Health and Safety Policy

Approved and effective from 01.01.2026
Next scheduled review 01.01.2027
Director and Policy Lead Rebecca Knee
Designated Safeguarding Lead Rebecca Knee
Deputy Designated Safeguarding Lead Ellen Vellacott

1 Policy statement and scope

Creative Makers CIC is committed to providing a safe, healthy and secure environment for children, young people, staff, volunteers and visitors. We embed health and safety in planning, daily routines, supervision and the management of premises and activities, while supporting creativity, exploration and growing independence.

This organisation-wide policy applies to the current home-based studio provision at Woodhayse, BA11 5DW; the separate or new Creative Makers studio provision; Witham Friary Quarry and outdoor provision; and the Nunney Village Hall meeting-room provision. It also applies to associated journeys, off-site visits and other approved learning activities.

Many learners have Special Educational Needs and Disabilities (SEND), medical needs, emotional regulation difficulties or other vulnerabilities. Safety arrangements must respond to individual needs and enable participation with appropriate support. Creative Makers will meet its duties under the Health and Safety at Work etc. Act 1974 and other applicable health and safety requirements.

2 How this policy and risk assessments work together

This policy sets the overarching responsibilities and arrangements for all provision. It must be read alongside the Creative Makers Master Risk Assessment and the relevant site, activity and individual learner risk assessments. It does not replace those assessments or attempt to list every hazard and control.

The Master Risk Assessment provides the common framework. Each of the four settings must have a separately identifiable site assessment, supported by assessments for its activities and learners where required. These may be linked documents or clearly identified sections of the master record. Assessments record hazards, people at risk, likelihood and severity of harm, controls, further actions, responsible persons and review dates.

3 Responsibilities and safe operation

Director and Policy Lead

Rebecca Knee has overall responsibility for health and safety. She ensures that suitable premises, equipment, staffing, first aid and emergency arrangements are in place; that risk assessments are completed and acted on; and that staff and volunteers receive the information, instruction and training they need. She monitors incidents and concerns, arranges corrective action and obtains competent advice when required.

Staff volunteers and other adults

All adults working with learners must follow this policy and relevant assessments, supervise appropriately, model safe behaviour and report hazards, accidents, incidents and near misses promptly. They must know how to obtain help, stop unsafe activities and use only equipment for which they have suitable instruction and competence. Visiting or dedicated support adults must understand their agreed role and supervision responsibilities.

Learners are supported to understand safety expectations in ways appropriate to their age, communication and needs. Parents, carers and referring settings must provide relevant medical, safeguarding and support information and notify Creative Makers of changes.

Safeguarding and communication

Rebecca Knee is the Designated Safeguarding Lead (DSL); Ellen Vellacott is the Deputy Designated Safeguarding Lead (DDSL). Health and safety concerns with a safeguarding dimension must also follow Creative Makers safeguarding procedures. Staff receive the relevant information before sessions, with personal records kept securely and shared only where needed.

4 Assessment checks and decisions

Before a setting or new activity is used, Rebecca Knee must ensure its assessment, permissions, supervision and emergency arrangements are suitable and that required controls are in place. A new studio must be assessed in its own right before opening; arrangements from the home studio must not be assumed to transfer automatically.

Staff check the environment and equipment before each session and monitor changing conditions throughout. Dynamic assessment complements the recorded assessments. An activity must be stopped, adapted, relocated or cancelled when risks cannot be managed safely; significant changes and follow-up actions must be recorded.

Risk assessments are reviewed at least annually and sooner after an incident or near miss, changes to premises or conditions, new equipment or activities, or a change in learner needs. Staff must be briefed on changes before the next affected session. Lone working, communication difficulties and incomplete learner information must be considered when deciding whether a session can proceed safely.

5 Arrangements for each provision setting

The following requirements define the scope of each site assessment. Detailed controls, site contacts, boundaries and emergency information belong in that assessment and the associated local procedures, available to staff at the point of use.

Current home based studio at Woodhayse

The assessment covers the studio classroom, garden, access routes and any nearby woodland used for learning. Entry and exit arrangements, door security and window restrictors must be suitable for the learners while preserving safe emergency escape. Supervised toilet access, secure storage, clear walkways and separation from household activities must be maintained.

The assessment must address rural access, vehicle movement and the handover arrangements at the studio entrance, including the parking area directly outside. Outdoor areas must be checked before use and approved learning boundaries made clear.

A dedicated assessment must reflect the actual layout, occupancy, access, toilets, storage, utilities and creative activities of the separate studio. Before use, Rebecca Knee must confirm safe arrival and collection, accessibility, first aid, fire and evacuation arrangements, and any shared areas or landlord responsibilities. Building work, relocation or layout changes require review before affected spaces are used.

Witham Friary Quarry and outdoor provision

Use requires landowner or site-manager permission and an assessment of the permitted area, access routes and planned activities. The assessment must consider terrain, edges or drops, unstable ground or rock, water where present, vegetation, wildlife, weather, other site users and vehicles or machinery where relevant. Staff must set and maintain clear boundaries and keep learners out of unassessed or prohibited areas.

Planning must establish supervision, suitable clothing, welfare and handwashing arrangements, first aid, reliable communication and an emergency access or meeting point. Staff must check conditions before each visit and adapt or cancel activities when conditions or access are unsuitable. Quarry use does not automatically authorise access to water, climbing, excavation or other specialist activities.

Nunney Village Hall meeting room

Before use, staff must confirm booking conditions and relevant safety information with the hall manager, including alarm procedures, escape routes, assembly point and responsibility for shared facilities. The assessment must cover the meeting-room layout, furniture, equipment, permitted activities, toilets, access and collection, and interaction with other hall users. Any kitchen use requires specific agreement and assessment.

Creative Makers remains responsible for its learners, activities and supervision at the hall. Staff must check the room and routes on arrival and brief the group on boundaries and local emergency arrangements.

6 Supervision arrival and collection

Groups are intentionally small, typically one to seven learners. This is a usual group size, not a fixed staffing ratio. Staffing and deployment must reflect the site, activity, learners' medical and support needs, emotional regulation and risks such as leaving supervision or physical behaviour. Additional or dedicated adult support must be agreed where necessary.

Learners must not be left unsupervised during sessions. Staff maintain appropriate visual and verbal awareness, arrange supervised toilet access with dignity and privacy, and communicate clearly when responsibility passes between adults. Headcounts and attendance checks take place at arrivals, departures and transitions between areas.

Arrival and collection may involve parents, carers, taxis or transport arranged by a referring school. Authorised adults and transport arrangements must be confirmed through referral and kept current. Staff supervise handover, manage exposure to vehicle movement and confirm attendance. Learners may leave only with staff or an authorised adult or transport provider; uncertain or changed collection arrangements must be checked before release.

7 Equipment creative tools and materials

Activities may use sewing machines, irons, glue guns, craft knives, scissors, paints, other art materials, cameras and outdoor tools. Staff provide clear demonstrations and instructions suited to learners' age and needs. Sharp or heated tools require direct supervision and must be stored securely when not in use.

Equipment must be suitable, checked and maintained. Defective items must be removed from use. Hazardous materials must be identified, assessed, labelled and stored separately and securely; manufacturer instructions, ventilation and protective equipment requirements must be followed. Electrical equipment and leads must be managed to avoid damage, burns and trip risks.

If unsafe behaviour occurs, staff must stop use and remove or isolate equipment safely. The activity and support arrangements must be reviewed before it resumes. Learners are taught safe handling as part of developing responsibility and independence.

8 Cooking food and hygiene

Cooking and food preparation are supervised. Staff obtain and update allergy and dietary information, plan suitable ingredients and prevent cross-contamination. Food is stored safely, preparation surfaces and utensils are cleaned, and hands are washed before food handling or eating. Hot appliances and sharp utensils are used only with appropriate supervision.

Regular handwashing, cleaning of shared equipment and surfaces, and safe waste disposal support infection control across all settings. Staff ensure suitable hygiene arrangements for outdoor sessions. Learners who are unwell may need to remain at home in line with applicable public health advice and the nature of the illness.

9 Medical needs first aid and individual support

Medical and emergency contact information is collected during referral and kept current. Individual support and risk assessments must identify relevant medical conditions, allergies, medication, communication needs and the actions staff should take in an emergency.

Rebecca Knee holds first aid training. The Director must ensure that training remains current and that suitable first aid cover is available at every session and site, including when she is absent. First aid kits must be accessible, checked and replenished; suitable kits and emergency information must accompany outdoor and off-site activities.

Medication is stored securely, with emergency medication available promptly to authorised adults. It is administered only in accordance with parental consent and medical instructions. Each administration is recorded. Staff monitor learners with medical needs and call emergency services promptly when required; parents or carers are informed of significant medical incidents.

Staff remain alert to distress, sensory overload or regulation difficulties that may affect safety. Calming resources, including headphones or weighted items, must be appropriate to the learner, used in accordance with relevant guidance and individual assessment, and supervised. They must not compromise breathing, movement, awareness of safety instructions or the ability to leave safely.

10 Outdoor activities visits and transport

Garden and woodland activities, local walks, public-place visits and journeys require relevant site and activity assessments. Staff consider boundaries, terrain, sharp objects or unsafe materials, weather exposure, branches, wildlife and road or vehicle risks. Routes should avoid main roads where practicable and use assessed crossing and supervision arrangements.

Parental consent is required for off-site activities. Planning must confirm the destination, route, supervision, learner needs, emergency contacts, first aid and means of communication. Staff explain boundaries and expectations before departure and check attendance during transitions.

Where Creative Makers arranges transport, it must check that drivers and vehicles are suitable, appropriately licensed and insured for the journey, and that required restraints and supervision are available. Responsibilities for transport arranged by families or referring settings must be clear, including handover and notification of delays or changes.

Staff monitor weather and local conditions before and during outdoor sessions. Activities must be adapted, moved or cancelled where necessary. Communication and emergency access arrangements must reflect remote locations and any unreliable mobile coverage.

11 Fire and other emergencies

Each setting must have suitable fire and emergency arrangements based on its own assessment. These include appropriate detection and firefighting equipment, clear escape routes, an assembly or safe meeting point, and support for anyone needing help to evacuate. Security measures must not prevent prompt escape; emergency exits must be readily openable from inside without a key or code.

Staff must know local procedures and brief learners in an accessible way. Evacuation procedures must be practised and reviewed. At shared premises, Creative Makers must coordinate with the responsible person or venue manager and confirm how alarms are raised and all occupants accounted for.

In an emergency, staff stop the activity, protect life, raise the alarm and evacuate or move to safety as appropriate. They call 999 or 112 when needed, give the precise location and access information, check attendance and report anyone missing to emergency services. Staff must not re-enter an unsafe area or leave the remaining group without supervision. Parents or carers and referring settings are contacted as appropriate once immediate safety actions are underway.

Local plans must also address serious injury, a missing learner, an unsafe site or severe weather, and arrangements for safe collection or relocation. Site addresses, emergency access points, contacts and learner information must be readily available to staff.

12 Accidents incidents and near misses

All accidents, incidents and near misses must be recorded promptly and securely, including what happened, action taken and any follow-up required. Parents or carers are informed as appropriate, with prompt communication about significant injuries or medical events. Relevant referring settings are informed where necessary.

Rebecca Knee reviews events and patterns, assigns corrective action and updates assessments and practice. She checks whether an event meets external reporting requirements, including RIDDOR where applicable, and ensures that required reports are made within the relevant timescales. Safeguarding concerns also follow the safeguarding procedure.

13 Monitoring review and approval

The Director monitors daily checks, staff feedback, training, incident records and completion of actions. This policy and linked assessments are shared with staff and volunteers and available to parents, carers and referring settings. The policy is reviewed annually, or sooner after significant changes, serious incidents or newly identified risks. The next scheduled review is 01.01.2027.

Approved and effective from: 01.01.2026
Approved by: Rebecca Knee
Role: Director and Policy Lead, Creative Makers CIC

Signature: _____R KNEE_____

Date signed: _____01,01,2026_____