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POLICY TEMPLATE · CHILDREN'S HOMES

# Health and Safety Policy

Editable Word policy template with a home risk assessment

- Home risk assessment template
- Premises compliance calendar
- COSHH, first aid and RIDDOR
- Legionella, gas and electrical
- Vehicles, food and staff safety

Ofsted asks for your risk assessment at the visit




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## Health and Safety Policy

### What's in the full version

- **Health and safety policy**
- **Home health and safety risk assessment**
- **Premises compliance calendar.**
- **Weekly premises walk-round checklist.**
- **Accident and incident record with a RIDDOR check.**
- **COSHH assessment form.**
- **First-aid needs assessment.**

### Pages in this sample

– Health and Safety Policy (first page)
– Health and Safety Policy (page 2)

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# Health and Safety

Our policy, who does what, and the home risk assessment Ofsted asks to see at the registration visit

DOCUMENT CONTROL

| | |
|---|---|
| **Organisation** | [Organisation name] |
| **Home** | [Home name and address] |
| **Setting type** | Children's home (England) |
| **Document title** | Health and safety policy and home risk assessment |
| **Version** | [1.0] |
| **Approved by** | [Name and role — Registered Manager / Responsible Individual] |
| **Date approved** | [DD/MM/YYYY] |
| **Next review date** | [DD/MM/YYYY — at least annually, and after any significant change] |
| **Day-to-day owner** | [Registered Manager — name] |
| **Related documents** | [Fire safety and evacuation policy and fire risk assessment]; [Medication policy]; [Lone working policy]; [Children's individual risk assessments]; [Location assessment]; [Business continuity plan] |

**How to use this template:** This is an editable policy template, not a finished document, and it is not legal advice. Replace every item in [square brackets] with your own details. Part 1 is your policy statement and arrangements. Appendix A is the home risk assessment: walk round your own building and complete it, because a template cannot know your premises. Ofsted says the assessment and management plan must be completed by a suitable person, so get competent help if you need it. Your fire risk assessment is separate. Have the registered person approve it before use. Delete every shaded guidance box (including this one) before you issue it. The Sources section at the end lists the public materials this template was written from, which were checked in November 2026. Always confirm that those materials are still current before you rely on them.

## What's in this policy


- 1 Statement of intent
- 2 Who does what
- 3 The law and guidance
- 4 Safe, but still a home
- 5 Risk assessment
- 6 Premises and maintenance
- 7 Hazardous substances (COSHH)
- 8 First aid
- 9 Accidents, incidents and RIDDOR
- 10 Water safety and legionella
- 11 Gas safety
- 12 Electrical safety
- 13 Fire
- 14 Vehicles and driving
- 15 Food safety
- 16 Staff safety and wellbeing


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- 17 Contractors and visitors
- 18 Training
- 19 Checking it works
- Appendix A Home health and safety risk assessment
- Appendix B Premises compliance calendar
- Appendix C Weekly premises walk-round
- Appendix D Accident and incident record (with RIDDOR check)
- Appendix E COSHH assessment
- Appendix F First-aid needs assessment
- Sources used in preparing this template


## 1 Statement of intent

[Organisation name] will, so far as is reasonably practicable, protect the health, safety and welfare of the children who live at the home, our staff, and visitors. We will keep the premises safe and well maintained, assess and control risks, give staff the information, training and equipment they need, and learn from accidents and near misses, while keeping the home a warm, ordinary family home.

| | |
|---|---|
| **Signed for the registered provider (name, role, date)** | |

## 2 Who does what

| Role | Responsibilities |
|---|---|
| Registered provider / Responsible Individual | Overall responsibility. Provides resources, appoints competent help, signs the statement of intent, reviews performance at least every [six months]. |
| Registered Manager | Runs this policy day to day. Makes sure risk assessments are done and reviewed, checks are carried out and recorded, defects are fixed, accidents are investigated and reported. |
| Deputy / shift leader | Safety on shift: walk-rounds, reporting defects, first aid cover, handover of hazards. |
| All staff | Follow this policy and training, take care of themselves and others, report hazards, accidents and near misses straight away. |
| Competent help | [Name of health and safety adviser / contractor] gives advice and helps with the risk assessment. |
| Children | Are helped to understand how to keep safe (regulation 12(2)(a)(ii)) and are asked about safety at house meetings. |

## 3 The law and guidance

- **Health and Safety at Work etc. Act 1974, section 2.** Duty to protect employees so far as reasonably practicable, and a written policy. HSE: if you have five or more employees, the policy must be written down.
- **Management of Health and Safety at Work Regulations 1999, regulation 3.** Suitable and sufficient risk assessment for employees and others (including children and visitors), reviewed when no longer valid or after significant change. With five or more employees, record the significant findings.
- **Specific regulations.** COSHH 2002 (hazardous substances); Health and Safety (First-Aid) Regulations 1981; RIDDOR 2013 (reporting); Gas Safety (Installation and Use) Regulations 1998, regulation 35 (gas at a place of work kept safe); Electricity at Work Regulations 1989, regulation 4 (systems maintained to prevent danger); HSE ACOP L8 (legionella).

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