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## Health and Safety Policy (Kids Kabin Newcastle)

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 intervals

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

.....  
Signed on behalf of the Board of Directors

Date.....

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

Will Benson  
Chief Executive

Date

Updated                      July 2021

Review date                 July 2022

## **COVID-19 Health and Safety Procedures**

This is a summary of Kids Kabin COVID-19 Health and Safety responses. Further detail can be found in specific COVID-19 risk assessments.

### **Use of buildings and home working for staff and volunteers.**

With activity delivery at all our sites, staff and volunteers are working at all locations, following recommended COVID-19 protocol including:

- Being alert to symptoms, staff temperature checks on arrival at work
- Cleaning procedures
- Conducting meetings outside where possible
- Maintaining good ventilation when indoors
- Social distancing and wearing face coverings when distance is not possible
- Working from home where possible

### **Activity delivery**

COVID-19 activity delivery protocol includes:

- Being alert to symptoms and asking COVID health questions to all participants
- Cleaning procedures
- Delivering workshops outside where possible
- Adults and children 11 and over wearing face coverings indoors and outdoor where distance cannot be maintained.

### **Building works – Kitchen and café area**

Additional risk assessment has been undertaken to ensure COVID-19 safety and to manage other risks during the building works.

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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. Separate policies are in place for Kids Kabin Newcastle and Kids Kabin Middlesbrough.

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 guide lines 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.

## **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)**

Any accident which results in the death or injury of a member of the public must be reported to the Health and safety executive (on Form F2508). This includes concussion and any injury which requires an overnight stay in hospital.

**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.

Use of fire blanket – guidance and training requirements – please see APPENDIX E

(This section is informed by the publication – HSE (1999) Fire safety. An employer’s guide. London, The Stationery Office).

Designation of Responsibilities

Description of Role	Responsible Persons	Recording Procedure Review Procedure
<b>Health and Safety</b>		
Overall – policy development, monitoring, legal responsibilities	Will Benson Board of Directors (Lead Director – Rickard Whittingham)	Annual review
Training and explanation of policy	Will Benson	On induction. Annual update
<b>Risk Assessments</b>		
Staff training and explanation Volunteer training	Will Benson Project Development Workers	On induction. Annual update.
Overall building and room assessments and follow up	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
<b>First Aid</b>		
First Aiders (Newcastle)	Will Benson Stephanie Beckman Colin Ridley Nikki Crow Additional volunteers on completion of Emergency first Aid training	Accident forms and session evaluation sheets
First aid box checks	Stephanie Beckman Satellite leads	Weekly
<b>Fire prevention and protection</b>		
Review of policy	Will Benson	Annual review
Fire risk assessment	Stephanie Beckman	Annual review
Explanation of policy and training to staff and volunteers	Stephanie Beckman	On induction. Annual update
Extinguisher servicing	Stephanie Beckman	Annual servicing by Advanced Fire and Security Systems Ltd
Fire alarm system	Stephanie Beckman	Annual servicing by TMS electricals
Emergency lights	Stephanie Beckman	Annual servicing by TMS electricals
Fire practice	Stephanie Beckman	Monthly
Visual fire extinguisher and emergency break glass checks	Stephanie Beckman	Quarterly
Escape routes	All staff	Ongoing visual checks
Intruder alarm	Stephanie Beckman	Annual servicing by TMS electricals
Appointed Fire Warden  Assembling building attenders, checking off against attendance records, contacting emergency services as required	Stephanie Beckman	All alarm activations including drills.
<b>COSHH</b>		
Explanation and training	Stephanie Beckman	On induction Annual update
Room assessments and monitoring of COSHH materials stores	Stephanie Beckman	6 monthly room reviews

## 1. General Procedures

Unless otherwise stated these procedures will refer to Kids Kabin premises and activities in Walker, Cowgate, Pottery Bank, Daisy Hill, Byker and the location of any other outreach activities.

## **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
- Review measures

2.2. Four types of risk assessments are undertaken at Kids Kabin. (The risk assessment templates are included in Appendix B). Risk assessments for buildings, activities, fire and COSHH are completed annually.

2.3. Risk assessments are completed for each building or workshop area (Appendix B – Template 1). The responsible person for each workshop or satellite building will complete the risk assessment. This person may add further checks to the list to make them as exhaustive as thought necessary and follow up any outstanding issues. For satellite rentals, risk assessments will be cross referenced against the host organisation's procedures (e.g. fire procedures).

2.4. Specific activity risk assessments. Assessments will be completed for specific activities (e.g. woodwork, cookery etc. Template 2 – Appendix B). The project workers will complete these assessments once a year or when a new activity is introduced. The Project Manager will then check these and agree what action should be taken on any areas of concern.

2.5. Specific outings risk assessments will be completed before every outing (Template 2 – Appendix A). This will involve a pre visit to the location of the trip if it has not been visited before. The Project Manager will then check these and agree what action should be taken on any areas of concern. Then on the day of the trip itself all participants will review the risk assessment. This will often involve the young people considering the risks and thinking of sensible ways to deal with them.

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. These risk assessments will be shown to and discussed with staff from other organisations that host outreach sessions or participate alongside the Kids Kabin team on street sessions.

## **3. Insurance**

3.1. Adequate insurance will be in place to cover employer's and public liability insurance for all Kids Kabin activities in all work locations.

3.2. Adequate insurance cover will be in place to cover the Kids Kabin building and its contents

- 3.3. Adequate insurance will be in place for transport and use of staff and volunteer cars and other vehicles
- 3.4. These insurance arrangements will be reviewed annually or more often if needed

#### **4. Monitoring Attendance and Membership**

- 4.1. All adults will sign in as they enter and leave Kids Kabin premises (including both the main centre and the Kids Kabin satellites).
- 4.2. A project development worker or volunteer will sign in all young people as they enter the building and sign them out when they leave.
- 4.3. 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.
- 4.4. Before joining all young people will bring a 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. This information will be kept in Office 2 which will be locked when not in use. Access to this information will be limited to project workers and volunteers who need to find out specific project related information.

#### **5. First Aid Procedures**

- 5.1. There will always be an appointed person available while any activities are taking place. This person will be made known to all adults and young people when necessary. The appointed person will be responsible for administering first aid, contacting emergency services, completing accident records and for any follow up required.
- 5.2. Staffing levels. 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.
- 5.3. First aid training. The staff and volunteer team will receive Emergency first aid training as a team once a year. This training will be provided by an external trainer.
- 5.4. No medication will be given by anyone who is not a qualified first aider and appointed person.
- 5.5. 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.
- 5.6. These boxes will contain the suggested materials (i.e. a selection of bandages, slings, plasters, gloves and antiseptic wipes. The trip first aid kit will also include a cool bag for sprains and bruising, burns gel and a tick remover for camping trips). The boxes will contain no other medication. Contents of first aid boxes will be checked monthly and used materials will be replaced. A record of all first aid cases treated will be kept in the Accident Book, located in Office 2.
- 5.7. 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.
- 5.8. 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.

5.9. Telephones. Telephones will be available in offices 1, 2 and 4. A mobile phone will be kept by a project worker or volunteer during all activities.

5.10. Location of nearest defibrillator. There is a public access defibrillator located on the wall outside of the front of the Kids Kabin, Church Walk premises

5.11. In event of an accident the following guidelines will be followed:

- Assess the situation calmly
- Look for immediate danger to yourself and to others
- Check for responsiveness of the victim.
- Assess the nature and seriousness of the injury

If the injury is serious you should not move the victim

- Call for the first aider and/or the emergency services.
- It may be necessary to end or change the activity

If the injury is minor

- Take the victim to the first aider.
- It may be necessary to review supervision arrangements for the rest of the group.

5.12. Follow up

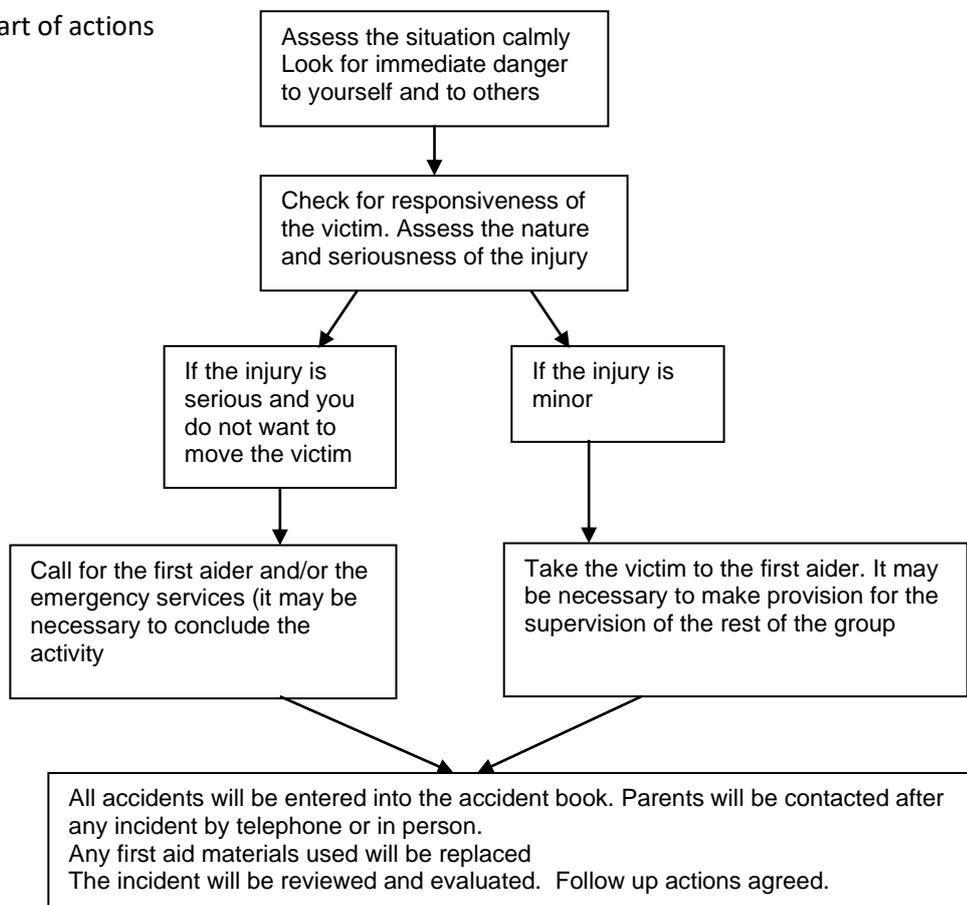
All accidents will be entered into the accident book. This book is kept in office 2.

Parents will be contacted after any incident by telephone or in person.

Any first aid materials used will be replaced

Accidents will be reviewed at weekly staff meetings. Patterns of accidents will be reviewed 6 monthly.

5.13. Flowchart of actions



## 6. Security and possessions

- 6.1. All rooms not in use will be locked during the sessions.
- 6.2. All doors to the courtyard will be locked when not in use.
- 6.3. All young people will walk to the activity rooms around the corridor and not across the courtyard. It is important that there is an immediate response by staff and volunteers to any incidents of running.
- 6.4. Kids Kabin cannot take responsibility for any possessions left at the premises by any parents, staff, volunteers, children or other service users unless a formal written agreement is in place. This agreement should state where this possession will be kept, who is responsible for it and how long the arrangement will last. The manager should be informed of any such arrangement.
- 6.5. Unknown or uninvited persons on the premises. If an unknown or uninvited person is seen in Kids Kabin:
  - Other staff will be made aware of the concern.
  - The person should be asked politely if they can be helped. It should be explained that this is a children's art centre and it has specific opening times etc.
  - Confrontation is not usually the preferred approach. You should only confront a person if you feel comfortable to do so and there are other people nearby.
  - All rooms will be locked if possible.
  - Police will be contacted if necessary

## **7. Fights and physical aggression between children**

- 7.1. Staff and volunteers will continually supervise activities. If they see problems and confrontations developing they will try to resolve these problems using a range of approaches including – discussion, distraction or separating the parties involved.
- 7.2. If a fight happens, staff and volunteers should immediately ask for help from a colleague.
- 7.3. If necessary, staff and volunteers should separate the individuals fighting. Following the principle that staff and volunteers should never use physical force against another individual, any action should be taken with great care. Therefore, if necessary and if possible, the member of staff or volunteer should create a barrier between the individuals fighting. There is further guidance on this in the Safeguarding policy.
- 7.4. All incidents of serious fighting should be followed up with the individuals involved and their parents/carers.
- 7.5. The police will be contacted if necessary.
- 7.6. The incident will be reported and the manager will be informed.

## **8. Outings, Day Trips and Residentials.**

- 8.1. An outings form will be completed by the parent of each young person before this person goes on an outing.
- 8.2. A responsible person will keep a record of all young people on any trip at Kids Kabin. A contact number for the responsible person will be given to all parents.

- 8.3. A record of participants will also be kept at Kids Kabin and be available to an appointed person. Parents will be given the Kids Kabin contact details.
- 8.4. 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.
- 8.5. Minibus procedures. The minibus will only be driven by someone who has been tested by the relevant authority.
- 8.6. Before departure minibus safety will be explained to the group. Explanation will include rules for wearing seatbelts, remaining seated and keeping hands and heads inside the bus. The bus will be stopped if there are any safety concerns.
- 8.7. A first aid kit will be kept in the bus at all times.
- 8.8. Young people will be asked to stay in groups of at least 2 and will be told what to do if they get lost.
- 8.9. Visual checks will be made continuously to check that no-one is separated from the group

8.10. **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, parents and the manager should be contacted. The manager will arrange to contact parents. The manager will contact the Board. Any public statement about an incident must first be approved by the Board.

**9. Swimming activities and activities near water**

- 9.1. Walks and activities may take place near water. For example walking along or near a harbour wall or walking near a waterfall (e.g. Hareshaw Linn on the Rupert's Wood camps). In these situations the following procedures will be put in place:
- Be clear about what is deep water – more than 50cm deep
  - Explain the risks clearly to the group
  - Put in place a proximity agreement. No-one can be closer than 2 metres from deep water unless clearly instructed by a responsible adult
  - Put children into small groups (3-4 children) assigned to one adult who will keep the group together and ensure proximity rules are followed and supervision is continual
  - Assign a competent adult swimmer to be next to the water and ready to take action if needed.
  - The competent adult swimmer will have a buoyancy aid/float attached to a length of rope.

- This buoyancy aid will be taken on all trips in the trip bag with the first aid kit.
- 9.2. Swimming and playing in the sea. On trips to the sea and the beach, children will play and paddle in the sea. To minimise risk, the following procedures will be followed:
- The risks and the guidelines will be explained to the group
  - Children will be limited to waist depth in the sea
  - An competent adult swimmer will be assigned to supervise the group in the water. This adult will wear a wetsuit to ensure they can stay in the water for the necessary duration.
  - A second adult will be on the shore observing the group closely
- 9.3. Swimming in public pools with lifeguards. In public pools where there is a lifeguard present, the following procedures will be followed:
- A swimming skills and confidence check will be added to the pre-trip parent questionnaire.
  - Guidelines (e.g. depth limits) will be set in response to this feedback
  - Two Kids Kabin staff will also be present in the public pool

## **10. Electrical safety**

- 10.1. 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 manager if additional electrical items are brought to Kids Kabin or the satellite activities. These will be tested prior to use and details will be added to the PAT testing record.
- 10.2. All electrical equipment will be visually checked on a regular basis by staff and volunteers. Staff will receive information about carrying out visual inspections on induction
- 10.3. If a visual inspection finds a fault with a piece of equipment - this will be reported to the manager and labelled as faulty.
- 10.4. Maintenance of the above system over a period of time, together with information on faults found will be used to review the frequency of inspection.

## **11. Services and Systems**

- 11.1. Gas. There is a gas hob in the kitchen. The gas supply will be switched off at the 2 kitchen isolation valves when this hob is not in use. There is also a gas boiler in the boiler room. The main isolation valve is in the boiler room and is clearly marked.
- 11.2. Electricity. The main electrical distribution board is located in the boiler room.
- 11.3. Water. The mains water isolation tap is located in the boiler room.
- 11.4. 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’
- 11.5. The internal temperature of the building will be kept between 18 and 22 degrees centigrade.
- 11.6. 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.

- 11.7. 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.

## **12. Manual Handling**

- 12.1. Care should be taken when carrying heavy objects.
- 12.2. Assistance should be sought if required.
- 12.3. Particular awkward lifts will be risk assessed – for example the pottery wheels or the mobile kitchen

## **13. Drugs, Cigarettes and Alcohol**

- 13.1. Kids Kabin aims to give young people accurate information about the effects,  
13.2. dangers and health risks of drugs and alcohol.
- 13.3. No drugs or alcohol will be allowed in Kids Kabin or on any outings run by Kids Kabin. Any individual who brings drugs or alcohol onto the premises will be asked to leave with an appropriate explanation.
- 13.4. If a worker is visiting a young person or their family and the worker comes across a situation where young people are using drugs or alcohol, the worker should rearrange a subsequent time to meet.
- 13.5. If there is suspicion of drug or alcohol use by a Kids Kabin member there will usually be an immediate parental visit. However, project staff will determine how best to deal with each case.
- 13.6. Non smoking policy. Kids Kabin is a non-smoking premises. This applies to all employees, consultants, contractors, members and visitors. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the building. Also people will be discouraged from smoking outside Kids Kabin while they are waiting to get in.
- 13.7. On outings, no smoking will be allowed. This should be discussed before the trip and appropriate action should be agreed if this rule is broken. If the trip involves individuals over the age of 16 who wish to smoke, then appropriate times and places to smoke should be agreed.

## **14. Fire Procedures**

- 14.1. Staff will undertake a fire risk assessment for each room and storage area, considering the fire triangle (sources of heat, inflammable materials and oxygen), working practices and storage procedures at Kids Kabin. . Appropriate preventative measures will be taken as a result of these risk assessments. These risk assessments will be completed once a year or more frequently if necessary (e.g. If changes are made to the building or working practices)

- 14.2. These fire risk assessments will include Personalised Emergency Evacuation Plans (PEEP). 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.
- 14.3. In the event of a fire alarm, the following action is taken:
- Everyone will stop what they are doing
  - Everyone will walk quickly and calmly to the nearest fire exit (front door, back door or doors into the courtyard).
  - Doors and windows will be closed behind wherever possible
  - Everyone will meet at the designated point (by the gates in the courtyard)
  - Names will be checked by the appointed fire warden
  - Everyone will stay at the meeting point until the all names are checked and building is declared safe by the appointed fire warden. The fire warden will call emergency services if the building is not safe or assistance is required.
  - If the fire alarm does not sound but a fire is seen:
  - The alarm will be raised by operating the break glass switch at the nearest fire alarm call point.
  - The building will be evacuated immediately as above.
- 14.4. 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.
- 14.5. The fire alarm system will be checked 6 monthly by MWH Security Fire Protection and Electrical Installations.
- 14.6. Extinguishers are available at all emergency exits and will be checked visually on quarterly basis record will be kept. Extinguishers will be checked annually by Advanced Fire and Security systems.
- 14.7. A fire blanket is available in the kitchen. Instructions for it's safe use are displayed next to it and are included in Appendix E
- 14.8. Emergency lights will be checked twice a year by MWH Security Fire Protection and Electrical Installations. Exits and corridors will be kept clear at all times.
- 14.9. Fire practice. There will be a fire practice every month. These practices will take place on different days of the week to ensure that different groups of young people are involved. A record will be kept and feedback will be brought to staff meeting to improve practice.
- 14.10. Training and Information. The fire procedures will be explained to all staff, volunteers and young people. All staff, volunteers and young people will be made aware where all the fire extinguishers, smoke detectors and alarm panels are.
- 14.11. 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 two types of fire extinguisher at Kids Kabin. Carbon Dioxide and Foam. 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. They will also be given verbal instruction on how to use these extinguishers.

14.12. Displaying Information. The following information will be displayed - What to do if you hear the fire alarm, Location of fire extinguishers, Fire escape and muster point (including a visual evacuation plan), Caution: Hot water, What to do in a first aid emergency, Location of first aid box, Now wash your hands, No Smoking signs.

### **15. Control of Substances Hazardous to Health**

15.1. Staff will undertake a COSHH assessment for activity rooms and storage areas as part of the 6 monthly room risk assessments. They will ensure any hazardous substances are stored securely and will follow procedures for the safe use of these substances.

15.2. All hazardous materials will be stored in a locked cupboard (e.g. The metal storage cupboards in the art room, the woodwork room and the boiler room)

### **16. Stress Management**

16.1. 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.

16.2. 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.

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

16.4. If an employee or volunteer is suffering from stress at work, s/he should discuss this with their line manager/key worker at the first opportunity.

### **17. Lone Working**

17.1. 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. Kids Kabin will do this by:-

17.2. Consulting with staff when undertaking the required risk assessment process, review risk assessments annually and produce guidelines (Appendix C).

17.3. Making arrangements to provide help or back-up when necessary

### **18. Using ladders and working at height**

18.1. 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

18.2. 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 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
- Ladders will be stored securely in the boiler room and can only be accessed by staff and volunteers

## Appendix A - Useful telephone numbers

Will Benson - Chief Executive	Home	0191 2814603
	Mobile	07896 928189
Stephanie Beckman - Business Support Manager	Mobile	07528051445
Kids Kabin	Office	0191 295 3655
Gas Emergencies		0800 111 999
TMS Electricals		07977484397

## Appendix B - Templates

### Template 1 - Room checklist

	Workshop area:	Yes	No N/A	Actions	Date/sign ature
1	Is the room clean?				
2	Are tools stored tidily?				
3	Are materials stored tidily?				
4	Are the walls well painted and free from damage?				
5	Are the taps, sinks and other plumbing in good order?				
6	Is the room free from draughts?				
7	Is the room well lit?				
8	Are all the lights working?				
9	Is the room free from extension leads or other loose cables?				
10	Is the lighting safe?				
11	Are the light switches safe?				
12	Are the electric sockets safe?				
13	Are the plugs on equipment in perfect condition?				
14	Is the wiring in good condition?				
15	Are the electrical leads on good condition?				
16	Is the portable electrical equipment checked annually?				
17	Is the electrical trip circuitry functioning correctly?				
18	Is the floor in good condition?				
19	Is the carpet free from frayed edges, tears which might trip?				
20	Is the floor free from hazards?				
21	Is the corridor free from obstructions?				
22	Are the exits free from obstructions?				
23	Are the windows safe?				
24	Are the doors safe?				
25	Is the threshold strip in good condition?				
26	Are warning notices about HOT WATER posted?				
27	Are the radiators at safe temperature?				
28	Are the radiators free from obstructions?				
29	Are any chemicals in safe storage?				
30	Are chemicals stored in original containers, well labelled?				
31	Are the fire extinguishers in perfect condition?				
32	Are the fire extinguishers checked and labelled so?				
33	Are the fire alarm break glass activation points obvious?				
34	Are the fire alarm break glass activation points all working correctly?				
35	Is emergency lighting functioning correctly?				
36	Is emergency lighting checked regularly?				
37	Is the smoke/heat detector functioning correctly?				
38	Is the smoke /heat detector checked regularly?				
Notes and comments					

**Template 2 – Specific Risk Assessment**

Task Risk Assessment	Date:	Date:	Date:	Date:	Date:
Task title:	Risk assessors:	Risk assessors:	Risk assessors:	Risk assessors	Risk assessors
Location:	Who is affected by the task:				

Description of task:

What hazardous substances are used in this task			
Product name/code	Product description	Manufacturer	Application method

Hazard from the task	Level of risk/severity	Controls in place	Likelihood	Emergency procedures
	Slight Moderate High		Unlikely Possible Likely	

Safety equipment/PPE	
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**Template 3**

**Fire Risk Assessment Template**

<b>Fire hazards</b>
Have you found anything that could start a fire?
Have you found anything that could burn?
<b>People at risk - Have you identified?</b>
Who could be at risk?
Who could be especially at risk?
<b>Evaluate and act</b>
Have you assessed the risks of fire in your workplace?
Have you assessed the risk to staff and visitors?
Have you kept any source of fuel and heat/sparks apart?
If someone wanted to start a fire deliberately, is there anything around they could use?
Have you removed or secured any fuel an arsonist could use?
Have you protected your premises from accidental fire or arson?
How can you make sure everyone is safe in case of fire?
Will you know there is a fire?
Do you have a plan to warn others?
Who will make sure everyone gets out?
Who will call the fire service?
Could you put out a small fire quickly and stop it spreading?
How will everyone escape?
Have you planned escape routes?
Have you made sure people will be able to safely find their way out even at night if necessary?
Does all your safety equipment work?
Will people know what to do and how to use equipment?
<b>Record</b>
Have you made a record of what you have found, and action you have taken?
Have you planned what everyone will do if there is a fire?
Have you discussed the plan with all staff?
Have you informed and trained people (practised a fire drill and recorded)?
Have you nominated staff to put in place your fire prevention measures, and trained them?
Have you made sure everyone can fulfil their role?
Have you informed temporary staff?
Have you consulted others who share a building with you, and included them in your plan?
<b>Review</b>
Have you made any changes to the building inside or out?
Have you had a fire or near miss?
Have you changed work practices?
Have you begun to store chemicals or dangerous substances?
Have you significantly changed your stock, or stock levels?
Have you planned your next fire drill?
<b>Action plan - what (who)</b>

## **Appendix C – Lone working**

Lone working is occasionally required at Kids Kabin. Activities involving children and young people will not occur when only one adult is present. It is the responsibility of all lone workers to work in a manner that will reduce risks to themselves.

### **To ensure Child Protection and Safeguarding**

- The lone worker should ensure there are no children and young people in the building when alone

### **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 after a lone working shift**

- Lone workers must send a short text eg “left and locked” to a colleague by arrangement.
- At the end of evening sessions, 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 have the contact numbers of colleagues in case of emergency

### **To eliminate the risk of harm by the use of machinery**

The following machinery should not be used when alone in the building:

- Cut off saw
- Grinder
- Compressor
- Welder

### **To eliminate a risk of incidents at the front door**

- Lone workers must not answer the front door unless they feel happy to do so

### **To eliminate risk to trainees and individuals more vulnerable than others**

- First year apprentices/Volunteers should not be in the building alone unless they have been deemed competent

### **To reduce risks to workers during home visits (such as delivering trip forms or following up an incident)**

- All staff will inform other members of the team where they are going on the home visit
- All staff and volunteers will have the option of making home visits alongside another worker
- If staff or volunteers make home visits on their own they will inform another member of staff where they are going and they will phone or text the same member of staff when they have finished

## Appendix D - Fire Officers

Duties of the Fire Officer.

- The fire officer will keep a record of all children who are in the building during sessions. This record should include first name and surnames of all children present. Children should be removed from the list if they leave the building before the end of the session. At the end of the session the fire officer will check with other staff and volunteers to confirm that all children have left the building.
- The lead worker in the bike repair sessions will keep a record of participants and will give this to the fire officer in event of a fire alarm.
- The fire officer will have the session attendance record and pick up the Attendance list and Fire Register sheet (staff, volunteers and other visitors) at the front door when leaving the building. The fire officer will follow up on any concerns – for example if it is believed that someone has left the building but has not signed out - the fire officer will attempt to contact this person.
- The fire officer will try to find out the cause of the alarm activation. If it is obvious (for example, burnt food in the kitchen), the fire officer will make sure the area is safe, silence and reset the alarm and ensure that everyone present re-enters the building in an orderly manner.
- The fire officer will contact the emergency services if the cause is not obvious or if there is evidence of a real fire.
- The fire officer will have a set of keys for the building on their person at all times.

Due to the varied use of the building it is necessary to have a number of different 'shifts' and fire officers. Other staff and volunteers will need to deputise in case of sickness or absence.

Shift 1 09.00 am – 1.15 pm

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
APPOINTED	Stephanie Beckman	Stephanie Beckman	Stephanie Beckman	Stephanie Beckman	Will Benson
RESERVE	As appointed	As appointed	As appointed	As appointed	As appointed

Shift 2 1.15 pm – 5.45 pm

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
APPOINTED	Lead project worker				
RESERVE	As appointed				

Shift 3 Post 5.45 pm

Outreach sessions – the session lead will be the default fire officer for outreach sessions in the satellites and for any additional sessions at Kids Kabin.

## Appendix E – Fire blankets

### User guide to Fire Blankets

- A fire blanket is used on Class A (e.g. wood, paper, textiles), B (e.g. oils, liquids) & D (e.g. metals) fires. It can also be used to extinguish clothing which is on fire.

### Location/Fitting

- Fire blankets should be wall mounted at eye level where they can be easily accessed but away from the risk (cooker), so that you can pull down and remove blanket quickly without being obstructed.

### General Instructions for use:

- Ensure that you are positioned between the fire and a safe exit/escape route.
- Pull down (generally) tapes to remove blanket from container.
- Hold blanket by the tapes and wrap so to protect exposed skin on hands and forearm (using the blanket to shield your face and hands) and then place or cover burning material completely.
- Turn off any electrical or gas supplies or remove any heat source if safe, leave the area closing all doors behind you and call the fire brigade.
- After the area has been deemed safe by the emergency services, check and replace the fire blanket as required. Dispose of damaged fire blankets.