



# **HEALTH & SAFETY POLICY**

Date: May 2026

# HEALTH & SAFETY POLICY

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# 1. Introduction to the Policy

This policy sets out the framework, principles, and procedures that **Byram House** follows to ensure the health, safety, and welfare of everyone affected by its activities – including children, employees, contractors, visitors, volunteers, and any other person on or about the premises. The policy applies to all staff, agency workers, volunteers, and contractors working at Byram House, whether at 62 Deighton Road, 66 Deighton Road, or elsewhere during work-related activities. **The Home is Byram House, which comprises the two residences at 62 Deighton Road and 66 Deighton Road.** This policy applies equally across both residences. Byram House considers health and safety to be of paramount importance and wishes to assure all stakeholders that it has appropriate policies and procedures in place to safeguard them from harm. It is the primary objective of the Director, Responsible Individual, and Registered Manager to secure the health and safety of those involved in all work-related activities.

This policy is based on the **Health and Safety at Work etc Act 1974** and the **Management of Health and Safety at Work Regulations 1999** (as amended). It also takes into account relevant specific regulations (e.g., RIDDOR, COSHH, Manual Handling, DSE, Fire Safety, Legionella L8 ACOP).

The objectives of this policy are to:

- Provide and maintain a safe environment for everyone.
- Ensure safe access and egress for everyone.
- Develop safe working systems.
- Ensure all equipment is safe and appropriate for use.
- Ensure effective communication and consultation on health and safety matters.
- Ensure correct reporting procedures are in place and clearly understood.
- Provide information, training, and support to all adults working with Byram House.
- Prevent incidents and cases of work-related ill health.
- Ensure competence to complete tasks and that only competent people are appointed (or receive training to become competent).
- Review and revise this policy as necessary.

## 2. How this Policy Benefits the Home

This Health and Safety Policy benefits Byram House in the following ways:

- **Legal Compliance** – It ensures the home meets its duties under the **Health and Safety at Work etc Act 1974** (sections 2, 3, 4), the **Management of Health and Safety at Work Regulations 1999** (risk assessment, competent person, training), the **Workplace (Health, Safety and Welfare) Regulations 1992**, the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**, the **Manual Handling Operations Regulations 1992**, the **Display Screen Equipment Regulations 1992**, the **Personal Protective Equipment at Work Regulations 1992**, the **Health and Safety (First-Aid) Regulations 1981**, the **Electricity at Work Regulations 1989**, the **Regulatory Reform (Fire Safety) Order 2005**, and the **Approved Code of Practice (L8) for Legionella control**.
- **Child Safety** – It ensures the environment is physically safe for children, with robust procedures for fire, electrical safety, manual handling, transport, and food hygiene.
- **Staff Protection** – It provides clear guidance on reporting hazards, managing stress, and using equipment safely, reducing the risk of work-related injury and ill health.
- **Risk Management** – It mandates risk assessments (five steps), regular monitoring (proactive and reactive), and external auditing every 2–3 years.
- **Emergency Preparedness** – It includes detailed fire safety protocols, daily fire checks, fire drills (including night-time drills), and personal emergency evacuation plans (PEEPs).
- **Inspection Readiness** – The **Social Care Common Inspection Framework (SCCIF) 2026** expects homes to demonstrate effective health and safety management. This policy provides clear evidence.
- **Training Framework** – It requires induction and annual refresher training for all staff on key health and safety topics.
- **Continuous Improvement** – It requires annual review of risk assessments and policy updates in line with changes in legislation or practice.

### 3. Definitions & Legislation

#### 3.1 Definitions

Term	Definition
<b>Home</b>	Byram House, the children's home registered with Ofsted, comprising two residences at 62 Deighton Road and 66 Deighton Road.
<b>Company</b>	IMS Care LTD, the registered provider and legal entity responsible for operating Byram House.
<b>Byram House</b>	The name used throughout this policy to refer to the home and its staff.
<b>Hazard</b>	Something with the potential to cause harm (e.g., trailing cables, hot surfaces, sharp edges).
<b>Risk</b>	The likelihood that harm from a hazard will occur, combined with the severity of that harm.
<b>Risk Assessment</b>	The process of identifying hazards, deciding who might be harmed, evaluating the risks, recording findings, and implementing controls (five steps).
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
<b>COSHH</b>	Control of Substances Hazardous to Health Regulations 2002.
<b>DSE</b>	Display Screen Equipment (computers, workstations) – regulations under the Health and Safety (Display Screen Equipment) Regulations 1992.
<b>PAT</b>	Portable Appliance Testing – routine testing of electrical equipment.
<b>PEEP</b>	Personal Emergency Evacuation Plan – a plan for an individual who may need assistance to evacuate in an emergency.
<b>BCP</b>	Business Continuity Plan – for fire or other emergencies.

<b>ACOP L8</b>	Approved Code of Practice (L8) – Legionnaires’ disease: The control of Legionella bacteria in water systems (HSE).
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### 3.2 Key Legislation and Statutory Guidance

Legislation / Guidance	Key Provisions	Relevance to this Policy
<b>Health and Safety at Work etc Act 1974 (HSWA)</b>	Sections 2, 3, 4 – duty to ensure health, safety and welfare of employees and others (including children, visitors). Sections 7 and 8 – employee duties to take reasonable care and not misuse equipment.	Foundational legislation. Byram House has a duty to provide a safe environment and safe systems of work.
<b>Management of Health and Safety at Work Regulations 1999 (as amended)</b>	Requires risk assessment, competent person appointment, health surveillance, information and training, and emergency procedures.	Byram House must carry out risk assessments, appoint a competent person (Health and Safety Lead), and provide training.
<b>Workplace (Health, Safety and Welfare) Regulations 1992</b>	Covers ventilation, temperature, lighting, cleanliness, room dimensions, workstations, seating, falling objects, transparent doors, etc.	The home’s physical environment must meet these minimum standards.
<b>Reporting of Injuries, Diseases and Dangerous Occurrences</b>	Requires reporting of work-related deaths, specified injuries (fractures, etc.), injuries requiring hospital treatment for	Registered Manager must report to HSE within relevant timeframes

<b>Regulations 2013 (RIDDOR)</b>	non-workers, and dangerous occurrences.	(immediately for deaths, within 15 days for over-7-day absences).
<b>Control of Substances Hazardous to Health (COSHH) Regulations 2002</b>	Requires risk assessment for hazardous substances (cleaning products, etc.) and appropriate control measures.	Byram House must maintain COSHH assessments for all cleaning, maintenance, and other chemicals.
<b>Manual Handling Operations Regulations 1992</b>	Requires avoidance of hazardous manual handling where reasonably practicable, risk assessment, and reduction of risk (including training).	Staff must apply TILE (Task, Individual, Load, Environment) and receive manual handling training.
<b>Display Screen Equipment (DSE) Regulations 1992</b>	Requires workstation assessments, eye tests on request, and breaks from screen work.	Staff who use DSE for prolonged periods must complete DSE assessments.
<b>Personal Protective Equipment at Work Regulations 1992</b>	Requires PPE to be provided (free) where risks cannot be controlled by other means, and ensure PPE is maintained and used.	Byram House provides PPE as identified in risk assessments (e.g., gloves for cleaning, aprons).
<b>Health and Safety (First-Aid) Regulations 1981</b>	Requires adequate first-aid equipment and trained personnel.	All staff hold a valid first-aid certificate; first-aid boxes are maintained.
<b>Electricity at Work Regulations 1989</b>	Requires electrical systems to be constructed and maintained to prevent danger.	Byram House ensures PAT testing annually, visual monthly checks, and no damaged equipment used.

<b>Regulatory Reform (Fire Safety) Order 2005</b>	Requires fire risk assessment, fire detection and warning, emergency routes and exits, fire-fighting equipment, maintenance, and training.	The home complies with Fire Risk Assessment (every 3 years external, annual review), fire drills (at least 4 per year including one at night), PEEPs, and daily fire checks.
<b>Legionnaires' disease: The control of Legionella bacteria in water systems (ACOP L8)</b>	Requires risk assessment for water systems, control schemes (temperature control, descaling, etc.), and regular monitoring.	Byram House employs a competent water hygiene contractor to complete legionella risk assessments every 2 years and maintains hot water at above 50°C at outlets, cold water below 20°C.
<b>Social Care Common Inspection Framework (SCCIF) for Children's Homes 2026</b>	Effective 1 April 2026. Focuses on children's lived experience and effective risk management, including health and safety.	Inspectors will evaluate the home's health and safety systems, risk assessments, and staff training.

## 4. The Policy

### 4.1 Statement of Intent and Commitments

Byram House is committed to:

- Providing and maintaining a safe environment for everyone.
- Ensuring safe access and egress.
- Developing safe working systems.
- Ensuring all equipment is safe and appropriate for use.
- Effective communication and consultation on health and safety matters.
- Correct reporting procedures that are clearly understood.
- Providing information, training, and support to all adults working with Byram House.
- Preventing incidents and work-related ill health.
- Ensuring competency to complete tasks, and that only competent people are appointed or trained.
- Reviewing and revising this policy as necessary.

### 4.2 Planning and Risk Assessment

Byram House is responsible under health and safety law for identifying hazards and controlling risks to anyone affected by their work or the activities of others.

- Risk assessments will be arranged and completed by the Registered Manager (or a competent person appointed by them).
- Risk assessments will be reviewed at least annually, or as necessary (after significant changes, incidents, or new guidance).
- The five steps to risk assessment are:
  1. **Identify** the hazard (something with potential to cause harm).

2. **Decide who might be harmed and how.**
  3. **Evaluate** the risks and decide whether existing precautions are adequate.
  4. **Record** the findings and implement actions.
  5. **Review** the assessment and revise if necessary.
- Managers are responsible for communicating risk assessments, updates, and actions to staff (via supervision, team meetings, children's meetings, or email).
  - Managers must ensure appropriate health and safety training is provided and completed in line with work expectations.

### 4.3 Reporting Hazards in the Workplace

- If a hazard is identified, it must be reported to the line manager immediately (or at the earliest opportunity).
- When in doubt, staff should report the potential hazard.
- The line manager will make recommendations to reduce risk and ensure repair is planned within 48 hours.
- If a contractor is required, the repair will be booked as soon as possible to minimise delay.

### 4.4 Legal and Other Requirements

Byram House ensures it remains up to date with current legislation using the **Health and Safety Executive (HSE) website** and by reference to specific regulations in the **Children's Homes Regulations 2015**.

### 4.5 Reporting to HSE (RIDDOR)

- The Registered Manager is responsible for ensuring that incidents/accidents are reported to the HSE if they meet the requirement for reporting under RIDDOR 2013.
- **Immediate reporting** (by telephone) for deaths or major injuries (e.g., fracture other than to fingers/thumbs, amputation, serious burns, loss of consciousness).

- **Within 15 days** for over-7-day absence from work (where an employee is off work for more than seven consecutive days due to a work-related injury).
- Copies of RIDDOR reports must be kept on file and sent to the Responsible Individual, Health and Safety Lead, and Director.

#### 4.6 Responsibilities for Health and Safety

Role	Responsibility
<b>Director</b>	Overall accountability for health and safety of all employees and others affected by our operations.
<b>Responsible Individual / Registered Manager</b>	Day-to-day responsibility for ensuring the health and safety policy is adhered to.
<b>Health and Safety Lead</b>	Appointed "Competent Person" under Regulation 7(1) of the Management of Health and Safety at Work Regulations 1999. Provides advice, guidance, and assistance to the Director, Responsible Individual, Manager, and all staff on health and safety matters.
<b>Health and Safety Representative</b>	An appointed person within each team to oversee health and safety needs in their home, working with management to ensure effective compliance.
<b>All Employees</b>	<ul style="list-style-type: none"> <li>– Take reasonable care of themselves, children in their care, and others whilst at work.</li> <li>– Cooperate with Byram House to assist in fulfilling statutory duties (Section 7 HSWA).</li> <li>– Comply with policies, risk assessments, and safe systems.</li> <li>– Not operate damaged equipment.</li> <li>– Report damage or hazards at the earliest opportunity.</li> </ul>

	<ul style="list-style-type: none"><li>– Not undertake tasks for which they have not been trained.</li><li>– Maintain high standards of housekeeping.</li><li>– Report accidents/incidents immediately to line manager and assist in investigations.</li><li>– Be aware of fire escapes, alarm call points, and assembly points.</li><li>– Comply with emergency procedures and fire drills.</li></ul>
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## 4.7 Reporting Accidents and Injuries

- All accidents/injuries must be recorded on the **Clear Care** electronic system.
- Staff receive mandatory training on the **7-part recording formula** (pre-incident state, immediate cause, root cause, injury/damage, action taken, follow-up, future prevention).
- It is the responsibility of the individuals involved to report the accident/incident. If this is not possible, the line manager must be notified immediately and will report on their behalf.

**Monitoring health and safety** – two methods:

- **Proactive monitoring** – regular safety inspections, safety audits.
- **Reactive monitoring** – examining events after they have happened, investigating, and learning lessons.

**External audits** – undertaken by an external auditor every two to three years (or as deemed necessary).

## 4.8 Training, Induction and Competence

- All new starters must complete an **induction** (within first three months of employment) including mandatory training (role-specific, including health and safety).

- Mandatory training must be completed during the probationary period.

## 4.9 Fire Safety

**General commitment:** Byram House considers fire safety paramount. The aim is to prevent fires/unwanted fire signals, ensure rapid detection, effective containment, and quick extinguishment through sound planning and response.

**Daily fire check:** A triggered form on Clear Care ensures daily visual checks of the home are completed.

**Staff knowledge:** All staff must understand the character of fire, smoke and toxic fumes; fire hazards in their environment; practice fire prevention; know the correct action if fire breaks out.

**Reporting fire safety defects:** Staff must report fire doors wedged open, blocked escape routes, hazardous materials near escape routes, faulty electrical equipment, gas appliances.

### **Prevention and strategy:**

- Fire risk assessment by a competent person (external assessor every 3 years, annual review by service leader).
- Personal Emergency Evacuation Plans (PEEPs) for staff and children where required.
- Fire detection and warning systems, emergency lighting, first-aid fire-fighting equipment.
- Compartmentation to restrict spread.
- Sufficient escape routes and final exits (non-lockable without a key).
- Fire doors, fire-rated furniture conforming to British Standards.
- Fire Wardens appointed where relevant.
- Staff fire safety training and fire drills (at least four per year, including one at night).
- BCP (Business Continuity Plan) for fire.

**In the event of a fire:** Senior staff member evacuates, nominates persons to sweep areas, contacts emergency services, liaises with them, coordinates roll call, prevents re-entry until safe.

**Night-time evacuation guidance:** Determine if occupants waken to alarm; if not, assign someone to wake them. Drills to be carried out when children are settled or early morning.

**Fire drill review:** Evacuation time (aim for under 2½ minutes), individual performance, environmental or alarm concerns.

**Records maintained (on Clear Care):** Fire alarm testing, emergency lighting testing, fire-fighting equipment checks, fire drill records, portable appliance checks, fire door checks, current fire risk assessment, annual extinguisher inspection, gas safety checks, PAT test records, electrical installation condition report, evacuation procedures.

**Fire action notices:** Minimal to promote a homely environment, but regular drills ensure everyone knows what to do.

## 4.10 Electrical Safety

- Staff using electrical equipment receive adequate training and visually check for signs of damage before use.
- **Monthly visual checks** of all appliances (designated person signs and dates).
- **PAT testing** annually by an external professional. Any equipment failing PAT testing is disposed of and replaced.

## 4.11 Display Screen Equipment (DSE)

- Byram House ensures DSE users receive information on all aspects of health and safety relating to their workstations (via iLearn).
- All new users must complete a DSE assessment, including when a new workstation is set up or substantially changed.
- Assessments repeated if users complain of pain/discomfort.

## 4.12 Manual Handling

- Staff receive manual handling training during induction (mandatory online training).

- Use the **TILE** procedure:
  - **T**ask (pushing, pulling, lifting, carrying).
  - **I**ndividual (capability of the person).
  - **L**oad (size, shape, weight, surface).
  - **E**nvironment (assess the area and journey).

## 4.13 Working at Height

**Definition:** Working at height includes any place where a person could be injured if they fell (including ground level adjacent to an excavation, use of kick stools, ladders, flat roofs, fragile surfaces, or openings in floors). Excludes walking up stairs, slipping at ground level, sitting on a chair.

### **Responsibilities:**

- Employees must assist with risk assessment, comply with safe systems, use appropriate access and safety equipment, report defects, inform managers if systems are inadequate, and not work at height if unfit.
- Risk assessments must be completed and signed off by the Registered Manager before any working at height.

**Use of ladders/stepladders:** Only for low-risk, short-duration work. User must be trained and instructed. Precautions to prevent slipping (tie at top, stability device, wedging, or footing). HSE guidance INDG455 followed.

## 4.14 First Aid

- All staff hold a valid first-aid certificate.
- Registered Manager and Health and Safety Lead ensure first-aid boxes are available, adequately stocked, and monitored monthly.

- Accidents/injuries are recorded on Clear Care (no separate accident book). All injuries (however minor) must be recorded including any first aid given.

#### 4.15 Control of Substances Hazardous to Health (COSHH)

- Byram House ensures all products falling under COSHH are subject to assessment (by Residential Manager or Deputy).
- Assessments determine risks, prevention and control, implementation and management, monitoring staff exposure, emergencies, and training.
- Personal protective equipment (PPE) may be provided as an interim measure but not as a long-term solution.

#### 4.16 Work-Related Stress

- Byram House recognises workplace stress as a health and safety issue and is committed to identifying and reducing workplace stressors.
- Managers will identify stressors, conduct risk assessments, eliminate or control risks from stress.
- Staff receive help and support where stress is identified.
- Confidential counselling is offered through the Simply Health policy.

#### 4.17 Care of Medicines

- All residential staff are trained in safe storage, handling, administering, recording, and disposal of medication, in line with Children's Workforce Development Council standards and CSCI guidance.
- Staff receive annual competency audits to maintain professional competence.
- Byram House maintains links with local pharmacists and Primary Health Care Trust.

## 4.18 Food Hygiene

- All staff receive training to demonstrate effective controls and maintain written documentation for food safety.
- Risk assessments identify hazards; measures are taken to eliminate or control risks.

## 4.19 Legionella (Hot and Cold Water Systems)

- Byram House employs a suitably qualified water hygiene management company to carry out a legionella risk assessment of every building every **two years**, complying with **BS 8580:2019** and **ACOP L8**.
- The risk assessment includes evaluation of contamination likelihood, conditions for proliferation, aerosol generation, exposure, susceptible persons, schematic drawings, asset list, and recommended actions.
- **Control measures:** Temperature control (hot water stored at  $\geq 60^{\circ}\text{C}$ , delivered at  $\geq 50^{\circ}\text{C}$  at outlets; cold water  $< 20^{\circ}\text{C}$ ). Where hot water temperatures cannot be maintained, alternative methods (e.g., chlorine dioxide) may be used.
- **TMVs (Type 3)** are provided where scalding risk is significant and checked at recommended intervals.
- Legionella testing is carried out where there is increased risk, failure of usual controls, or a previous positive result.

## 4.20 Transporting Young People

- Managers must ensure arrangements for safe transportation of children and young people.
- **Appropriate staffing levels** must be considered, and journeys must only take place if necessary. Where unacceptable risk, the journey may be postponed or additional staff provided.
- Smoking, vaping, using a mobile phone, eating or drinking while driving is prohibited in all company vehicles (and in staff's own vehicles when transporting children).

## 4.21 Vehicle and Driver Documentation

Managers must ensure that staff who drive children:

- Hold a valid and appropriate driving licence.
- Have at least one year's previous driving experience.
- Are in good health and physically capable (medical advice obtained if necessary).
- Never leave children unattended in a vehicle.
- Ensure all passengers wear suitable restraints.
- Take adequate breaks in line with driving regulations.

Managers must ensure all vehicles are maintained in a safe and fit condition. Drivers must complete a **visual inspection** before use (tyres, fuel, lights, etc.).

## 4.22 Contractors and Visitors

- Contractors and visitors must be signed in and out of the premises.
- Contractors are advised of site procedures/rules by their host upon induction.
- Contractors are selected based on laid-down criteria and must demonstrate competence required by statute (Director / Responsible Individual responsible for assessment).
- Contractors carrying out **hot work** must inform the Registered Manager and complete a hot work permit.
- For visitors, the host ensures they are made aware of fire evacuation procedures. In a fire evacuation, the host escorts visitors to the assembly point.

## 5. How the Home Trains its Staff About this Policy

Byram House provides structured training to ensure all staff understand and can implement this Health and Safety Policy effectively.

Training Element	Frequency	Method / Content
<b>Induction</b>	Upon appointment	Face-to-face training covering: health and safety legal framework (HSWA, Management Regs), risk assessment (five steps), reporting hazards, RIDDOR, roles (Health and Safety Lead, Rep), fire safety (daily checks, drills, PEEPs, evacuation), electrical safety, manual handling (TILE), working at height, first aid, COSHH, stress, medicines, food hygiene, legionella, transport, and the dual-site operation (62 & 66 Deighton Road).
<b>Annual refresher</b>	Every 12 months	Classroom or virtual session covering updates to legislation (SCCIF 2026, HSE guidance), case studies, refresher on fire drills (including night-time), manual handling, and first aid.
<b>Fire safety training</b>	At induction and annually	Practical fire training: using extinguishers, evacuation protocols, fire door checks, and review of fire risk assessment.
<b>First aid</b>	Every 3 years (renewal)	Accredited first aid course covering CPR, bleeding, burns, choking, head injuries, and use of first aid supplies.
<b>Manual handling</b>	At induction and biennially	Practical handling techniques, TILE risk assessment, use of equipment.
<b>DSE assessment</b>	At induction (and as needed)	Self-assessment of workstation, eye test request procedure.

<b>Food hygiene</b>	At induction and refresh	Level 2 food hygiene training (or equivalent).
<b>Legionella awareness</b>	At induction (and as needed)	Training on water system checks, temperature monitoring, and reporting.

**Staff are required to:**

- Read and sign this policy annually.
- Complete all mandatory training.
- Report hazards immediately.
- Participate in fire drills (including night-time drills).
- Maintain good housekeeping and safety awareness.

## **6. Related Policies and Guidance**

This policy must be read in conjunction with:

- Safeguarding Policy
- Supervision of Children Policy
- Ligature Policy
- Lone Working and Waking Night Policy
- First Aid Policy (separate or within this policy)
- Medication Policy
- Transport Policy
- Fire Safety Policy (or the fire section above)
- Whistleblowing Policy
- Data Protection Policy
- Children's Homes (England) Regulations 2015
- Working Together to Safeguard Children 2026
- Social Care Common Inspection Framework (SCCIF) for Children's Homes 2026
- HSE guidance on RIDDOR, COSHH, Manual Handling, DSE, Legionella L8 ACOP

## 7. Appendix A

### The Contractor Health & Safety Checklist

Management must go through the following steps for **every contractor** (including plumbers, electricians, alarm engineers, gardeners, etc.), no matter how small the job.

#### Before They Arrive – “Pre-Entry Check”

No.	Check	Pass
1	Do we have a written method statement and risk assessment for the work? (For higher-risk work – yes; for very minor work – verbal is acceptable.)	<input type="checkbox"/>
2	Does the contractor have <b>public liability insurance</b> (minimum £5 million)? Ask for certificate.	<input type="checkbox"/>
3	Have we told the contractor about any <b>site-specific risks</b> (e.g., children with behavioural needs, lone workers, COVID-19 or infection control, asbestos register location)?	<input type="checkbox"/>
4	Is the contractor <b>competent</b> for the job? (Check trade body membership, references, or past experience.)	<input type="checkbox"/>

### On Arrival – “On-Site Induction”

No.	Check	Pass
5	Does the contractor <b>sign in</b> at the visitor/contractor log (name, company, time in/out, vehicle reg)?	<input type="checkbox"/>
6	Has the contractor been shown the <b>fire escape routes, assembly point, and location of first aid kit</b> ?	<input type="checkbox"/>
7	Have they been told about <b>no-go areas</b> (e.g., children’s bedrooms without escort, kitchen during meal prep)?	<input type="checkbox"/>
8	Has the contractor been told the <b>emergency contact number</b> for the on-duty manager?	<input type="checkbox"/>
9	Has the contractor confirmed they have their <b>own appropriate PPE</b> (gloves, boots, goggles, etc.)?	<input type="checkbox"/>

### During the Work – “Supervision & Safety”

No.	Check	Pass
10	Is the contractor <b>never left alone with a child</b> (unless pre-approved DBS and safeguarding check completed)?	<input type="checkbox"/>
11	If the work creates <b>dust, fumes, noise, or trip hazards</b> – are children and staff moved away or protected?	<input type="checkbox"/>
12	Does the contractor keep their <b>work area clean and tidy</b> (no trailing cables, tools left unattended)?	<input type="checkbox"/>
13	Are any <b>hot works</b> (soldering, grinding, cutting) covered by a <b>permit to work</b> and fire extinguisher nearby?	<input type="checkbox"/>

**After Work – “Sign-Off”**

No.	Check	Pass
14	Has the work been <b>tested</b> (e.g., water temperature, alarm function) and left safe?	<input type="checkbox"/>
15	Has the contractor <b>cleared away all waste, tools, and materials</b> ?	<input type="checkbox"/>
16	Has the contractor <b>signed out</b> with date and time?	<input type="checkbox"/>
17	Have we retained copies of any test certificates or service records (e.g., TMV servicing, gas safety)?	

## 8. Policy Approval and Review Details



<b>Policy Name</b>	Health & Safety Policy	
<b>Home</b>	Byram House	
<b>Reviewed by</b>	Danyaal Iqbal / Mustafa Amin	Deputy Manager / Registered Manager
<b>Approved by</b>	Stacey Wagstaffe	Responsible Individual
<b>Date</b>	May 2026	

