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| **East Sussex Child Home Safety Advice and Equipment Service**  **Referral Form (Parts A, B & D to be completed by referrer)**  **PART A** (completed by referrer) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of Parent/ Carer:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Tel:** | |  | | | | **Mob:** | | |  | | | | | | | **Date:** | | | |  | | | | | | | | |
| **Address:** | |  | | | | | | | | | | | | | **Post Code:** | | | | |  | | | | | | | | |
| **Parent/ Carer Email address (essential, if available):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Referring Organisation:** | | | |  | | | | | | | | **Name of referrer:** | | | | |  | | | | | | | | | | | |
| Does the parent/carer give consent for a referral to ESFRS for a Home Safety and Child Home Safety Visit? Details will be shared with ESFRS. Personal data will be collected and stored for the purposes of administering and monitoring the service. Personal details will be treated in the strictest confidence and in accordance with the Data Protection Act 1998. | | | | | | | | | | | | | | | | | | | | | | | Yes |  | | No | |  |
| Is a joint visit requested/required between the referrer and ESFRS?  If yes, please provide information in the comments section below (as appropriate) or call ESFRS to discuss | | | | | | | | | | | | | | | | | | | | | | | Yes |  | | No | |  |
| Has the Landlord given permission for the work to be carried out? | | | | | | | | | | | | | | | | | | Yes | | |  | | No |  | | **Not Known** | |  |
| Landlord contact Name: | | | |  | | | | | | | | Landlord contact Details: | | | | | |  | | | | | | | | | | |
| **PART B**  **Equipment Recommended** (completed by referrer) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Safety Barrier  (up to 24 months only) | | | |  | No. of Safety Barriers requested | | | | |  | | Location: | | | | | | | | | | | | | | | | |
| Fireguard | | |  | Blind Cleats | | | |  | | Cord Winders | | |  | CO Alarm | | | | |  | | | Other  (please state) | | | | |  | |
| Any other relevant information/comments? e.g. home safety concerns  Note: The Safety Checklist (pages 2-4) should be completed fully in order to process the referral. Please provide an explanation here if this has not been possible. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Print Name (capitals):  Signed (referrer):  Role: | | | | | | | I have had the service explained to me and agree to this referral.  Print Name (capitals):  Signed (Parent / carer): | | | | | | | | | | | | | | | | | | | | | |
| Date: | | | | | | | Date: | | | | | | | | | | | | | | | | | | | | | |
| **PART C**  **Equipment Fitted** (completed by ESFRS Staff) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Safety Barrier |  | Fireguard | |  | Blind Cleats | |  | | | Cord winders | | | | |  | | Carbon Monoxide Alarm | | | | | | | |  | | | |
| Bath mat |  | Cupboard Lock | |  | Home Safety Visit Completed  **(please attach this form to your completed CS1 form)** | | | | | | | | | | | | | | | | | | | |  | | | |
| User / maintenance guide provided and explained | | | | | | | | | |  | | Leaflet Left | | | | | | | | | | | | |  | | | |
| Please provide any relevant details if equipment has not been provided as per referrer’s recommendation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DISCLAIMER:** I understand that East Sussex Fire & Rescue Service (ESFRS) will not be responsible for any future maintenance or any legal consequences arising out of the failure or provision of the equipment. I accept the safety equipment as fitted and consent for ESFRS to contact me for a follow-up in 6 weeks. I’m aware that I can contact ESFRS for advice if equipment becomes faulty/ broken. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Print Name (capitals):  Signed (ESFRS):  Role: | | | | | | | | | | | Signed (Parent / carer): | | | | | | | | | | | | | | | | | |
| Date: | | | | | | | | | | | Date: | | | | | | | | | | | | | | | | | |

**PART D – to be completed by referrer with the Parent/Carer**

**A Safety Checklist for Parents/Carers of Children Aged 0-5 Years**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **KITCHEN – Every week, an average of three children under 5 attend an East Sussex A&E or Minor Injury Unit due to a burn or scald\*** | | **Referrer** | | | **Recommendations** | **ESFRS (only)** | | |
| **Yes** | **No** | **N/A** |  | **Yes** | **No** | **N/A** |
| 1. | Is the electric kettle out of reach of children? |  |  |  |  |  |  |
| 2. | Are household chemicals and medications stored in a secure place out of the reach of children? |  |  |  |  |  |  |
| 3. | Are knives and scissors kept out of children’s reach? |  |  |  |  |  |  |
| 4. | Are children kept away from the iron even when it is cooling? |  |  |  |  |  |  |
| 5. | Is the kitchen clear of potential trip/slip hazards? |  |  |  |  |  |  |
| 6. | Is there a first aid kit in the home? |  |  |  |  |  |  |
| 7. | Are children supervised when using a high chair/bouncy chair/ bumbos/similar and in a harness? |  |  |  |  |  |  |
| 8. | Are the family aware of the dangers of placing high chairs/bouncy chair/ bumbos/similar on a high surface? |  |  |  |  |  |  |
| **LIVING AND DINING ROOM – Every week, an average of 16 children under 5 attend an East Sussex A&E or Minor Injury Unit due to a fall involving furniture\*** | | **Yes** | **No** | **N/a** |  | **Yes** | **No** | **N/a** |
| 9. | If there is an open fire is there a fixed fireguard? |  |  |  |  |  |  |
| 10. | Is alcohol kept out of reach? |  |  |  |  |  |  |
| 11. | Are hot drinks kept out of reach of children? |  |  |  |  |  |  |
| 12. | Are TV’s secure and unable to topple on top of a child? |  |  |  |  |  |  |
| **BATHROOM – Every month, an average of 14 children under 5 attend an East Sussex A&E or Minor Injury Unit due accidental poisoning\*** | | **Yes** | **No** | **N/a** |  | **Yes** | **No** | **N/a** |
| 13. | Are cleaning products, medications and razors kept out of reach? |  |  |  |  |  |  |
| 14. | Is there a non-slip mat in the bath? |  |  |  |  |  |  |
| 15. | Are children supervised at all times during bath time? |  |  |  |  |  |  |
| 16. | Is cold water always ran before adding in the hot? |  |  |  |  |  |  |
| **BEDROOM – Each year, an average of 27 children under 5 in East Sussex are admitted to hospital due to a fall from a bed\*** | | **Yes** | **No** | **N/a** |  | **Yes** | **No** | **N/a** |
| 17. | Are beds/cots and bedding age appropriate? |  |  |  |  |  |  |
| 18. | Are children placed in a safe place to sleep? |  |  |  |  |  |  |
| 19. | If using bunk beds, are safety bars and a secure ladder in use? |  |  |  |  |  |  |
| 20. | Are hair straighteners moved out of reach (even when cooling) and not left plugged in? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **STAIRS, HALL AND FRONT DOOR – Every month, an average of 14 children under 5 attend an East Sussex A&E or Minor Injury Unit due to a fall down stairs/steps, three of which are admitted\*** | | **Yes** | **No** | **N/A** |  | **Yes** | **No** | **N/A** |
| 21. | Is there a safety barrier fitted at the top and bottom of the stairs? |  |  |  |  |  |  |
| 22 | Are the family aware of the correct and safe use of safety barriers and how to prevent misuse (e.g. prevent children from sitting/swinging on the safety barriers/gates)? |  |  |  |  |  |  |
| 23 | Are the stairs free from obstacles that could cause a fall? |  |  |  |  |  |  |
| 24 | Are stair carpets and other carpets fixed down securely? |  |  |  |  |  |  |
| 25 | Is the front door secure to prevent children opening it? |  |  |  |  |  |  |
| **IN THE HOME – Every week, an average of 30 children under 5 attend an East Sussex A&E or Minor Injury Unit due to a head injury\*** | | **Yes** | **No** | **N/A** |  | **Yes** | **No** | **N/A** |
| 26. | Are gas appliances, including gas boiler, gas cooker and gas fire, safety checked once a year and serviced regularly according to manufacturer’s instructions and by a Gas Safe Registered engineer? |  |  |  |  |  |  |
| 27. | Is there a Carbon Monoxide detector fitted in every room where there is a gas appliance or open fire? |  |  |  |  |  |  |
| 28. | Are matches and lighters kept out of children’s reach? |  |  |  |  |  |  |
| 29. | Are cigarettes and e-cigarettes and/or refills kept well out of reach of children? |  |  |  |  |  |  |
| 30. | Are small toys, coins and small objects including button batteries kept away from children? |  |  |  |  |  |  |
| 31. | Are plastic bags and nappy sacks knotted and thrown away or put away safely to avoid suffocation? |  |  |  |  |  |  |
| 32. | Are electric sockets used appropriately, not overloaded and switched off when not used? |  |  |  |  |  |  |
| 33. | Are chargers (e.g. mobile phone, tablet, e-cigarette) unplugged when not in use? |  |  |  |  |  |  |
| 34. | Are floor areas clear of obstacles including trailing wires and flexes? |  |  |  |  |  |  |
| 35. | Are internal doors closed at night time when going to bed in case of fire? |  |  |  |  |  |  |
| 36. | Are urgent repairs immediately reported to your landlord (if a tenant)? |  |  |  |  |  |  |
| 37. | Are pets and Children appropriately supervised? |  |  |  |  |  |  |
| 38. | Are windows able to open safely? |  |  |  |  |  |  |
| 39. | Are window latches/ restraints fitted and adequate to prevent an infant falling out? |  |  |  |  |  |  |
| 40. | Are window blinds safe? |  |  |  |  |  |  |
| 41. | Is furniture kept away from windows? |  |  |  |  |  |  |
| 42. | Is there good lighting in and around the home? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **FIRE SAFETY - Of the 323 accidental dwelling fires in East Sussex in 2014/15, 54 homes did not have a smoke alarm** | | **Yes** | **No** | **N/A** |  | **Yes** | **No** | **N/A** |
| 43. | Is there a fitted and working smoke alarm and regularly tested? |  |  |  |  |  |  |
| 44. | Is there a planned escape route clear of obstructions, i.e. pushchairs, bikes, scooters? |  |  |  |  |  |  |
| **OUTSIDE AND ROAD SAFETY – In 2012/13, there were 50 A&E attendances in under 5’s as a result of a road traffic accident\*** | | **Yes** | **No** | **N/A** |  | **Yes** | **No** | **N/A** |
| 45. | Are age appropriate car seats/restraints used when children travel in cars? |  |  |  |  |  |  |
| 46. | Are children supervised when entering and leaving vehicles? |  |  |  |  |  |  |
| 47. | Is the harness in the buggy used? |  |  |  |  |  |  |
| 48. | Does the garden have a trampoline with appropriate safety equipment? |  |  |  |  |  |  |
| 49. | Are garden gates locked and fences secure when children are playing? |  |  |  |  |  |  |
| 50. | Are children supervised if there is a garden pond? |  |  |  |  |  |  |
| 51. | If a paddling pool is used, is the paddling pool emptied immediately after use? |  |  |  |  |  |  |

\*Figures calculated from analysis of A&E attendance data from 01/10/2013 to 31/05/2014 and MIU attendance data from 01/03/2014 to 31/05/2014, and data taken

from the Accidents and Injuries in under 25’s in East Sussex report (East Sussex Public Health) + East Sussex Fire and Rescue Service data analysis

|  |  |
| --- | --- |
| **First completion of safety checklist (referrer)**  Print name (capitals):  Signed:  Role: | **Review/update of safety checklist (ESFRS staff)**  Print name (capitals):  Signed:  Role: |
| Date: | Date: |

Important note: All pages of this form must be completed and sent securely via email to the ESFRS nhs.net account i.e. emailed from your nhs.net or GCSX email account (or using the ESCC secure mail system - Voltage SecureMail). Please ensure that you follow your relevant organisation’s guidelines for sending email securely.

Reminder for ESCC staff using Voltage SecureMail: To send a secure email via Outlook you prefix the subject line with three plus signs ‘+++’ (e.g. +++ this is my subject). To make the encryption work the +++ must be the first entry in the subject line. Any information with which would normally precede the subject must follow the +++ characters (i.e. +++ Resp. req – 03/03/11: this is my subject).

**Send your referral to:** [DMHRC.Fire-EastSussex@nhs.net](mailto:DMHRC.Fire-EastSussex@nhs.net)

If you are unable to complete this form fully, please provide an explanation in the comments box provided. Contact ESFRS on 0800 1777069 if you need to discuss further.

East Sussex Fire and Rescue Service will use the information provide by you will assist us in ensuring you receive best advice on fire safety for you. This data may also be used for statistical purposes locally to assist us in improving community fire safety and nationally for Government policy. Full details of what we do with your data and the rights which you have in relation to that data, are available in our Privacy Notice. You can request a copy to be sent to you by our representative or by contacting us at the Community Safety Department, East Sussex Fire & Rescue Service, Eastbourne Community Fire Station, Whitley Road, Eastbourne, East Sussex, BN22 8LA or telephone: 0800 177 7069. Alternatively you can view the ESFRS Privacy Policy at [**www.esfrs.org/privacynotice**](http://www.esfrs.org/privacynotice)