

Health & Safety Policy

Creative Makers

Policy Lead: Rebecca Knee

Review Date: 01.01.2026

Next Review Date: 01.01.2027

1. Policy Statement

Creative Makers is committed to providing a safe, healthy and secure environment for all children, young people, staff, volunteers and visitors. Health and safety underpins every aspect of our provision and is embedded into daily routines, planning, and the organisation of our physical environment.

As a home-based creative provision operating with both indoor studio space and outdoor learning environments (including garden and forest areas), we recognise our duty of care to manage risk effectively while still allowing children to explore, create and develop independence. Many of the children attending have SEND, medical needs, emotional regulation difficulties or heightened vulnerability; therefore, our approach to safety is proactive, individualised and closely supervised.

We comply with the Health and Safety at Work Act 1974 and associated regulations relevant to small educational and childcare settings.

2. Responsibilities

Rebecca Knee holds overall responsibility for health and safety within Creative Makers. However, health and safety is a shared responsibility.

Rebecca Knee will:

- Ensure safe premises and equipment
- Maintain risk assessments
- Ensure first aid provision
- Ensure emergency procedures are in place
- Monitor incidents and review practice

Staff and Volunteers must:

- Follow all safety procedures
- Supervise children appropriately
- Report hazards immediately
- Model safe behaviour

Children are supported to understand safety rules appropriate to their age and needs.

3. Premises Safety

The provision operates from:

- A home-based studio classroom
- Outdoor learning spaces including garden and forest environment

Safety measures include:

- Secure entry and exit points
- Supervised toilet access
- Safe storage of equipment and tools
- Separate storage of hazardous materials
- Clear walkways and organised spaces
- Regular checks of indoor and outdoor areas for hazards

Outdoor areas are checked before use for environmental risks such as unstable ground, sharp objects or unsafe materials.

4. Supervision and Ratios

Group sizes are small (typically 4–7 children), allowing for high levels of supervision and individual support. Ratios may be adjusted depending on children's needs, particularly where:

- Medical conditions are present
- There is risk of absconding
- Physical behaviour risks exist

Children are never left unsupervised.

5. Risk Assessment

Risk assessments are in place for:

- Studio activities
- Use of tools and equipment
- Cooking activities
- Outdoor learning
- Off-site visits

- Individual children where necessary

Risk assessments are dynamic and reviewed regularly, particularly when new equipment or activities are introduced.

6. Equipment and Creative Tools Safety

Creative Makers uses specialist equipment including sewing machines, irons, craft knives, glue guns, paints, chemicals, cameras and outdoor tools.

Safety procedures include:

- Direct supervision when using sharp or heated tools
- Age-appropriate instruction
- Safe storage when not in use
- Clear rules explained before activities
- Immediate removal of unsafe behaviour

Children are taught to respect tools and understand safety as part of learning responsibility.

7. Kitchen and Food Safety

Cooking activities are supervised. Hygiene procedures include:

- Handwashing before food preparation
- Clean surfaces
- Awareness of allergies and dietary needs
- Safe storage of food

Hot appliances and sharp utensils are used only under supervision.

8. Medical Needs and First Aid

Rebecca Knee is first aid trained. First aid kits are accessible in both indoor and outdoor areas.

We:

- Store medication securely
- Follow parental consent instructions
- Record administration of medication
- Monitor children with medical needs closely

Emergency services are contacted immediately if required.

9. Accidents and Incidents

All accidents and incidents are recorded. Parents are informed as appropriate. Incidents are reviewed to reduce future risk.

10. Fire Safety

The premises include:

- Smoke alarms
- Fire extinguishers
- Clearly marked exits

Evacuation procedures are known and practised.

11. Infection Control

We promote hygiene through:

- Regular handwashing
 - Cleaning of equipment
 - Excluding children who are unwell where necessary
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12. Off-Site Safety

Children may:

- Walk in local nature areas (avoiding main roads)
- Visit public places
- Be transported in vehicles

Risk assessments are completed for each off-site activity. Road safety, supervision and environmental risks are considered. Parental consent is required.

13. SEND and Regulation Considerations

Some children may have sensory or regulation needs. We use calming resources such as headphones and weighted items. Staff remain alert to emotional distress that may impact safety.

14. Emergency Procedures

In emergencies, staff prioritise safety, follow evacuation or first aid procedures, and contact emergency services and parents as required.

15. Monitoring and Review

Health and safety practice is reviewed regularly, and this policy is updated annually or following significant incidents or changes.

Creative Makers believes that a safe environment is the foundation for confident exploration, creativity and wellbeing.