



Health and Safety Policy

FACE – Family and Community Enterprise | Registered charity 1179629 | Working as FAM

Head office: Central Buildings, Richmond Terrace, Blackburn, BB1 7AP | Applies at head office and all FAM outreach sites

REFERENCE	VERSION	OWNER	REVIEW
FAM-HS-06	1.0 (September 2026)	Health and Safety Lead	Annually

Status: approved by the Board of Trustees on 10 September 2026.

Our commitment

FAM will do everything reasonably practicable to keep young people, families, staff, volunteers and visitors safe from harm during our work. We do this by assessing risks before activities start, putting sensible controls in place and making sure everyone knows what to do if something goes wrong. Health and safety is everyone's job, and anyone can stop an activity they believe is unsafe.

1 Purpose and scope

- 1.1** This policy sets out how FACE – Family and Community Enterprise (registered charity 1179629), working as FAM, manages health and safety. It applies to all trustees, staff, volunteers, sessional workers and anyone delivering activities on the charity's behalf, in every town where FAM works.
- 1.2** It covers our own premises, community centres and venues we hire, outdoor and detached youth work, sport, holiday clubs, trips and online delivery where it affects wellbeing. It sits alongside the more detailed procedures in the Activities, Trips and Transport Policy and the Lone Working and Detached Youth Work Policy.
- 1.3** The main law we follow is the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Health and Safety (First-Aid) Regulations 1981, the Regulatory Reform (Fire Safety) Order 2005 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Volunteers are not always 'employees' in law, but FAM gives them the same level of protection.

2 Our commitments

- Carry out and record suitable risk assessments before any regular or one-off activity.

- Provide safe places to work and meet, and check hired venues before use.
- Give staff and volunteers the information, induction and training they need.
- Have trained first aiders and suitable first aid kits available for every session.
- Record and learn from every accident, incident and near miss.
- Hold employers' liability and public liability insurance and keep certificates available.
- Consult staff and volunteers on health and safety and act on their concerns.
- Take account of the extra needs of children, young people with SEND and anyone new to the UK who may not yet understand safety instructions in English.

3 Roles and responsibilities

Role	Responsibilities
Board of trustees	Overall legal responsibility. Approve this policy, receive a health and safety update at least twice a year, and make sure enough resources are available.
Chair of Trustees	Makes sure health and safety is a standing item on the board agenda and that serious incidents are reported to the Charity Commission.
Operations Lead	Day-to-day responsibility for putting this policy into practice across all sites. Signs off risk assessments for new or higher-risk activities.
Health and Safety Lead	Keeps the risk assessment register, accident records and training log. Checks premises and venues, arranges fire and first aid checks, and makes RIDDOR reports.
Session leads	Complete and review the session risk assessment, brief the team, carry out the pre-session check, and stop the activity if it becomes unsafe.
Staff and volunteers	Follow this policy and training, take reasonable care of themselves and others, report hazards, accidents and near misses straight away, and never misuse safety equipment.
Young people and visitors	Follow reasonable safety instructions given by staff and volunteers.

4 Risk assessment

- 4.1** A risk assessment is a careful look at what could cause harm and what we are doing to prevent it. It must be written down, kept simple and actually used by the team running the session.

When a risk assessment is needed

- Every regular programme (for example a weekly mentoring group or holiday club).
- Every venue we use, including hired rooms and outdoor spaces.

- Every trip, sport session or adventurous activity.
- Detached and outreach youth work, and lone working.
- Individual risk assessments for a young person, staff member or volunteer where needed (for example pregnancy, medical conditions, disability or behaviour that could put themselves or others at risk).

How to do it

- List the hazards: things that could cause harm (for example trip hazards, traffic, hot food, contact sport, weather, aggression).
- Decide who could be harmed and how.
- Score the risk before controls using the table below.
- Record the controls you will put in place, and who is responsible for each.
- Score the remaining risk after controls. The activity only goes ahead if the remaining risk is low or medium.
- Brief the whole team before the session and make the assessment available on site.
- Review it at least once a year, after any incident or near miss, and whenever the group, venue or activity changes.

Risk scoring: likelihood x severity

- 4.2** Score likelihood from 1 (very unlikely) to 5 (almost certain) and severity from 1 (minor, no first aid needed) to 5 (death or life-changing injury). Multiply the two to get the risk score.

Likelihood (down) x Severity (across)	1 Minor	2 First aid	3 Medical treatment	4 Serious injury	5 Fatal or life-changing
1 Very unlikely	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost certain	5	10	15	20	25

Score	Risk level	What to do
1–4	Low	Go ahead. Keep controls in place and monitor.
5–9	Medium	Go ahead only with the recorded controls. Session lead checks them on the day.
10–15	High	Do not go ahead until further controls bring the score down. Operations Lead must approve.
16–25	Very high	Stop. The activity must not take place in this

Score	Risk level	What to do
		form.

- 4.3** Session leads should also carry out a **dynamic risk assessment** on the day: a quick check of conditions as they are, not as they were planned. If things have changed (weather, numbers, behaviour, the state of the venue), adjust or stop the activity.

5 First aid

- Every session must have at least one person present who holds a current first aid certificate. For sessions with children, sport, trips or holiday clubs this should be a paediatric or outdoor first aid qualification where appropriate to the group.
- The Health and Safety Lead keeps a list of qualified first aiders and renewal dates in the training log.
- Each site and each activity bag has a stocked first aid kit. Session leads check it before use and report missing items.
- First aiders give treatment only within their training. If in doubt, call 999 or 111.
- Medication belonging to a young person is handled as set out in the Activities, Trips and Transport Policy, and only with written parental consent for under-18s.
- Wear gloves and follow hygiene rules when dealing with blood or body fluids. Dispose of waste safely.
- Every treatment, however minor, is recorded on an accident or incident form. Parents or carers of under-18s are told the same day.

6 Fire safety

- 6.1** Where FAM controls premises, a fire risk assessment is carried out and reviewed under the Regulatory Reform (Fire Safety) Order 2005. Where we hire a venue, the venue owner is responsible for the building's fire risk assessment, but FAM is still responsible for the people we bring in.
- At the start of every session, the session lead checks that fire exits are clear and unlocked and knows where the assembly point is.
 - New attendees, staff and volunteers are told the fire procedure on their first visit.
 - A signed-in register of everyone present (young people, staff, volunteers and visitors) is kept for every session so a roll call can be done.
 - On hearing the alarm: stop, leave by the nearest safe exit, do not collect belongings, go to the assembly point, take the register and do a roll call. Never go back in.
 - Make sure anyone with a disability or limited English knows how they will be helped to leave. Agree personal evacuation plans where needed.
 - Fire drills are held at least twice a year in premises we control, and at least once a year for each regular programme in hired venues where the venue allows.

- No cooking, candles, heaters or electrical equipment are used unless the risk assessment allows it. Portable electrical equipment owned by FAM is visually checked before use and tested as the Health and Safety Lead decides.

7 Accidents, incidents and near misses

- (a) Make the situation safe and give first aid. Call emergency services if needed.
- (b) Tell the session lead straight away.
- (c) Complete an accident or incident form on the same day. Stick to facts: what happened, when, where, who was involved, witnesses, injuries and action taken.
- (d) For under-18s, tell the parent or carer the same day. For adults at risk, tell their carer or support worker where the adult agrees or where it is needed to keep them safe.
- (e) Send the form to the Health and Safety Lead within 24 hours.
- (f) The Health and Safety Lead decides whether the incident is reportable under RIDDOR, to the insurer, or to the Charity Commission, and whether it raises a safeguarding concern (in which case the Designated Safeguarding Lead is told straight away).
- (g) The session lead and Health and Safety Lead review the risk assessment and record what has been learned.

7.1 Near misses, where nobody was hurt but could have been, are recorded in the same way. They are one of the best ways of preventing a real accident.

7.2 Accident records are kept securely in line with the Data Protection Policy and the Records Management and Retention Policy. Records involving children are kept for longer because a claim can be made after they reach 18.

8 RIDDOR reporting

8.1 Some incidents must be reported to the Health and Safety Executive (HSE) under RIDDOR 2013. The Health and Safety Lead makes these reports, or the Operations Lead if they are unavailable.

What happened	Who it applies to	When to report
Death arising from a work activity	Anyone, including young people and visitors	Without delay, then confirm in writing within 10 days
Specified serious injury (for example most fractures, amputations, serious burns, loss of consciousness from a head injury)	Staff (workers)	Without delay, then confirm within 10 days
Injury causing a worker to be off work or unable to do their normal duties for more than seven days in a row	Staff (workers)	Within 15 days of the accident
Injury to a non-worker who is taken directly from the scene to hospital	Young people, volunteers who are not workers,	Without delay, then confirm within 10 days

What happened	Who it applies to	When to report
for treatment, where the accident arose from our work activity	visitors	
Certain occupational diseases and dangerous occurrences	Staff and others	As required by HSE guidance

- 8.2** If in doubt, the Health and Safety Lead checks current HSE guidance. The charity keeps a record of any reportable incident, and of over-three-day injuries to workers, for at least three years.

9 Premises and hired venues

- 9.1** Before first use, and then at least once a year, the Health and Safety Lead or session lead checks each venue using the venue checklist. The check covers:
- The venue's fire risk assessment, fire alarm, emergency lighting and exits.
 - The venue's public liability insurance and any terms in the hire agreement about safety.
 - Access, toilets (including accessible toilets), heating, lighting, ventilation and drinking water.
 - Security: who else uses the building, how the entrance is controlled and whether young people can leave unnoticed.
 - Kitchen and food safety arrangements where food is served, including allergen information.
 - Condition of floors, furniture, sports equipment and outdoor areas.
 - Mobile phone signal and a landline or other way to call for help.
- 9.2** Any problems are raised with the venue in writing. If a serious hazard cannot be fixed, the session is moved or cancelled. Staff should report any new hazard to the venue and to the Health and Safety Lead.

Terrorism (Protection of Premises) Act 2025

- 9.3** This Act (sometimes called Martyn's Law) places duties on those responsible for certain premises and events where large numbers of people may be present, with higher duties for the largest venues. The duties are being brought in after an implementation period. FAM does not expect its own regular sessions to fall within the Act, but some larger venues we hire, or larger events we run or take part in (for example celebration events or activities at sports grounds), may do so. Where this applies, the Operations Lead will check current Home Office guidance, confirm who is responsible for the venue's procedures, and make sure staff and volunteers know the venue's plans for evacuation, invacuation (moving people to a safer place inside), lockdown and communication.

10 Everyday safety

- **Food:** anyone preparing food follows basic food hygiene, and those regularly preparing food for groups (including holiday clubs) hold a food hygiene

certificate. Allergies and dietary needs are recorded and checked before food is served.

- **Manual handling:** avoid heavy lifting where possible. Use trolleys and ask for help.
- **Display screens:** staff who use computers for long periods can ask for a workstation check.
- **Hazardous substances:** cleaning products are stored out of reach of young people and used as the label says.
- **Wellbeing and stress:** youth work can be emotionally demanding. Line managers hold regular supervision, and staff and volunteers are encouraged to raise stress, fatigue or distressing incidents early.
- **Violence and aggression:** staff use de-escalation, never physical restraint except as a last resort to prevent immediate serious harm, and record any incident.
- **Infection control:** anyone who is unwell with an infectious illness should stay away. Good hand hygiene is encouraged.
- **Weather:** plan for heat, cold and sun. Outdoor sessions are changed or cancelled in unsafe weather.

11 Training and communication

- All staff and volunteers receive a health and safety induction covering this policy, fire procedures, first aid arrangements and incident reporting before they start.
- Session leads receive training in risk assessment.
- Extra training is given for specific roles, such as first aid, food hygiene, driving and detached youth work.
- Health and safety is a standing item at team meetings, so concerns and lessons are shared.
- Safety information is given to young people in plain language, and in other languages or formats where needed.

12 Monitoring

- 12.1** The Health and Safety Lead reports to the board at least twice a year on accidents and near misses, RIDDOR reports, training, venue checks and any actions outstanding. Trustees use this to judge whether the policy is working and whether more resources are needed.

13 How this policy supports our focus

- This policy applies at our head office, at every outreach site and during detached work, so FAM can take its model to new towns safely.
- Risk assessments consider young people with SEND, girls-only sessions and young people who are new to the UK or still learning English.

14 Related policies

- Activities, Trips and Transport Policy
- Lone Working and Detached Youth Work Policy
- Serious Incident Reporting Policy
- Safeguarding Children and Young People Policy
- Safeguarding Adults at Risk Policy
- Risk Management Policy
- Drugs, Alcohol and Smoking Policy
- Records Management and Retention Policy
- Volunteer Policy

Approval record

Approved by the Board of Trustees on	10 th Sep 2026
Signed (Chair of Trustees)	
Next review due	31st July 2027
Version history	1.0, September 2026. New policy; replaces any earlier FAM or FACE version.