



HEALTH, SAFETY

&

ENVIRONMENTAL POLICY

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Introduction

Ensuring the health and safety of staff and other people affected by the organisations activities is essential.

This document states our policy on health, safety and environment and describes the organisational responsibilities and arrangements for carrying out the policy.

This policy comprises three sections;

1. A general statement of intent, which sets out aims and objectives of the policy.
2. Organisational responsibilities, which allocates responsibilities for health and safety to specific job roles in the organisation.
3. Organisational arrangements, which summarise how the policy aims to be achieved.

1. General Statement of Intent

Health & Safety Policy

Unique Care Homes recognises and accepts its responsibilities as an employer to conduct its activities so that it ensures, so far as is reasonably practicable, the health, safety and welfare of its employees, visitors and others affected by its activities.

In particular, recognises and accepts its special duty of care towards the children being cared for and educated by Unique Care Homes, and will ensure that steps are taken to secure the health, safety and welfare of such children.

It is the intention of Unique Care Homes to give effect to this policy by the provision of safe premises, safe systems of work, safe equipment and a healthy working environment. Also, Unique Care Homes intends to provide appropriate training, information, instruction and supervision to enable all employees and children being cared for from endangering themselves or others and to contribute positively to their own safety.

Managers at all levels are required to implement this policy within their own areas of responsibility, and all employees are required to co-operate with management to ensure compliance with relevant legislation.

This statement of safety describes the organisation and arrangements within Unique Care Homes for carrying out the requirements of the Health and Safety at Work Act 1974 and Management of Health and Safety Regulations 1999 .

The Directors, Catrin Jones and Sion Thomas, accepts the overall responsibility for Health and Safety within Unique Care Homes. Any employee can seek advice direct from their line manager or the company nominated Health and Safety Officer, Sion Wyn Thomas. If Unique Care Homes is not controlling the work establishment, the senior employee of Unique Care Homes will report to the person in charge.

Signed.....Director Unique Care Homes

Date.....

POLICY VERSION 2024

The Independent School Standards (Wales) Regulations 2024
Regulation and Inspection of Social care In Wales Act 2016

General Statement of Intent

Environmental Policy

Unique Care Homes recognises that the management and control of all environmental matters is an essential factor relating to the sound management of its business.

The positive futures can only be guaranteed if we positively seek to defend and protect our environment, Unique Care Homes believes this can only be achieved by a common effort to reduce waste and use energy wisely and efficiently. To this end we strive, not just to comply with all current environmental legislation, but also to impress upon the children we care for and educate of the need to be environmentally vigilant.

In areas where Local Authorities' operate a recycling system, all children's homes and educational premises will recycle glass, plastic, aluminium/cans, paper and "Green" waste in the receptacles provided. In areas where no recycling commitment is made by the local authority, homes and school are encouraged to make use of central recycling facilities. Children are also encouraged to take part in the recycling of items from the homes and schools and generally to be environmentally aware.

Care is also taken wherever purchasing weekly grocery orders that packaging is environmentally friendly and is derived from a sustainable source. In order to reduce the amount of waste paper, electronic means (e-mail and data file transfers) are the preferred method of communications throughout Unique Care Homes Limited.

All homes and school are to ensure that lighting, heating and water are not wasted. Lights must be switched off when not in use, heating should be set to the agreed temperature level and all thermostats checked to see if they are in working order and staff and children are encouraged to conserve water supplies. Topics about the environment and conservation should be encouraged during activities and leisure time in the home and school curriculum. Unique Care Homes takes care in purchasing fuel-efficient and low emission vehicles, which also are better able to be recycled at the end of their useful life.

Unnecessary journeys should be discouraged. Care should be taken in planning journeys so that wherever possible more than one task can be accomplished during the journey.

To ensure that the homes and schools are run in as an environmentally friendly way as possible, commensurate with the needs of vulnerable children enjoying a normal residential / family life-style.

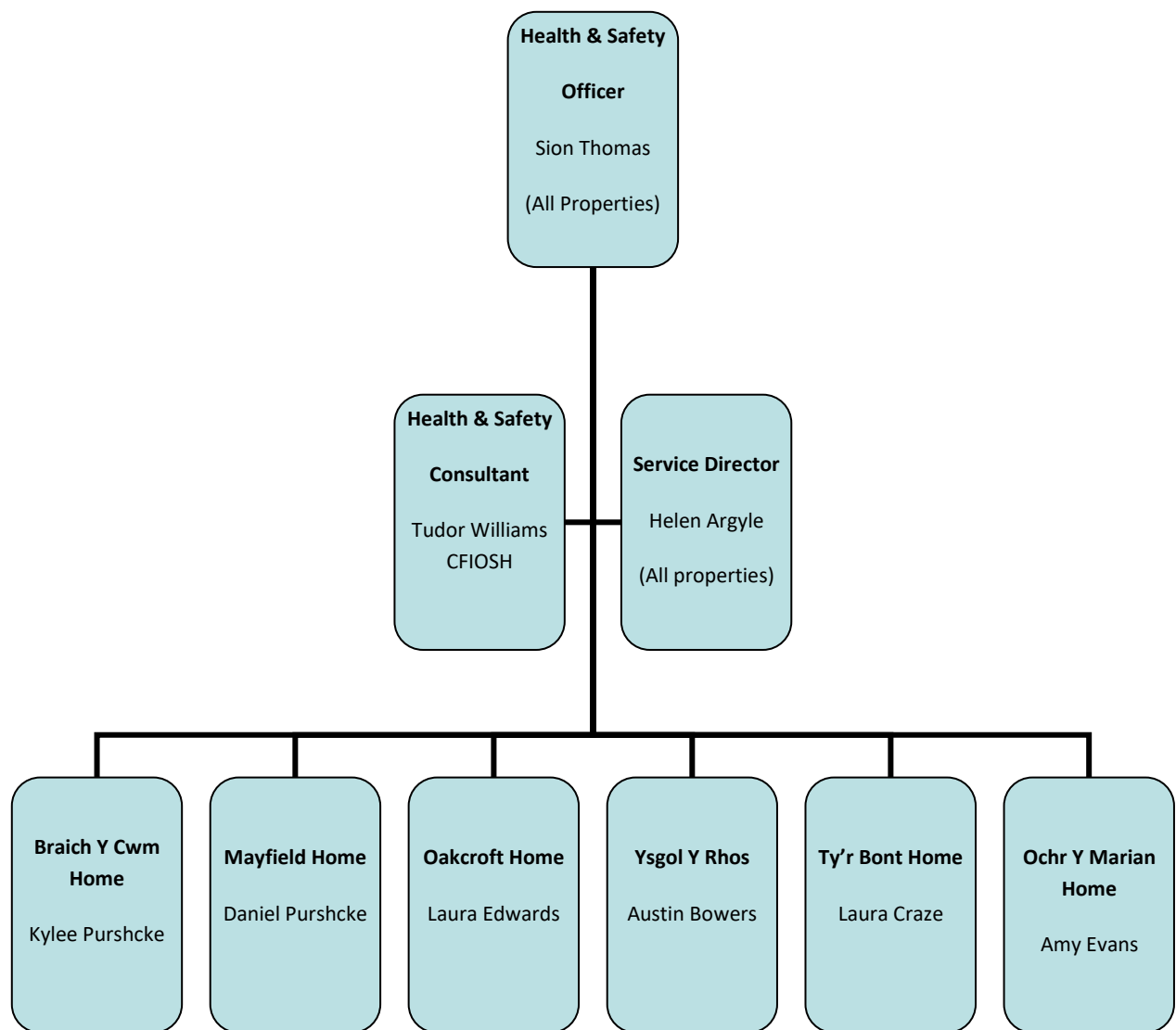
Signed.....Director Unique Care Homes

Date.....

POLICY VERSION 2024

The Independent School Standards (Wales) Regulations 2024
Regulation and Inspection of Social care In Wales Act 2016

1. Organisational Health & Safety Structure and Responsibilities



POLICY VERSION 2024

The Independent School Standards (Wales) Regulations 2024
Regulation and Inspection of Social care In Wales Act 2016

Brief Provisions of Health & Safety at Work Act as they affect Unique Care Homes Ltd and its staff.

EMPLOYER:

Must safeguard employees, Children cared for, pupils and visitors from harm arising from any type of working processes.

Must control the ownership storage and use of dangerous substances.

Must provide the necessary information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.

Must safeguard all persons on Unique Care Homes premises from risks to health and safety so far as is reasonably practicable

EMPLOYEE

Must take care of the health and safety of him/herself and others who maybe affected by his/her act or omissions

Must help the employer and anyone else concerned to meet with the requirements of Health and Safety at Work act 1974

ORGANISATION DIRECTORS

Accepts that the health, safety and welfare of our employees take a high priority and we will do all that is reasonably practicable to ensure their safety and welfare whilst at work.

Recognises the importance of improving the environmental impact of our undertaking and will undertake to do all that is reasonably practicable to improve the environment during our operations.

CARE MANAGERS & HEAD TEACHER

The relevant manager will ensure full safety measures are taken in

- Current day to day working operations and activities
- Planning safe work methods

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- Purchasing and use of equipment

They will also;

Promote Unique Care Homes health and safety policy, know all the safe operating procedures relative to their area of responsibility and ensure that all employee's under their supervision adhere to the Unique Care Homes Health and Safety policy and commitment.

Ensure that all investigations and reporting procedures are carried out on time, examine all accidents reports relative to their area of responsibility and take prompt steps to correct any unsafe conditions or acts which are noted or reported.

Operate within all legal requirements relative to their area of responsibility.

Ensure that regular safety checks are carried out on equipment, systems of work and building.

Ensure that risk assessments, daily health & safety records and COSHH assessments are carried out as required and are kept on site for inspection.

Ensure guards and PPE (Personal Protective Equipment) is in place and used when required.

Ensure good housekeeping on site and at the home.

Provide health and safety training upon induction and any additional health and safety training where required, and regular refresher training.

Ensure all welfare provisions are adequate and well maintained.

Report any failing of health and safety requirements to their relevant manager.

Give full support to all safety activities organised by Unique Care Homes.

ALL EMPLOYEES WILL:

Cooperate with management in promoting health and safety and welfare within the workplace.

Ensure safety guards and devices are in place and in use.

Wear the appropriate personal protective equipment and clothing provided, they will also wear appropriate clothing within their working environment.

Report all accidents no matter how small to their Care manager or Head Teacher.

Not misuse anything that has been provided in the interest of health and safety.

Attend any health and safety training course instructed to attend.

Only smoke in designated areas.

Report any failings in health and safety management to the relevant manager.

Give full support to Unique Care Homes health and safety activities.

Organisational Arrangements

WORKING PROCEDURES

As Unique Care Homes Limited policy is to provide a safe and healthy working environment we will ensure;

That all members of staff are aware of their responsibilities covering health and safety at work.

That Unique Care Homes has Health and Safety representatives made up of the Company Health and Safety Officer / Service Director, Health & Safety Consultant and one home member from each of the company's homes / school to ensure that issues are raised, discussed and shared.

That adequate and competent supervision is maintained at each establishment.

That periodic inspections are carried out by the Health & Safety Officer on the conditions of systems of work and work areas.

That first aid facilities are provided at each establishment and within each vehicle and where applicable personnel are trained in first aid.

That the Unique Care Homes Health & Safety representatives will be given facilities to inspect report and discuss matters relating to health and safety.

That health and safety training will be provided for employees who will be encouraged to attend courses at a level to match their responsibilities.

That firefighting equipment is provided at all locations. Provision will be made for equipment to be available on any specific type of work that may be a fire hazard.

That all Health & Safety representatives familiarise themselves with the health and safety regulations relevant to their operations.

That accident report forms are kept at each establishment and all accidents will be recorded in the accident book.

That all reasonable steps will be taken to identify the cause of major accidents or dangerous occurrences by conducting an immediate investigation with a view to instant withdrawal from use of faulty equipment or modification of the method of working should this be required to prevent a recurrence

That accidents records and statistics will be maintained and trends discussed and analysed by the Health & Safety Officer and each representatives from the homes and school.

Suggestions by personnel on ways of making conditions safer are always welcome. Any suggestions should be discussed with your supervisor.

ACCIDENT REPORTING AND INVESTIGATION

It is the policy of Unique Care Homes that all accidents are reported on the Unique Care Homes Accident Report Form.

All Accidents and Incidents that occur will be communicated and escalated in accordance to the Accident Incident reporting procedures.

The main objective of accident reports and investigations is to enable accidents to be prevented.

The Accident Investigation

In every investigation there are certain basic facts, which must be obtained such as name, sex, occupation etc but in order to determine the cause of the accident nothing should be altered or removed from the scene unless it is necessary for safety purposes until investigations are complete. Investigation of dangerous occurrences must not be neglected as there can be accidents where no visible injury is evident.

The investigation must determine

- The injured person's occupation if employed by a contractor or if a member of the public or a child Cared for or Educated by Unique Care Homes.
- If he or she was in fact doing their normal job or task.
- What instruction the injured person had received from a supervisor or manager.
- From whom or from what source potential witnesses have acquired their information.
- The existing control measures.
- Further control measures that may be required.

Accident forms

All accidents no matter how small must be reported to your first line manager as soon as possible who will enter the said accident on the Unique Care Homes accident report form. This form will be passed to the Health & Safety Officer according to the Unique Care Homes Accident Incident Reporting procedure.

RIDDOR

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) require employers to notify the enforcing authorities of fatalities, accidents involving major injury and dangerous occurrences that arise out of or in connection with the employer's business. They also define the records that must be kept by an employer of these and similar matters. Advice on these items can be obtained from the Unique Care Homes Health and Safety Officer.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS

In accordance with the regulations Unique Care Homes will assess all work activities undertaken by our employees.

The outcome of the assessment should be written together with the control measures required and any other aspect of safety applicable on a risk assessment form.

Employees are responsible for reading the assessment prior to carrying out the task concerned. If they do not understand any part of the assessment, advice and further consultation with the manager responsible for producing the assessment must take place.

Managers should review risk assessment or safe working procedures a minimum every twelve months or when there is a change to the business or report of an accident or near miss and change as necessary so as to comply with current legislation.

HEALTH AND SAFETY REGULATIONS

1. All health and welfare facilities required on site will be provided as required.
2. Care Homes / Schools and Managerial offices should be of a sufficient size for the amount of site staff employed, should be well-lit and well ventilated with appropriate heating, artificial lighting and provided with a telephone.
3. Suitable arrangements should be provided for smokers and non smokers.
4. Toilets and washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. These facilities shall be provided with both hot and cold running water together with soap and towels or disposable paper towel. Where liquid soap is provided a suitable dispenser must be provided to prevent the risk of cross infection e.g. dermatitis.
5. When in use all facilities will be maintained in a clean and orderly condition. A person shall be appointed to ensure that all facilities are kept clean and remain fully functional before each day's use and that all buildings and surrounding areas are kept clear of rubbish.
6. Suitable and sufficient fire fighting equipment shall be provided throughout the organisation.
7. A notice indicating where the first aid box can be found where required. The name of the nominated first aider shall be posted in a prominent position.
8. Consideration must be given to storage areas and also access to such areas. Provision should be made for the stocking of various materials to avoid wastage, untidiness and double handling as well as the risk from fire.

CONSULTATIONS WITH EMPLOYEES.

Unique Care Homes welcomes the role of health and safety representatives under the requirements of the safety representative and safety committee's regulations and the consultation with employee's regulations. Safety representatives will:

- Investigate potential hazards and dangerous occurrences at the workplace (whether or not the employees he represents draw them to his attention) and examine the causes of accidents at the workplace.
- Investigate complaints by an employee they represent relating to that employee's health, safety or welfare at work.
- Make representations to the employer on general matters affecting the health safety or welfare at work of the employees at the workplace.
- Carry out inspections.
- Attend all meetings (Staff team meetings, Managers Meetings, Education Meetings, Senior Management Meetings) discuss and highlight any Health & Safety needs of their own establishments and liaise with the Health & Safety Officer.

STRESS

Stress is a modern day problem that could affect your health and the safety of your colleges and the public at large

To this end Unique Care Homes will;

- Show that it takes the difficulties of stress seriously and be understanding towards people who admit to being under too much pressure.
- Encourage managers and Head Teacher to have an open and understanding attitude to what people say to them about the pressure of their work and to look for signs of stress in their staff.
- Ensure that staff have the skills, training and resources needed to carry out their job and receive credit for it.
- If possible provide some scope for varying the working conditions and for employees to influence the way their jobs are done. This will increase their interest and sense of ownership.
- Ensure that people are treated fairly and consistently and that bullying and harassment are not tolerated.
- Ensure good two way communication especially at times of change. Don't be afraid to listen.

Unique Care Homes encourages staff to use the Care First - Employee Assistance Programme (EAP) provided by the NHS Cymru / Wales when in need of additional support around work related stress. (**Telephone: 0800 174319**)

ALCOHOL AND DRUG ABUSE

Due to the nature of the work undertaken by Unique Care Homes employees that misuse alcohol and drugs cannot be tolerated as it may put yourself your colleagues, children and the public at the risk of injury. Therefore no person will be allowed to continue to work whilst under the influence of alcohol or drugs.

FOOD HYGIENE

All Unique Care Homes and school that prepare food onsite will adhere to Food Hygiene (Wales) Regulations 2006. This is done through the use of the Food Standards Agency's Safer Food Better Business Pack.

This pack contains all the information required to prepare and store food safely. The safe methods section is completed and used by all staff as a user manual for the food preparation.

FIRST AID AND FIRE SAFETY

First Aid

A first aid box shall be provided at all Unique Care Homes Properties, the contents of which must be adequate for the total numbers employed at the home.

Each first aid box shall be suitably marked and be easily accessible to all employees and subcontractors at all times when they are at work.

They should only contain first aid requirements sufficient for the numbers employed and in accordance with the regulations.

The first aid box should preferably be kept in a prominent location that is readily accessible and free from dust.

All Unique Care Homes, schools, vehicles and offices are equipped with 1 - 20 person first aid kits. All the first aid kits are fully stocked at all times.

At each of the establishments there will be at least one appointed person available at all times and on larger projects employing more than 50 operatives a fully qualified first aider shall be appointed.

An appointed person is the person recognised and instructed by Unique Care Homes to take charge of the situation. If a serious injury or major illness occurs at an establishment this will normally be the establishment manager who will be responsible for maintaining and replenishing the first aid box.

It will be the relative Manager's / Head Teacher duty to enrol a further appointed person from the senior members of his or her workforce to ensure that during his or her absence from the home someone is always available to take charge of any such situation and that this person has been suitably instructed regarding contacting the local hospital ambulance station.

Emergency first aid training should be considered for all appointed persons. As a minimum requirement this should include resuscitation, control of bleeding and the treatment of an unconscious person.

Fire Safety

We have a legal duty to implement and maintain a fire safety programme, for assessing and controlling the risks from an outbreak of fire and for the provision of fire warnings, firefighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have put in place arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements consist of;

- Nominating a 'responsible person' to coordinate fire and emergency arrangements and take responsibility for the completion and regular review of a Fire Risk assessment.
- Identifying fire risks and potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire Risk Assessment and emergency plan.
- Implementing procedures and control measures to mitigate the risks posed.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing Safe Systems of Work to reduce the potential incidence of fire and emergency situations.
- Adequate provision of tested and inspected firefighting and warning equipment.
- Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the Fire Risk Assessment and on the use of any firefighting equipment provided.
- Reviewing our system.

ASSESSMENT OF HAZARDOUS SUBSTANCES (COSHH)

This Policy defines the precautions to be taken, and the arrangements in place, to ensure that substances used at the Homes and School that are potentially hazardous to health are controlled within limits established by the C.O.S.H.H. Regulations, latest revision.

These substances will include the following that are in every-day use:

- Detergents / washing powders / washing-up liquids / other cleansing agents.
- Antiseptics / disinfectants / other germicidal and biocidal agents.
- Oven cleaners / scouring powders / other kitchen materials.
- Pesticides / insecticides / vermin control / other toxic pest control materials.
- Drain cleaners / wood preservatives / herbicides.
- Drugs and medicines.

1. The responsibility for carrying out a planned programme of C.O.S.H.H. Assessments will be that of a "Competent Person" appointed for the purpose as set out in Regulation 6 of the "Management of Health & Safety at Work Regulations, 1992". (This can be the Manager and Head Teacher or appointed delegate).

2. A Register is kept of all hazardous substances used in the Home. For each substance this Register will identify the following:

- Description of the substance.
- Location in the Home / School where the substance is normally used.
- Location in the Home / School where the substance is normally stored.
- Purpose of the substance.

3. For each substance on the Register there will be a copy of the Hazard Material Data Sheet kept on file in the Homes and School. Master copies of these Data Sheets are kept as "Published Standards" under the control of Quality Assurance, and copies are made available for staff reference at the point of use and in storage facilities.

4. For each substance on the Register an assessment is made of the likely hazards presented by the substance to the human body. This assessment will be made by the Competent Person and a "C.O.S.H.H. Substance Assessment Form" used to record all data and information gathered during the assessment. The Assessment will focus upon the following elements:

- Persons using the substance; i.e. those at risk.
- Route of exposure to the body by the substance.
- Storage requirements. (all hazardous substances to be locked away)
- Method of use; e.g. duration of use, how often.
- Personal Protective Equipment required when using the substance.
- Maximum Exposure Limits, ref. HSE document # EH40/95, latest edition.
- Occupational Exposure Standards, ref. HSE document # EH40/95, latest edition.
- Assessment of exposure risks.
- Requirements for action, and follow-up to ensure effectiveness of such action.

5. Where a significant risk is identified details are recorded on the Form. This Form also provides for recording follow-up checks to verify that preventive / corrective action has been completed and has been effective in reducing the risk to an acceptable level. This follow-up check will be carried out by the Competent Person and final sign-off of the Form is required from the Manager.

RADON and CARBON MONOXIDE MONITORING

If any property is suspected or identified as being within a radon recorded action zone relative precautions and actions will be taken to reduce the exposure levels to all employees and young person/s cared for or educated by Unique Care Homes Ltd.

Carbon monoxide (CO) monitoring will be undertaken at an individual property that has been identified as being at risk to an unsafe level of CO exposure.

Guidance will be sourced through independent gas safe engineers.

DISPLAY SCREEN EQUIPMENT REGULATIONS

Under these regulations every employer is required to perform a suitable and sufficient assessment of the health and safety risks to users and operators of VDUs. A user is defined as an employee who habitually uses display screen equipment as a sufficient part of their normal work. To be classified as a user an employee must encompass most of the criteria in the VDU questionnaire.

As an aid to the assessment process an assessment form can be requested from the Health and Safety Officer / Service Director from which it is easy to see if a particular work station does not meet the criteria laid down. The use of such a form has several aspects to recommend it

- It ensures that all aspects are considered and nothing is overlooked.
- It ensures a managerial decisions is taken as a result of an assessment.
- It provides a permanent record of assessment which if necessary can be shown to an inspector or environmental health officer or be used as evidence in any common law negligence claim case.

Employers have to plan to ensure that the user's work is periodically interrupted by such breaks or changes of activity to reduce his/her workload at the VDU workstation. Where possible jobs should consist of a mix of screen based and non screen based work to prevent fatigue and to vary the visual and mental demands. Where the display screen work involves intensive use of the keyboard any activities that would demand broadly similar use of the arms or hands should be avoided during breaks. Breaks should allow users to vary their postures.

The Health and Safety Executive have decided it is not appropriate to lay down detailed standards concerning breaks but

- Breaks should be taken before the onset of fatigue not in order to recuperate. The timing of the break is more important than its length.
- Breaks or changes of activity should be included in working time. They should reduce the workload at the screen as not to result in a higher work pace or intensity of work on account of their introduction.
- Short frequent breaks are more satisfactory than occasional longer breaks e.g. 5 to 10mins break after 50 or 60mins work is likely to be better than a 15min break every 2hrs.
- If possible breaks should be taken away from the screen.
- Informal breaks such as time on other tasks appear to be more effective than formal rest breaks during studies of these matters.
- Wherever practicable users should be allowed some discretion as to how they carry out their tasks. Individual control over the nature and pace of work allows optional distribution of effort over the working day.

This duty does not imply a need for an employer to draw a precise and detailed timetable for periods of VDU work and breaks. Where users forgo breaks despite being given adequate information and training it may be necessary for employers to lay down minimum requirements for the frequency of breaks while still allowing users some flexibility. The employer's duty is to plan activities so that breaks or changes of activity are taken during their normal work.

Special corrective appliances provided to meet the requirements of the regulations will be those appliances, normally spectacles, prescribed to correct vision defects at viewing distance. The costs of these are to be paid for by the employer. Employer's liability for costs is restricted to payment for basic appliances of a type and quality adequate for the function. It should be expected that in most working populations only a minority will need special corrective appliances for display screen work which are to be paid for by the employer. It should be noted that anti glare spectacles and devices that purport to protect against radiation are not corrective devices under these regulations.

PERSONAL PROTECTIVE EQUIPMENT P.P.E REGULATIONS

- Following any risk assessment personal protective equipment will be worn when required.
- The regulations say that the appropriate P.P.E will be provided by the employer.
- It is the legal duty of the employee to wear the P.P.E provided.

WORK EQUIPMENT

The provision and the use of work equipment regulations.

The lifting operations and lifting equipment regulations

So as to comply with the above regulations the home's manager will ensure;

- All employees are trained in the use of equipment they are expected to use.
- Regular maintenance inspections are carried out on all equipment.
- All equipment is kept in good order.
- No person uses faulty equipment or equipment that does not have relevant safety devices fitted.
- Employees will report faulty or dangerous equipment.

MANUAL HANDLING ASSESSMENTS

Managers and Head Teacher are responsible for making assessments whereby the lifting and handling of items that are heavy and awkward in shape are envisaged as likely to cause personal injury to employees.

Use should be made of the manual handling assessment checklist in making a written assessment where appropriate.

Repetitive actions can be covered by the one assessment originally made e.g. Carrying and erection of ladders, lifting of mobile generator in and out of Unique Care Homes van and moving a computer from one office to another.

Any remedial action necessary must be implemented as soon as possible.

All written assessments must be located in the office for the purposes of re assessment and inspection by an enforcement authority officer.

Risk assessment should be made available to all relevant staff to ensure they are familiar with the safe working practice.

Any specific handling or lifting technique involved in moving items should be addressed by;

1. Relevant information, instruction or training being provided.
2. Written safe working practices, incorporating correct handling or lifting procedures being provided for the benefit of the persons concerned.

PORTABLE ELECTRICAL APPLIANCE TESTING

Electrical appliances inclusive of cables and plugs which come into scope for frequent testing include portable 110 volts equipment, computers, photocopiers, fax machines and mobile telephone charging units

Domestic equipment used in Unique Care Homes offices and homes and school such as vacuum cleaners, microwave ovens, dishwashers and kettles must also be tested frequently

A record must be kept in the home's office of;

1. A list of appliances eligible for testing.
2. An entry date alongside each appliance of when it was last tested.

Frequency of Testing

Portable electrical appliances used by operatives, must be tested every 12 months. Frequency may be greater with aged equipment, as determined by competent electrical person in each branch.

NOTE: Residual current devices used in conjunction with 240 volt equipment and in accordance with 'permit to use' conditions, must be tested at least every twelve months.

Security Measures at the Home

This will define the measures practised at the home to ensure a safe and secure environment for the children to live in and the staff to work in.

1. Doors & Windows:

- 1.1 Some external doors have been wired to activate an alarm in the event of a door opening.
- 1.2 The front door will remain unlocked during normal day and evening hours. The front door is locked between 20.00 and 07.00 hours.
- 1.3 Internal doors are fitted with locks. Each child has a key to his / her own room, and the staff members on duty has access to duplicate keys in the event of an emergency. Some doors are fitted with thumb locks all persons in the home are briefed in the operation of these locks in the event of an emergency.
- 1.4 Some windows are fitted with window locks. Staff will constantly monitor open windows and ensure that they are closed and locked as necessary as night falls.

2. Break-ins:

- 2.1 In the event of a break-in, burglary or attempted break-in, the Manager or senior duty staff member will contact the Police for appropriate action. Such incidences will be recorded in the Incident Log.
3. The Home is fitted with outside lights which are designed to satisfactorily illuminate entrances and drive-ways, fire escapes and car parking areas.

Reason for update	Date of review	Reviewed by
Reviewed	March 2021	Peninsula UK
Reviewed	March 2022	Peninsula UK
Reviewed	January 2023	Health & Safety Consultant
Reviewed	January 2024	Health & Safety Consultant
