



Free2B Alliance Health and Safety

Version: 1.3a

Date: 27/2/2021

Additions re:

Lead roles | RIDDOR | Youth groups – staff ratios and groundrules.

Approved 20/2/2024

Authorised: Board of Directors

NEXT REVIEW DUE:

Next review period in 5 years – Feb 2026

Unless an earlier review is triggered by any of the following changes:

- There are changes to operating environment / or strategic direction of the company
- Work behaviour issues that require clarification
- Changes to government policy or legislation



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1 Introduction

Free2B attaches great importance to health and safety matters and accepts the responsibility to carry out its operations to ensure that as far as possible no staff, volunteer, user or visitor shall be exposed to risks to their health and safety. This policy clarifies roles and responsibilities within Free2B within the framework of health and safety legislation.

2 Scope of the policy

The Free2B Health & Safety Policy is designed to:

Prevent accidents and cases of work-related ill health

Manage health & safety risks in our work place to help maintain safe and healthy working conditions

Provide clear instructions and information, and adequate training to ensure staff and volunteers are competent to carry out their roles

This policy covers all Free2B's work and projects. Health and Safety is everyone's responsibility.

3 Named contacts and areas of responsibility

Lucie Brooke Free2B H&S Lead 07757 502 726 | lucie@free2b.lgbt

Leo Casimo Free2B H&S Deputy 07940 705 256 | leo@free2b.lgbt

To ensure health & safety standards are maintained/improved, the following individuals have responsibility in the following areas:

Lucie Brooke: RIDDOR, safety, monitoring, risk assessments, consulting employees/volunteers, training and work-related health, off-site procedures, accident and ill-health investigation, first aid, emergency fire procedures

Leo Casimo: Deputy – responsibility as above in absence of lead

4 The Responsibilities of Free2B

Free2B has responsibility for all safety and environmental matters including health and safety at work, environmental protection and fire safety. Free2B is aware of the requirements of the



Health and Safety at Work Act (HASAWA) 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

Free2B will make every practical effort to comply with the obligations laid down under the Health and Safety at Work Act 1974. In particular, by:

- Providing all employees with a leaflet copy of the Health and Safety Law poster in accordance with the Health and Safety Information for Employees Regulations (HSIER).
- Providing a safe workplace with safe access to and from our main premises and a healthy working environment.
- Ensure suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Ensure adequate insurance cover is provided and renewed.
- Providing health and safety training as part of the induction process for new staff and volunteers within 1 month of joining the service to include:
 - Katherine Low Settlement (KLS) building induction re fire alarms points, fire exits and first aid equipment stations.
 - Advise of duties and procedures including relevant health and safety information.
 - Giving instruction, supervision, information and any identified training to enable all employees competent to carry out their work in a safe manner.
- issues concerning safety raised by anyone to actively contribute to the safety within the organisation.
- Providing appropriate ID badges to all staff, volunteers & visitors attending sessions with clients.
- Ensuring the appointed first aid person is confident of their duties
- Consulting staff about arrangements for implementing, promoting and developing health and safety at work if necessary.
- Completing the HSE Display Screen Equipment (DSE) assessment checklist with staff and volunteers using DSE in their roles: <https://www.hse.gov.uk/pubns/ck1.htm>
- Free2B Management will use its best endeavours to:
 - Ensure that employees, volunteers and other persons affected by this policy are aware of it.
 - Actively lead the implementation of our Health and Safety Policy and Health and Safety Management System
 - Supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
 - Ensure safe systems of work are developed and implemented and followed.
 - Ensure that resources are correctly allocated to implement the safety policy and meet all safety requirements.



- Record, investigate and report and in all accidents, ill health and 'near miss' incidents at work.
- Communicate and consult with staff on health and safety issues.
- Encourage staff to report hazards and raise health and safety concerns and ensure that concerns raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
- Provide welfare facilities that are well maintained in a satisfactory state

5 RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

A RIDDOR report is required only* when:

- the accident is work-related
- it results in an injury of a type which is reportable

Types of reportable incidents: <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

*other than for certain gas incidents.

The responsible person will report:

- Deaths and injuries caused by workplace accidents
- Occupational diseases
- Carcinogens mutagens and biological agents
- Specified injuries to workers
- Dangerous occurrences
- Gas incidents

Reporting procedure

Online: <http://www.hse.gov.uk/riddor>

Telephone: All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording requirements

Records of incidents covered by RIDDOR are also important.

Free2B will collect sufficient information to allow us to properly manage health and safety risks. Free2B will keep a record of:

- any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days).



See Appendix 3 – Free2B Accident and Incident report

6 Risk assessments

Free2B will ensure that suitable and sufficient risk assessments are carried out where appropriate. The risk assessment will be regularly reviewed and the significant findings of these assessments will be brought to the attention of staff who may be affected (See Appendix 1).

Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.

7 Employees and Volunteer Responsibilities

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the Free2B comply with their legal duties and contributing to the safe running of our workplace.

All employees have the responsibility to:

- Undertake the work they are required to do by taking reasonable care for the health and safety of themselves, their colleagues, visitors, families, young people, contractors and members of the public.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
- Report any incident to the management which may have led to injury or damage and give assistance as required in the investigation of accidents.
- Become familiar with and conform to this policy ensuring that they co-operate with the management in any efforts to comply with the Health and Safety at Work Act 1974.
- Set a good personal example in relation to health and safety.

8 Multiple organisational procedures:

Free2B operates out of different premises owned or managed by external organisations. As such, in addition to the Free2B Health and Safety procedures we must ensure we are adhering to the procedures of host agencies and partners.

(See section 12 Host agencies and public spaces).

Our staff offices, principal venue for weekly youth clubs, monthly parent groups and other adhoc project group work is:



The Katherine Low Settlement (referred to throughout as KLS)
108 Battersea High Street, SW11 3HP

Free2B has a lease agreement with KLS with the requirement that Free2B managers and Health & Safety Leads are familiar with and adhere to the KLS Health & Safety Policy.

Contact KLS Health & Safety Lead: Tracy Frostick for a copy of the KLS Health and Safety policy and to request full details pertaining to:

- Building maintenance
- COSH regulations 2002
- Fire evacuation plan, fire drills process and maintenance checks of equipment
- Logbook for checking fire extinguishers, blankets and fire doors
- Electricity at work including PAT testing logbook

9 Fire (within KLS premises)

- The Fire marshal for Free2B is Lucie Brooke
- The fire evacuation plan, fire drills process and maintenance checks of equipment are the responsibility of KLS: Tracy Frostick, 020 7223 2845 | tracy@klsettlement.org.uk
- The Free2B Fire Marshall will remain up to date on the fire requirements for the building.
- The Free2B Fire Marshall is responsible for keeping a Free2B register during fire drills and in the event of a fire.
- If there is a fire or suspicion of a fire call the emergency services on 999, and follow the written instructions on the fire notices that are displayed around the building (see appendix 2)
- Personal Emergency Evacuation Plans (PEEP) will be completed by the Fire Marshall as required for vulnerable young people (young people with significant learning difficulties and those with limited mobility) as identified via the Free2B membership form.

10 First Aid (within KLS premises)

- The Free2B appointed person is Lucie Brooke
- *In case of an emergency, phone 999 for an ambulance.*
- Free2B First Aid equipment is located in the youth club storage cupboard
- Free2B does not keep or give out drugs of any nature (separate medication policies apply for residential trips)
- The Free2B Appointed Person is responsible for maintaining the First Aid equipment
- The Free2B Appointed Person is responsible for maintaining the Accident File. Any accident that occurs which requires treatment, should be properly recorded in the Accident File. This includes recording the time and date.
- The Accident File is kept in the Blue Filing Box within the Gap storage cupboard



- Any accident requiring hospital treatment will be reviewed within 24 hours to ensure that health and safety standards were not at fault. If necessary immediate action will be taken to prevent a similar accident occurring.
- All Accidents will be reported to the Health and Safety Lead (Lucie Brooke) who will maintain a soft copy record of each report.

11 Incidents (within KLS premises)

- An Incident file is kept to record any incidents which occur that relate to Health and Safety, for example, broken windows, damaged equipment or a young person's unacceptable behaviour. Lucie Brooke is responsible for maintaining the Incident File.
- The date of the incident or breakage is recorded and action taken needs to be logged. The purpose of the Incident File is to show that it has been noticed that a breakage or incident has occurred and that action is being taken to remedy this.
- The Incident File is kept with the Accident File in the Blue Filing Box (in the Gap storage cupboard).
- All incidents must be reported to the Health and Safety Lead (Lucie Brooke) who will maintain a soft copy record of each report.
- In the event that the incident involves KLS equipment or the building, the report will be forwarded on by the Health & Safety Lead to the KLS Building Manager Tracy Frostick.

12 Youth Groups Health & Safety

- Free2B youth groups operate from the KLS premises and as such the above Fire & First Aid procedures and reporting of incidents /accidents apply.
- In line with NSPCC recommendations a minimum of 2 adults will be present when working with groups: 1 Free2B youth service employee and a second individual (either staff or volunteer) are required to operate a youth clubs.
- The Lead Worker for each session is identified via the rota.
- The Lead Worker for the session is responsible for the decision to close the session early (for example in response to unruly behaviour).
- The Lead Worker is responsible for ensuring each individual is signed into the session
- Any day trips, residentials or special events require a specific risk assessment to be completed for the occasion.
- All young people receive an online or in-person induction when joining youth groups. The Lead worker is responsible for ensuring each new young person completes the induction and signs the groundrules which include behavior expectations, as well as safeguarding and health and safety information. Any additional Health and Safety requirements (for example to take part in specific activities) will be announced in the session both verbally and via the activity whiteboard and via trip consent forms.



13 Host agencies and public spaces

Free2B staff may additionally meet youth or adult service users in any number of suitable host agencies and public spaces such as: schools; youth clubs; public libraries and so on.

During any such appointment it is the responsibility of the Free2B employee to follow the host agency's Health & Safety, Fire & First Aid Procedures. Within schools and youth clubs, the procedures should include as a minimum: signing in & out, wearing a visitor's badge and reporting to a named member of staff who will be responsible for any Fire & First Aid matters.

In public venues such as libraries, Free2B staff should follow the same Fire and First aid procedures expected of any other visiting member of public.

Any Accident or Incident that occurs during an appointment at a host agency or public space must be recorded by the member of staff using the Accident & Incident form (see appendix 3).

The report should be given to the Health & Safety Lead (in either hard or soft copy format).

The reports will be stored electronically with all other Accident & Incident reports (e.g. those relating to services conducted at KLS). The member of staff may also need to keep a record of the report with their client files if appropriate: for example, if the incident relates to a service user's behavior or illness. This will be discussed and agreed with the Health & Safety Lead.

14 Lone Working

Free2B staff must read this policy in conjunction with the Lone Working Policy and 121 Working Policy (within the staff handbook, provided to all employees on appointment).

Volunteers are not permitted to undertake any Lone Working or 121 work with any service users.

15 Smoking

Free2B operates a 'no-smoking' policy. It does not permit any staff member, volunteer, users or visitor to smoke on KLS premises, including the outside courtyard.

It does not permit any staff member to smoke in the presence of young people or vulnerable adults during appointments at any host agency.

16 Insurance

Free2B has a general insurance policy, currently with Access Insurance.

The most current Employers Liability Insurance Certificate is stored in the Free2B office at KLS and also electronically and is available to all employees upon request.



Please contact Lucie Brooke if you would like to access the Certificate

lucie@free2b.lgbt

07757 502 726

17 Emergency Numbers

Agency	Contact	Telephone No.
KLS	Tracy Frostick (lead H&S)	020 7223 2845 (w) 07932 951 199 (m)
Police (Lavender Hill Police Station)	176 Lavender Hill, Clapham London, SW11 1JX	999 (Emergency) 101 (Non-Emergency) 030 0123 1212 (station no.)
Fire (Battersea Fire Station)	11 Este Road, London SW11 2TL	999 (Emergency)
Hospital (Chelsea & Westminster - Emergency)	369 Fulham Road, London SW10 9NH	999 (Emergency) 020 3315 8000 (Non- Emergency)



Appendix 1: Risk Assessment Template

Activity/service area:

Date:

Risk	Group / individual at risk	Low / medium / high	Measures in place to minimise / avoid risk	Steps taken if risk occurs
<i>Example: Young people's behaviour causes concern</i>	<i>Young people / public / staff</i>	<i>Medium</i>	<i>Young people spoken to before trip about their expected behaviour</i>	<i>If young people misbehave they may be sent home / with parents informed / and could be banned from future trips</i>



Appendix 2: FIRE INSTRUCTIONS (as provided by London Fire Brigade)

Relating to Free2B activities taking place on KLS premises

IF YOU DISCOVER A FIRE

Immediately operate the nearest fire alarm call-point.

Attack the fire if possible, with appliances provided but without taking personal risks.

ON HEARING THE ALARM

A senior member of staff present will call the Fire Brigade immediately.

Lift receiver and dial 999

Give operator your telephone number and ask for FIRE

When Fire Brigade replies give this message distinctly: *"FIRE AT the Katherine Low Settlement, 108 Battersea High Street, SW11 3HP"*

Do not replace receiver until the address has been repeated by the Fire Brigade

Call the Fire Brigade immediately to every fire or on suspicion of a fire.

Leave the building and report to person in charge of the assembly point at the corner of Battersea High Street and Orville Road (TOWARDS FRED WELLS GARDEN). Stand well clear of the building.

The Fire Officer or her/his Deputy on the affected floor will take charge of any evacuation and ensure that no one is left in the area.

USE NEAREST AVAILABLE EXIT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER BUILDING

REPORT ANY MISSING PERSONS TO SENIOR STAFF OR FIRE BRIGADE OFFICERS



Appendix 3: Accident / Incident report

Free2B Alliance
Accident / Incident Report

Date	
Time	
Reporting staff	

Nature of accident / incident (please tick relevant category)

Injury or sickness (staff or service user)	
Behaviour issues	
Damaged, broken or lost equipment	
Building issues (e.g. heating broken etc)	
Safeguarding	
Other: please specify	

Description of incident:
(Please provide as much detail as possible)

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Action taken / required

e.g. YP asked to leave - banned for one week

Requested a more suitable meeting space with heating, for next apt - school to follow up

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