment report made readily available to all employees across the organisation.

Information, Instruction, and Supervision

Health and Safety Law information is issued to all employees as part of their initial induction package.

Health and safety advice is available from the Organisation's recognised health and safety representative.

Supervision of all employees is arranged / undertaken / monitored by their respective line managers. Each employee is informed of the name of their line manager during their initial induction. Employees are informed by the respective member of the Senior Leadership Team of any changes in the line management arrangements affecting them.

All employees are provided with initial induction training through the organisation's recognised initial induction programme. This is organised by the Registered Manager or Head Teacher of each setting or work-base, implemented by the employee's line manager, and delivered by members of

the management team with support in relevant areas from the employee's colleagues. Please refer to the Induction Policy for a more comprehensive review of the induction process.

In addition, all employees are provided with ongoing basic training during their first six months of employment. The areas covered by the basic training programme, and the method of delivery for each area is as listed below:

- fire prevention: In-House (designated fire officer for each department)
- basic first aid: External provider (British Red Cross)
- food hygiene: online learning
- methods of control and restraint: In-House (The Lioncare Group's W.A.V.E. Instructor)
- Face-to-Face Safeguarding & Child Protection: External Provider (Gretchen Precey Social Work Ltd)
- health and safety [Safe Environments]: In-House (Celeste Balmer; H&S Officer)
- equality and diversity: External provider (Norman Mark Training)

All employees are provided with a programme of training in Level 3 Diploma for the Children and Children's Workforce during their initial 12-18 months of employment.

Training records are maintained in each employee's personnel file which is managed by the Administrator for The Lioncare Group and kept at Lioncare House (Head Office).

Identification of training needs is initially carried out, arranged, and monitored by line managers and supervisors, and Registered Managers / Head Teacher, and overseen by the Service Manager and the Executive Director.

Accidents, First-Aid, and Work-Related Ill Health

The work carried out by employees of The Lioncare Group of caring for and educating Children experiencing emotional and behavioural difficulties can at times be emotionally and physically stressful on employees. In this respect, health surveillance is a necessary and important duty of all employees – both their own, and that of their colleagues.

Line managers have specific responsibility for monitoring and addressing the current state of health and well-being of their respective supervisees through the line management and supervision system in place across the organisation. Individual employees also have a duty to monitor and assess their own current state of health and well-being and inform their line managers of any problems as (or ideally before) they arise.

In addition, the Administrator for The Lioncare Group has responsibility for maintaining an accurate record of absence through sickness and ill-health through use of the self-certification forms required from all employees who are absent from their place of work for any period of time through ill-health or sickness, and through use of Doctor certificates required from all employees who are absent from their place of work for a period of seven days or more through ill-health or sickness.

The Lioncare Group operates a health monitoring programme for all employees in which any employee who is absent from their place of work through ill-health or sickness on three occasions within any three month period is required to attend a welfare meeting with their line manager for the purpose of assessing their fitness to work, recognising any aspects of the employees duties or role that may be affecting their good health, and seeking strategies to reduce work related aspects affecting the employees good health.

Any employee who is absent from their place of work through ill-health or sickness for a period of three or more consecutive weeks is required to attend a return to work meeting with their line manager for the purpose of assessing their fitness to return to work, ensuring all conditions of employment related to their absence have are appropriately addressed, and provide the employee with relevant information and / or re-induction training to assist their smooth transition and reintegration back to work.

All individual records relating to health surveillance are maintained in each employee's personnel file which is managed by the Administrator for The Lioncare Group and kept at Lioncare House (Head Office). All general records relating to health surveillance of the workforce in general are maintained on computer database and managed by the Administrator for The Lioncare Group based at Lioncare House (Head Office).

First-Aid boxes are kept in prominent locations within each department owned or operated by The Lioncare Group. These are, the kitchen area, the adult's lounge in the homes, the staff room and medical room in the school, and in every company owned vehicle or vehicle temporarily hired for the transportation of employees and Children.

In recognition of the fact that all employees are regularly carrying out close supervision of the Children in our care within the homes, school, and in the wider community, it is the policy of The Lioncare Group that every employee receives the recognised British Red Cross training "First Aid for Child Carers". In this way, every employee is an appointed first aider.

All accidents and cases of work-related ill health suffered by employees are recorded on accident report forms. Each completed form is individually signed off by the Registered Manager of the respective home or the Head Teacher. They are then maintained in securely online through use of google drive and/or BehaviourWatch, and inspected monthly by the Independent Visitor during their monthly visits, and by the Ofsted Inspector every six months (in the homes) or at school inspections, in addition to the monitoring carried out by the Registered Managers and Head Teacher, and the Service Manager. Accidents and cases of work-related ill health suffered by employees based at Lioncare House (Head Office) are recorded in the accident book which is located by the first aid box in the kitchen, and monitored by The Executive Director.

The Registered Manager of each home and the Head Teacher is responsible for reporting accidents, diseases, and dangerous occurrences happening in their respective departments to the relevant enforcing authority or regulatory body. The Administrator has responsibility for reporting accidents, diseases, and dangerous occurrences happening at Lioncare House. The Executive Director assumes overall responsibility for monitoring good practice in this area.

Emergency Procedures – Fire and Evacuation

All departments operating within The Lioncare Group (with the exception of Forest House based in Loughton, Essex) are registered under East Sussex Fire Brigade, and fully conform to all recommendations and standards, and to those of OfSTED.

A record of fire prevention inspections is maintained within each home and the school. This includes a log detailing the weekly testing of smoke, and heat detectors, escape routes, and fire alarm points (on a rotating basis over the month) carried out by the designated fire officer in each department, and also of the practice emergency fire drill (conducted every 3 months), as carried out by the respective allocated officer with responsibility for this area in each department.

All employees of The Lioncare Group are made aware of the procedure for emergency evacuation of the building, familiarised with all fire exists, and informed in the appropriate use of fire extinguishing apparatus during initial induction training during their first two weeks of employment and periodically throughout their employment.

All children are made aware of the procedure for emergency evacuation of the building, familiarised with all fire exists, and informed of all matters relevant to keeping safe in the event of an emergency situation, during their visits to the home or school, and after their admission, and periodically thereafter. There is also information in the Welcome Book.

All fire detection, prevention and extinguishing appliances and equipment are tested and maintained on a regular basis (minimum six monthly) by an external professionally trained and experienced agency.

Once every three months, the designated Fire Warden for each department initiates the fire alarm system at an unplanned time, to monitor and assess the appropriate responses of employees and Children to an emergency situation.