

Youth Justice Health & Safety Practice Guidance

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1.1 Scope of Document

- 1.1 This document details the responsibility of staff in relation to the health and safety of themselves and others. It provides a framework for action and outlines expectations in terms of the responsibilities of managers, case holders and staff generally. There will inevitably be situations which this document does not cover, though it is of course a core expectation of all staff to raise with their manager any concerns they may have in respect of Health and Safety at work.
- 1.2 This document should be considered in conjunction with:
 - ***Lone working – home visits, activities, transporting service users, out of hours working Risk Assessment (SR12)***
 - YJS Home Visits Policy
- 1.3 In light of the significant body of material already produced and available to inform measures to enhance health and safety at work, this document is not intended as an all-encompassing guide, rather it outlines tailored measures specific to the service. Please see section 5.0 for further reading.

2.0 Responsibilities of Team Managers

- 2.1 Whilst some aspects of the following maybe delegated, it is the Team Manager's responsibility to ensure that processes are in place to cover the following.

2.2 Case Allocation

All cases are to be allocated managed in accordance with the Allocation and Transfer Policy. This will ensure that where there are complexities around risk an appropriate practitioner will be undertaking the assessments and working with the case.

Care will be taken not to allocate cases to a worker who is deemed to have a personal connection. Similarly, consideration will be given to the address of the young person and the potential for conflict with the personal life of the allocated worker.

2.3 Induction

All new staff are to be asked to submit Emergency Contact details.

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New staff should be asked to read this document as well as the 'Risk Assessment – YJS Lone Working' and then sign the attached Statement of Understanding. This is to take place at an early stage in their induction and certainly prior to the undertaking of any independent contact with young people and families.

Completion of the above should be considered alongside the Safeguarding Scheme of Delegation and the Careworks Data Access and Recording policy, both of which are also required to be read and signed prior to independent working with young people and families.

2.4 Supervision

All staff are to be supervised on a minimum six-weekly basis. This will allow for case holders and intervention workers to regularly discuss case issues and concerns. However, where there are more pressing concerns then immediate input from the Team Manager should be sought to allow for appropriate control measures to be considered.

2.5 Risk Strategy Meetings

Where there are specific known issues regarding Health and Safety then these should be discussed and reviewed at Risk Strategy Meetings (RSM) and a recording added detailing the outcome. If there is a change to the level of risk then a review Risk to Staff Assessment form should also be requested at the RSM if not already completed.

2.6 Emergency Contact Records

Team Managers must ensure that a process is in place to capture this information at the induction stage. These records will be stored within a secure location within each locality, though permission must be sought from either the Team Manager or Advanced Practitioner before these records are accessed. In addition to this a full record of emergency contact details for all Youth Justice Teams will be shared with the Youth Justice Operations Manager, Locality Team Managers, Operational Support Team Manager, Outreach and Open Access Team Manager and Advanced Practitioners. It will be the responsibility of individual staff members to ensure that their manager is updated regarding any subsequent changes to personal information, though the respective manager will be responsible for sharing updated information with the above.

2.7 Personnel Checking and Escalation of Concerns

The Team Manager will ensure that all newly appointed staff members have been subject to the appropriate level of DBS screening.

Where it is brought to the Team Manager's attention that there are particular concerns regarding involvement or practice by a worker or agency then immediate steps must be taken to establish the level of concern. Upon fuller consideration of the presenting issues, the Team Manager will be required to take the steps necessary to ensure that any identified risks are either contained or reduced. Where this involves workers from other teams then the matter will be escalated to the respective Manager and maybe shared with the Youth Justice Operations Manager depending on the severity of concerns identified.

2.8 Out of office working

Team Managers are to ensure that risk assessments are completed and adequate controls are introduced to cover routine working out of the main office. This would apply to situations where staff routinely attend another venue to undertake duties,

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such as Court or weekly programmes. It is noted that each venue will have its own tailored Risk Assessments thus Team Managers should be careful not to duplicate existing controls or introduce measures that may conflict.

Home Visits as well as more occasional and ad hoc working out of the office are covered by the respective Home Visits and Lone Working guidance documents (Risk Assessment – YJS Lone Working).

2.9 Lone Working and Emergency Situations

Each team shall have in place a system for supporting staff on visits in line with the YJS Lone Working Risk Assessment.

There will be in place a mechanism within each team to allow for the timely escalation of concerns to the appropriate emergency services. Team Manager's should therefore ensure that a process is in place to protect staff when 1) staff fail to report back following a notified visit and 2) staff raise the alarm during a contact.

3.0 Responsibilities of Case Holders

3.1 Initial checks

Upon allocation of a new case the case holder will undertake the following checks prior to completing the initial visit:

- Check with YJ Police colleague records relating to the young person and the home address;
- Framework database check to ascertain whether there are any known Health and Safety issues affecting the family. If the case is open to Children's Social Care then an initial discussion should be had with the allocated worker prior to the initial visit.

In addition to the risk of physical, emotional and sexual violence and abuse, staff are to be aware of the risk presented in terms of previous allegations made against workers. If young people and families are known to have made previous allegations then the specific nature of these should be discussed with the Team Manager so that an appropriate control may be introduced.

3.2 Completion of Risk to Staff Assessment form

The Risk to Staff Assessment form should be completed at the time of the initial assessment in all cases. Once completed, this document should be countersigned by the Duty Senior along with the other risk documentation. Any instances where the risks to staff are assessed as High should be referred to the Team Manager or Advanced Practitioner for a fuller consideration of the circumstances and potential controls.

3.3 Information checks on relevant friends, family and associates

Following the initial appointment the case holder may have further information regarding the names of other YP and adults who either live at or frequently visit the address. Case holders should request further Police checks on the relevant adults and will be required to complete the third party enquiry form outlining the nature of their query for Police records. Framework should be checked in relation to the other children and young people at the address.

3.4 Recording and sharing risk to staff concerns

In addition to the completion of the Risk to Staff Assessment form, specific risk issues identified during the assessment should be clearly recorded in Careworks in the Client Risks section, within Personal Details. Consideration should also be given

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to appropriately recording within the Risk of Serious Harm (RoSH) and Safety and Wellbeing (SaW) sections within AssetPlus along with any agreed controls.

If during the initial visit or subsequent contacts any new concerns come to light then this information should be shared with the Team Manager at the earliest opportunity and appropriate steps taken to ensure that all workers involved are made aware of the issues and any resulting controls. This may include joint working, preclusion of home visits etc.

Case holders are to ensure that discussions are had with all secondary allocated workers in the event that there are specific risks to staff indicators identified.

3.5 Newly identified risk concerns

In the event that new information comes to light regarding risks to staff then the appropriate risk assessments will be reviewed and all involved workers are to be notified of the change in circumstances. Timescale will be dependent on the nature of the information, though this action would be expected to be completed within 48 hours considering the priority nature of Health and Safety. Timeliness is a key component of defensible action, thus it may be that immediate action is required in some circumstances.

4.0 Responsibilities of ALL staff

4.1 Communication of concerns

Any concerns relating to matters of Health and Safety should be communicated to the case holder at the first opportunity so that control measures may be reviewed and co-ordinated. If not available, then this information should be shared with the Duty Worker to ensure timely action. If the worker is aware of an imminent visit by another staff member or urgent risk issue then appropriate action must be taken to mitigate risks to others.

4.2 Updating Records

Careworks must be updated to reflect concerns. Records must be timely and full, outlining the nature of concerns and the action taken.

4.3 Completion of Calendar

As outlined in the Lone Working Risk Assessment, the completion of Outlook Personal Calendar is an essential requirement which must be completed in advance and shared with all managers and colleagues.

4.4 Third Party Information

Third Party Information must be clearly marked and highlighted as such when either recording or sharing with other workers, i.e. ‘** CONFIDENTIAL THIRD PARTY INFORMATION – NOT TO BE DISCLOSED**’ (Data access and recording policy 3.6). This type of information is always sensitive and inappropriate disclosure could put either the worker or somebody else at risk, thus it needs to be managed with the utmost consideration.

4.5 Personal Circumstances

It is the responsibility of the individual to bring to the attention of their manager any specific or personal health and safety considerations. This could include, for example: early pregnancy; a personal link such as children attending the same

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school as the YP; personal experience or trauma which precludes working with particular offence categories; any diversity issues which may impact on effective management and co-ordination of health and safety. This list is of course in no-way exhaustive.

4.6 Emergency Contact Records

Staff must ensure that office copies of Emergency Contacts are kept up to date whenever circumstances change. These are to be kept in a secure location within each locality in addition to being shared with the appropriate managers as outlined in 2.6 above.

4.7 Adhering to Controls

Due to the sometimes complex nature of working with young people and families who are involved in offending there will be rare occasions when it is not appropriate to undertake home visits or see the young person on a one to one basis. Where specific controls are in place, such as the above, it is important that they are followed in all circumstances, unless deviation is agreed with the Team Manager.

4.8 NCC Accident and Incident Reporting

In the event that any worker is involved in an incident resulting in harm, whether caused by accident or intent, then the following NCC guidance must be referred to (available on the intranet):

- A5: Reporting and Investigating Work-Related Accidents, Incidents and Ill Health: Policy

The purpose of this is to ensure the authority has effective oversight in relation to reporting and investigating accidents, incidents (including near misses, verbal and physical assaults), ill health and dangerous occurrences. This will of course be in addition to notifying the appropriate Team Manager.

4.9 General Practice Concerns

Where staff become aware of any health and safety issues in relation to general practice then these should be highlighted to their respective manager. If concerns relates to repeat or routine activities then the Manager may subsequently undertake a risk assessment to inform the need for additional controls. However, there may be other controls already in force or more appropriate avenues to ensure the wellbeing of workers and young people,

4.10 Use of Evolve online visit approval system

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=nottinghamshirevisits.org.uk

Responsibility for all visits rests with the Nominated Manager within individual establishments. All trips, visits and adventurous activities need to be put through the Evolve system. These are then signed-off by the appropriate line manager or Nottinghamshire County Council LA. This process needs to be followed if using a third party provider to deliver intervention or activities to young people who have been asked/directed to attend by the YJ Service.

5.0 Useful further resources:

- <http://intranet.nottsgov.uk/workingforncc/healthandsafety/healthandsafetyusefulforms/>
- <http://intranet.nottsgov.uk/workingforncc/healthandsafety/>

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- NCC B30 Health and Safety Guidance on Lone Working [PDF]
- NCC B11 Policy - Managing Work Related Violence & Aggression [PDF]

6.0 Statement of Understanding

To be completed as part of the induction for all operational staff.

I have read and understood:

- Youth Justice Health & Safety Practice Guidance
- Risk Assessment – YJS Lone Working

Signed _____

Name _____

Role _____

Date ____ / ____ / ____