



Health and Safety Policy for Kids Kabin

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities and to reduce the risks of accidents and cases of work-related ill health
- to consult with our employees on matters affecting their health and safety
- to provide information, instruction and supervision for employees
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to review and revise this policy as necessary at regular interval

The Kids Kabin Board of Directors have appointed Will Benson, Chief Officer, with the overall and final responsibility for ensuring that the procedures detailed in this policy are adhered to.

I, Will Benson, will ensure that the arrangements detailed within the Kids Kabin Health and Safety Policy will be strictly adhered to.

A handwritten signature in black ink, appearing to read "Will Benson", with a long horizontal flourish extending to the right.

Will Benson
Chief Officer

Updated 7 July 2026

Review date 7 July 2027

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Introduction

This policy outlines the Kids Kabin approach to health and safety and the procedures put in place to maintain a safe environment. This policy also covers work in Newcastle, East Durham and Middlesbrough where centre based and street workshop follow the same health and safety protocol.

The policy is set out as follows:

- A general statement about the importance of maintaining a safe working environment, complying to COSHH (Control of Substances Hazardous to Health) and RIDDOR (Reporting of Injuries, diseases and Dangerous Occurrences Regulations) regulations and taking fire precautions
- An outline of organisational responsibilities in these areas
- General procedures
- Emergency procedures
- Useful telephone numbers

A Safe Working Environment

The Management of Health and Safety at Work Act (1992) determines that all organisations must provide a safe working environment. Kids Kabin will follow the suggested guidelines which are to:-

- produce a health and safety policy and review it annually
- nominate an individual with overall responsibility for the implementation of the policy
- undertake risk assessments for the premises and all activities taking part within it
- have a first aider (appointed person) available at all times
- record any accidents or incidents, review them and act on the findings
- make all staff, volunteers and users of the project aware of these policies and procedures

Everyone is affected by health and safety issues. It is vital that all staff, volunteers and young people are protected as far as possible during any Kids Kabin activity and are fully informed about health and safety.

To work in a safe environment is everyone's right and to observe health and safety is everyone's responsibility.

General Procedures

Unless otherwise stated these procedures will refer to Kids Kabin premises and activities in Newcastle, East Durham and Middlesbrough. (see appendix G for location details where workshops are run)

Control of Substances Hazardous to Health. COSHH

We are required by law to:-

'Control the exposure of employees (and young people and the public) to hazardous substances to prevent ill health' – (HSE. COSHH Regs, 1999)

As well as giving protection against ill health, we will also be able to regulate the use of certain materials by monitoring their use and informing young people about the dangers and storage arrangements for certain materials.

To comply with COSHH we are required to follow these steps:-

- Assess the risks to health arising from hazardous substances used in Kids Kabin. Such substances are those with precautionary labels on their containers – paints, adhesives, cleaning agents, glazes – and substances generated during work activities – fumes and dusts.
- Decide what precautions are needed. We must assess the potential risks of all substances kept at or created in Kids Kabin.
- We must then control or prevent exposure. We will ensure that substances are labelled, kept in a secure place and used under supervision.
- Ensure that these precautions are maintained, by informing staff, volunteers and young people about COSHH.
- Monitor exposure. Carry out appropriate health surveillance – if people are working with hazardous substances in the air that they breathe.

RIDDOR (Reporting of Injuries, diseases and Dangerous Occurrences Regulations)

If someone has died or has been injured due to a work-related accident this may have to be reported. Not all accidents need to be reported, a RIDDOR report is only required when the accident is work-related, and it results in an injury of a type which is reportable. For further information and detail on the types of reportable injury please refer to the HSE website.

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment for that injury.

Fire Precautions

Fire regulations require organisations to undertake the following precautions. We follow these guidelines:-

- Appoint a named fire warden – responsible person.
- Carry out fire risk assessments of premises and all people and objects therein.
- Identify the significant findings of this risk assessment.
- Provide and maintain fire precautions to safeguard those in the workplace. These precautions should include means of escape in case of fire and means of fire fighting.
- Provide information and training about fire precautions for employees and users. This includes fire drill information and fire practices conducted with the young people.
- An individual should be nominated to ensure risk assessments are carried out and acted upon.
- There should be a clearly evident and continually available means of contacting the emergency services.

Designation of Responsibilities

All checks (eg first aid kits, smoke alarms, etc) are put into our annual Health and Safety review system spreadsheet (Newcastle), and checks and actions are reviewed monthly. Each check has a designated lead. Please refer to appendix B for more information.

1. Insurance

- 1.1. Adequate insurance will be in place to cover employer's and public liability insurance for all Kids Kabin activities in all work locations.
- 1.2. Adequate insurance cover will be in place to cover the Kids Kabin building and its contents.
- 1.3. Adequate insurance will be in place for minibus transport and transportation of young people for trips and outings, including separate motor insurance for the Kids Kabin van.
- 1.4. These insurance arrangements will be reviewed annually or more often if needed.

1.5 We will ensure that if we engage external providers or professional suppliers they will have adequate insurance arrangements in place for activities undertaken with our young people.

2. Risk Assessments

2.1. Risk assessments follow the 5 step process:-

- Identify the hazard
- Decide on the risk posed
- Decide how to control the risk
- Put control measures in place
- Identify the risk level and put in the appropriate colour/number according to the risk matrix

2.2. Five types of risk assessments are undertaken at Kids Kabin. Risk assessments for buildings, activities, transportation of children, fire and COSHH are reviewed annually.

2.3. There is a building risk assessment for the Kids Kabin centre in Newcastle, covering risks around security, fire safety and risks specific to certain rooms and the outdoor space. A health and safety checklist is completed for every community venue that we work at. Kids Kabin will also request a copy of the latest building risk assessment for each venue. We also have person specific risk assessments for the staff team and young people for those who have health conditions, disabilities, pregnancy or additional needs who need adjustments.

2.4. Specific activity risk assessments. Risk assessments will be completed for specific activities (e.g. woodwork, cookery etc.) Template 1, found in Appendix D will be used as the risk assessment template. New risk assessments will be introduced when a new activity is introduced, or when new tools and equipment are used in an activity. There are specific risk assessments for certain equipment where necessary.

2.5. Specific trips and outings risk assessments will be completed before every outing. Template 1, found in Appendix D, will be used as the risk assessment template. If possible, this will involve a pre visit to the location of the trip if it has not been visited before. If not visiting a specific venue then the venue's risk assessments may also be requested to look over. During the trip staff and volunteers will go over possible risks and get young people to consider the risks involved.

2.6. Dynamic risk assessment. During the outing or activity, new risks may arise and an 'on the spot' or dynamic risk assessment may take place. This may result in new safety procedures being introduced.

2.7. Specific risk assessments will be completed for street and outreach sessions considering the new and different risks associated with these activities.

2.8 Risk assessments will be requested if there are activities run with other organisations eg. Paddleboarding with Off the Grid. If necessary, Kids Kabin will also complete their own risk assessment for the activity. For these activities, equipment is provided by the other provider and their staff will guide the Kids Kabin staff and young people in the activity.

2.9 Risk assessments will be carried out for work experience students. The student will be given a health and safety induction at the start of their placement.

2.10 Risk assessments for key activities will be covered at staff meetings and at induction for new staff and volunteers.

3. Accidents, incidents and reporting

According to the HSE, an accident is any unplanned/unwanted event that results in the injury or the ill health of people, or damage or the loss to the property, plant, materials or the environment.

3.1. All accidents will be written up in an accident form.

If necessary, parents will be contacted after any incident by telephone or in person. Completed accident forms will be submitted to Will Benson and Stephanie Beckman. Accidents will be reviewed at staff meetings. Patterns of accidents will be reviewed 6 monthly.

3.2 Staff training will be provided so that all staff are confident in completing accident report forms.

3.3 An incident is an unplanned event that does not concern ill health or injury. It can be defined as an occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities. Incidents are normally concerning a near miss or undesired circumstance, which are events or circumstances that have the potential to cause harm or a set of circumstances that can cause injury or ill health.

3.4 Incidents that can occur at Kids Kabin include a range of recordable occurrences – including behaviour incidents, wellbeing and safeguarding concerns, health and safety and fire incidents, and complaints.

3.5 All incidents will be recorded by the staff or volunteer who witnessed the incident. They should be shared with Will Benson and Stephanie Beckman. This should be followed up accordingly, and any actions arising will be agreed and assigned.

3.6 All incidents are reviewed monthly, and this includes a check in on the incident and any outstanding actions. Incidents are reviewed for a 3-month period unless specified otherwise. If no further concerns arise during this period, the monthly review will end.

4. First Aid procedures and medication

4.1 Every session will have a session lead, who will oversee the session and respond appropriately if first aid needs to be carried out. The lead will also ensure that accident records are completed and contact parents and/or emergency services if needed. Majority of staff at each session will be first aid trained. A list of first aiders is found in appendix B (Newcastle) and C (Middlesbrough).

4.2 First aid training. First aid training by an external provider will be offered once a year, for staff and volunteers who do not have a first aid certificate or need to renew their first aid certificates. First aid certificates are valid for 3 years but we aim to have everyone renew their training every two years. All first aid training is recorded.

4.3 No medication will be given by anyone who is not a qualified first aider. In order for medication to be administered, the parents/guardian would need to complete a medication form.

4.4 First aid boxes are available during all Kids Kabin activities. Staff, volunteers and young people will be made aware of the location of these first aid boxes. First aid boxes are to be taken to

street sessions and any trips and outings. Contents of first aid boxes will be checked monthly and replenished as necessary.

- 4.5 If a participant requires regular medication or has a specific medical condition all staff and volunteers will be made aware of this and appropriate actions will be taken.
- 4.6 In order to prevent allergic reactions, nuts will not be used as an ingredient during cookery sessions at Kids Kabin. This is to reduce the risk of illness due to nut allergies. We also have signage on the front door that we are a nut-free building.
- 4.7 In the case of a medical emergency where a defibrillator will need to be deployed, the location of nearest defibrillator is on the wall outside the front of Kids Kabin, Church Walk premises.

5 Security and possessions

- 5.1 The main door and back gate should be locked during the day and during sessions to prevent strangers from entering the building.
- 5.2 All offices will be locked during sessions.
- 5.3 All doors to the courtyard will be locked, windows closed and shutters pulled down when the building is empty. An exception to this would be if someone was leaving the building for less than 15 minutes. Further security information is in the building risk assessment.
- 5.4 Staff should be aware of security arrangements when running sessions at satellite venues and keep doors locked at all times.

6 Electrical safety

- 6.1 All portable electrical equipment will be PAT tested on a yearly or two yearly basis, depending on the level of use of the item. Staff and volunteers will inform the Business Support manager if additional electrical items are brought to Kids Kabin or the satellite activities so that they can be checked and risk assessed. These will be tested prior to use and details will be added to the PAT testing record.
- 6.2 Staff and volunteers will inform the Business Support Manager if there is any damaged electrical equipment.

7 Fire Procedures

- 7.1 A fire risk assessment will be undertaken yearly. This will include information on possible hazards, the people at risk and the appropriate fire safety measures and checks that will be put in place.
- 7.2 Fire detection equipment will be checked by an external company every 6 months. Regular checks will be carried out and recorded by the Business Support Manager. Appropriate preventative measures will be taken as a result of the fire risk assessments. All checks are outlined in Appendix B (Newcastle) and C (Middlesbrough), section "Fire prevention and protection" pages 14-15.
- 7.3 Kids Kabin staff will consider whether an individual needs extra support to evacuate in the instance of a fire. If so, then a Personalised Emergency Evacuation Plans (PEEP) will be drawn up. A Personal Emergency Evacuation Plan is to provide people who cannot get themselves out of a building unaided during an emergency situation with the necessary information and support to be able to manage their escape from the building.

- 7.4 Prevention of fire and the fire evacuation procedures will be covered in the building risk assessment for the Kids Kabin centre. All fire exits are to be kept clear at all times. Further information on fire safety equipment and checks can be found in Appendix B and C. This includes information on fire extinguishers, fire blankets, emergency lights and fire detection equipment.
- 7.5 Separate fire procedures will be in place at the Kids Kabin satellites and the locations of any other outreach activities. Staff, volunteers and young people will be made aware of these procedures. All satellite venues will have a completed H&S checklist which includes details of fire exits and safety.
- 7.6 Training and Information. The fire evacuation procedures will be explained to all staff, volunteers and young people. A fire safety update is done annually.
- 7.7 Use of Fire Extinguishers. Fire extinguishers should only be used if it is necessary to clear a way to an emergency exit or if a person is in an activity room and is present when the fire ignites. There are three types of fire extinguishers at Kids Kabin: carbon dioxide, foam and powder. All extinguishers will be serviced after any use. Staff and volunteers are made aware of all fire exits and the location of all fire extinguishers.
- 7.8 Appropriate signage for fire exits are displayed in the premises.

8 Control of Substances Hazardous to Health (COSHH) controls

- 8.1 Staff will do regular checks to ensure any hazardous substances are stored securely and will follow procedures for the safe use of these substances.
- 8.2 All hazardous materials will be stored in a locked cupboard (e.g. the metal storage cupboards in the art room, the woodwork room, the pottery room cupboard and the boiler room). They will only be accessed by an adult during sessions.
- 8.3 The COSHH cupboard and the pottery room cupboard will be checked quarterly.

9 Services and Systems

- 9.1 Gas. There is a gas boiler in the boiler room. The main isolation valve is in the boiler room and is clearly marked. The boiler will be checked annually by an external company.
- 9.2 Electricity. The main electrical distribution board is located in the boiler room. An electrical periodic inspection check will be done every 5 years. All fixed electrical equipment will be checked every 5 years.
- 9.3 Water. The mains water isolation tap is located in the boiler room.
- 9.4 A legionella risk assessment will be carried out annually. Cold water taps that are used infrequently (Eg. outdoor tap and fabric room tap) will be run for 2 minutes weekly. Hot water temperatures will be kept 60 degrees centigrade. This is the recommended temperature to avoid risk of the development of Legionella bacteria. Signs will be displayed above each hot water tap stating – ‘Warning – Hot Water’.
- 9.5 The internal temperature of the building will be kept at a minimum of 16 degrees centigrade in line with HSE guidance. Thermometers are in three rooms throughout the building to monitor the temperature of the building.

9.6 Disabled toilet alarm. In event of an alarm activation, check the toilet (the lock can be opened from the outside with a screwdriver). If it is a false alarm, switch off and reset the system. The reset panels are located in the front office and in the disabled toilet. The alarm will be checked annually.

9.7 Service faults and service emergencies. In case of emergency (such as leaking water pipes, electrical faults or gas leaks) a member of the staff or volunteer team should seek immediate assistance from colleagues. The fault should be dealt with only if the cause is obvious, the individual is competent to act and it is safe to do so. If there is any doubt, professional advice should be sought as soon as possible.

10. Drugs, Cigarettes and Alcohol

10.1 Kids Kabin is a drug free, alcohol free and non-smoking premises. Smoking includes any type of tobacco product and e-cigarettes and vapes. This includes the main centre and any satellite premises. This applies to all employees, consultants, contractors, members and visitors. No drugs or alcohol will be allowed in Kids Kabin or on any outings run by Kids Kabin.

11 Stress Management

11.1 Stress is a workplace hazard that must be dealt with like any other. The responsibility for reducing stress at work lies both with the employer, the employee and the volunteer team.

11.2 Kids Kabin will ensure as far as practicable that its policies, working practices and employment support its commitment to the following:

- Ensure staff and the volunteer team have work targets that are stretching but reasonable.
- Implement effective policies and procedures for dealing with bullying and any form of harassment.
- Encourage good communications, mutual respect and the resolution of disputes within the staff and volunteer team.
- Promote the maintenance of a supportive culture in the workplace.
- Monitor and review staff and volunteer workload and working hours.
- Take into consideration employees' personal situations and problems outside of work.

11.3 The staff and volunteer team have the responsibility to follow the principles outlined above.

11.4 If an employee or volunteer is suffering from stress at work, s/he should discuss this with their supervisor at the first opportunity. For further information, see the 'Mental Health and Well-being policy'.

12 Lone Working

12.1 Kids Kabin will investigate the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. Please see appendix E for the lone working policy.

13 Manual Handling

13.1 Care should be taken when carrying heavy objects.

13.2 Assistance should be sought if required.

13.3 Particular awkward lifts will be risk assessed – for example the pottery wheels or the mobile kitchen. Some equipment may require a two person lift.

13.4 Staff will be given manual handling training annually.

13.5 Staff should let their Supervisor know if they have any back problems that would prevent them from heavy lifting in the workplace.

14 Using ladders and working at height

14.1 The use of ladders and working at height is occasionally required at Kids Kabin.

For example:

- Hanging pictures and projects
- Repainting dormer window frames
- Fixing damaged light bulbs or ceiling tiles
- Replacing or checking network cabling in the suspended ceiling
- Gaining access to the roof to check gutters and repair needs

Staff and volunteers will follow these guidelines:

- Alternatives should be used wherever possible – for example extension poles for rollers when painting.
- Ladders should only be used by someone who is aware of the content of this policy and is deemed competent to work at height by the Business Support Manager
- Ladders should be checked before use and set up with care (for example the loft ladders in the bike shed should be 'clicked' into safe position and ladder feet located in safety base)
- A second person should always be present to ensure ladders do not slip and be prepared to support where necessary (such as passing tools or materials to avoid overstretching and responding to emergencies)
- Only ladders approved by Kids Kabin should be used on the premises. These will be checked and fixed/replaced if not fit for use.
- Ladders will be stored securely and can only be accessed by staff and volunteers.

Appendix A - Useful telephone numbers

Will Benson - Chief Officer	Mobile	07896 928189
Stephanie Beckman - Business Support Manager	Mobile	07528 051445
Ingrid Pearce – Newcastle Programme Lead	Mobile	07588 578 721
Beth Huttly – Outreach Programme Lead	Mobile	07988 601 983
Becca Durant – Middlesbrough Programme Lead	Mobile	07494 896 559
Kids Kabin	Office	0191 295 3655
Gas Emergencies	Office	0800 111 999
Power cut (Northern Powergrid)	Office	105

Appendix B – Designation of Responsibilities (Newcastle)

Description of Role	Responsible Persons	Recording Procedure Review Procedure
Health and Safety		
Overall – policy development, monitoring, legal responsibilities	Will Benson Stephanie Beckman Board of Directors (Lead Director – Courteney Cartwright)	Annual review
Training and explanation of policy	Will Benson Stephanie Beckman	On induction. Annual update
Risk Assessments		
Staff training and explanation Volunteer training	Will Benson Stephanie Beckman Project Development Workers	On induction. Annual update.
Building checks (internal and external)	Stephanie Beckman	6 monthly checks
Specific activity assessments	Will Benson	Annually review and for all new activities and trips
PAT testing	Colin Ridley	Every 1 or 2 years depending on the type of appliance
Building checks (internal and external)	Will Benson Stephanie Beckman	Quarterly
First Aid		
First Aiders (Newcastle)	Will Benson Stephanie Beckman Colin Ridley Nikki Crow Ingrid Pearce Beth Huttly Additional full-time volunteers on completion of Emergency first Aid training	Accident forms
First aid box checks	Stephanie Beckman Satellite leads	Monthly or termly (see first aid checks sheet)
Fire prevention and protection		
Fire risk assessment	Stephanie Beckman	Annual review
Explanation of policy and training to staff and volunteers	Stephanie Beckman	On induction. Annual update for all staff.
Fire Extinguisher servicing	Stephanie Beckman	Annual servicing by external company
Visual fire extinguisher and emergency break glass checks	Stephanie Beckman	Quarterly

Fire alarm system and smoke detectors	Stephanie Beckman	Every 6 months by external company. Call point checks weekly.
Fire blanket in kitchen	Stephanie Beckman	Checked annually by external company.
Emergency lights	Stephanie Beckman	Every 3 months, and every year by external company.
EICR and fixed electrical testing	Electrician	Every 5 years
Fire practice	Stephanie Beckman	Every 2 months.
Call point checks	Stephanie Beckman	Weekly on rotation
Escape routes	All staff	Ongoing visual checks
Appointed Fire Warden	Will Benson Stephanie Beckman Ingrid Pearce Lead Worker for Session (depending on time of day)	All alarm activations including drills To be clarified at fire safety training
COSHH		
Explanation and training	Stephanie Beckman	On induction Annual update
Monitoring of COSHH materials stores (art room cabinet, pottery room cabinet)	Stephanie Beckman	Quarterly

All checks (eg first aid kits, smoke alarms, etc) are put into our annual Health and Safety review system spreadsheet (Newcastle), and checks and actions are reviewed monthly.

Appendix C – Designation of Responsibilities (Middlesbrough)

Description of Role	Responsible Persons	Recording Procedure Review Procedure
Risk Assessments		
Staff training and explanation Volunteer training	Becca Durant Sue McBride Project Development Workers	On induction. Annual update.
Building checklist (community venues)	Becca Durant Stephanie Beckman	Yearly
Trip risk assessments	Becca Durant with Stephanie Beckman	Annual review and for all new activities and trips
PAT testing	Becca Durant with Stephanie Beckman	
Building checks (internal and external)	N/A	Quarterly
First Aid		
First Aiders (Middlesbrough)	Sue McBride Becca Durant Elle Cave Assumption Volunteers who have completed first aid training	Accident forms and session evaluation sheets
First aid box check	Becca Durant	Monthly
Fire prevention and protection		
Review of policy	Stephanie Beckman	Annual review
Fire risk assessment (office premises)	Becca Durant/ Stephanie Beckman	Annual review
Explanation of policy and training to staff and volunteers	Stephanie Beckman/Becca Durant	On induction. Annual update
Extinguisher servicing	Becca Durant	Annual servicing
Smoke and heat detector checks	Becca Durant	6 monthly check
Fire practice	Becca Durant	Quarterly
Visual fire extinguisher	Becca Durant	Quarterly
Escape routes (not currently applicable)	All staff	Ongoing visual checks
Appointed Fire Warden Assembling building attenders, checking off against attendance records, contacting emergency services as required.	Becca Durant Sue McBride Lead worker for session	All alarm activations including drills.
COSHH		
Explanation and training	Stephanie Beckman	On induction Annual update
Room assessments and monitoring of COSHH materials stores (not currently applicable)	Becca Durant	6 monthly room reviews

Appendix D – Risk assessment template

Title of risk assessment

Details of activity	
Location	

Risk level	Colour
Very low	
Low	
Moderate	
High	
Extremely high	

		Impact				
		Very minor (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Likelihood	Very unlikely (1)	1	2	3	4	5
	Unlikely (2)	2	4	6	8	10
	Likely (3)	3	6	9	12	15
	Very likely (4)	4	8	12	16	20
	Almost certain (5)	5	10	15	20	25

Risk Level	Very low/low	Moderate	High/Extremely high
Explanation	Safe to run	Safe to run, requires increased supervision or review	Activity should not be run without further intervention

Hazard	Who is at risk?	Control measures	Emergency response	Risk level
		-		
		-		
		-		

Emergency contact details:

Safeguarding:

Health and Safety:

Emergency services:

Written by:		Date:	
Reviewed by:		Date reviewed:	

Appendix E – Lone working policy (revised 2023)

Kids Kabin recognises that there may be instances or periods where members of staff, including international volunteers will be required to do lone working. Examples would include coming into the main Kids Kabin building early, staying late, walking a young person home, and home visits, if necessary. The safety of all staff and volunteers is paramount and Kids Kabin is committed to minimising the risk of lone working for its employees. It is the responsibility of all lone workers to work in a manner that will reduce risks to themselves, and take necessary precautions. Some are outlined below.

To reduce risks around Child Protection and Safeguarding

- The lone worker will ensure there are no children and young people in the building when alone as they are not allowed to work 1-1 with young people on their own.

To reduce risks when walking a child home

- Walking a child home on their own is not normal practice. The parent should be contacted first to see if they can collect a child. If they can't, then the child would be walked home. If possible, two members of staff/volunteers should walk a child home.

To reduce the risk of falling from height

- Lone workers must not work in the loft or at height – for example, the bike shed ladder must not be used when alone in the building

To ensure all lone workers have left the building safely

- Lone workers who do lone working outside of daytime working practice must send a short text eg “left and locked” to a co-worker by arrangement.
- Lone workers who have a regular weekend arrangement (eg. Cleaner) should ensure that members of their household are informed that they are in Kids Kabin. This member of their household should have a way to contact another Kids Kabin staff member if necessary.
- At the end of evening sessions, under normal working arrangements, 2 people should tidy up and lock up together. Workers will leave the building at the same time.
- If the lone worker feels at particular risk when locking up in the evenings, lone workers will ensure they will have the contact numbers of colleagues in case of emergency.
- Whoever is locking up will check that no one else is in the building so that they don't lock someone in on their own.

To eliminate a risk of incidents at the front door

- Lone workers will ensure that the front door is secured whilst they are in the building. They should only open necessary doors and be aware of security.
- Lone workers must not answer the front door unless they feel safe to do so

To eliminate risk to individuals more vulnerable than others

- Young volunteers (under 18) will not be in the building alone under any circumstances.
- If a lone worker's first language is not English, then arrangements should be in place to provide clear communications, especially in an emergency. It should also be noted that workers who are new to the UK may encounter unfamiliar risks in the jobs that they do, and in a workplace environment and workplace culture that is different from that of their country of origin. These workers should have received and understood the information, instruction and training they need to work safely, especially when it comes to lone working.

To reduce risks to workers during home visits

- Majority of home visits will be door step visits, unless there is a specific reason. They should never enter the home of the family unless they feel comfortable to do so.

- All staff will inform other members of the team where they are going on the home visit. They are to ensure that they have phone numbers of other members of the team.
- All staff and volunteers will have the option of making home visits alongside another worker.
- All staff and volunteers will follow the guidelines for home visits (see below).

Appendix F - Delivery guidelines relating to Health and Safety

Signing in procedures and membership

- All adults and young people over age 14 will sign in as they enter and leave Kids Kabin premises. Kids Kabin staff and full-time volunteers will use the wooden sign in and out board to indicate whether they are in the building.
- A staff member will sign in all young people as they enter the building and sign them out when they leave. There will be an absolute minimum of 2 workers (this may include experienced volunteers) present if activities are to be run. If sufficient staff are not available, then activity sessions will be cancelled.
- School groups. Arrangements will be made in advance between the Kids Kabin lead and the lead teacher to bring an up-to-date attendance record or to complete one on arrival.
- Before joining all young people will have a completed membership form completed by a parent or guardian. This membership form will contain emergency contact details, date of birth and details of any allergies or medical conditions.

Guidelines for outings and day trips

- An outings form will be completed by the parent of each young person before the young person goes on an outing.
- The lead for the trip will keep track of the list of young people on the trip.
- Parents will be given Kids Kabin contact details.
- If a participant needs medication (eg an inhaler), the appointed first aider will discuss this with parents and ask for specific instructions in writing. All medication will be kept securely by the appointed first aider for the duration of the trip.
- Transport for the trip – the minibus and Kids Kabin van will only be driven by approved drivers with the appropriate license. For further information refer to the specific van and minibus risk assessment.
- For activities outside our usual delivery, such as rock climbing or abseiling, we will engage a professional provider to run these activities. We will seek risk assessments from the provider and also complete our own risk assessments.

Guidelines for a young person getting lost on an outing

In the event of someone getting lost or being separated from the group, the following procedures will be followed:

- The time and place of the loss will be noted.
- The rest of the group will remain in the same place with at least two adults and will continue with activities and remain calm.
- Two adults will search the area for 1 hour.
- After one hour emergency services will be contacted.

N.B. This time frame may change significantly depending on the area of the loss. For example, a loss by the sea may require immediate contact with the coast guard.

In the event of contacting emergency services, a Manager should also be contacted.

An incident report will be completed after the event. Any public statement about an incident must first be approved by the Board.

Overnight trips and residentials

- All overnight trips and residentials will have an activity lead and will have an up to date risk assessment in place before it is carried out. If a new venue is used, then a preliminary visit will be undertaken to help identify the more significant health and safety considerations and inform the risk assessment.
- On arrival at the venue, workers should carry out a basic visual inspection of the facilities to observe the general state of the site and ensure its suitability, and ensure emergency exits are accessible and clearly marked. A basic safety briefing should be done with the group.
- Staff and volunteers should have sleeping accommodation in close proximity to their group and young people should be briefed where staff will be sleeping in case of an emergency. Rooms and tents should be single gender and those over and under 18 should always be separate. Consideration should be given to the numbers of young people in each room or tent. Where possible, a minimum of three people to a room is advised to discourage exclusive relationships, depending on the age of the young people.
- Where toilet facilities are not ensuite, arrangements for managing the use of shared toilets should be considered. Where possible, single gender facilities should be used, and staff should use separate facilities to young people. Where possible, facilities should be not be accessible by other users.

Appendix G - List of locations as of June 2026

Location	Address
Walker, Newcastle	Kids Kabin 10 Church Walk NE6 3DW
Byker, Newcastle	The Lighthouse Project Saint Michael's Mount Byker NE6 2FT
Cowgate, Newcastle	St Peter's Church Hall Druridge Drive Cowgate NE5 3LP
Pottery Bank, Newcastle	Pottery Bank Community Centre Yelverton Crescent, Pottery Bank NE6 3SW
Blackhall, East Durham	Blackhall Community Centre Hesleden Road, Blackhall Colliery, Hartlepool TS27 4LG
Haswell, East Durham	The Hazelwell Centre Windsor Terrace, Haswell, Durham, DH6 2DY
Easington, East Durham	The Welcome Centre 53 Seaside Lane, Peterlee SR8 3PE
Breckon Hill, Middlesbrough	Breckon Hill Community Centre, Breckon Hill Road, Middlesbrough, TS4 2DS
Easterside, Middlesbrough	Easterside Hub, Broughton Avenue, Middlesbrough TS4 3PZ
Grove Hill, Middlesbrough	Grove Hill Hub, Bishopton Road, Middlesbrough TS4 2RP
North Ormesby, Middlesbrough	North Ormesby Community Hub, 2 Derwent St, North Ormesby, Middlesbrough TS3 6JB
Linthorpe, Middlesbrough	Linthorpe Community Centre, 468 Linthorpe Road, Linthorpe, Middlesbrough, TS5 6JG