

Approved by: Rebecca Knee
Role: Director – Creative Makers CIC
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Creative Makers CIC – Health & Safety Policy

Policy Lead: Rebecca Knee

Location: Woodhayse, BA11 5DW

1. Policy Statement

Creative Makers CIC is committed to providing a safe, healthy and secure environment for all children, young people, staff, volunteers and visitors who access the provision. Health and safety underpins every aspect of the organisation's work and is embedded within daily routines, activity planning, supervision and the organisation of both indoor and outdoor learning environments.

Creative Makers operates from a home-based studio learning environment with access to outdoor spaces including a garden and nearby woodland areas. Many learners attending the provision may have Special Educational Needs and Disabilities (SEND), emotional regulation needs or other vulnerabilities which may impact behaviour, risk awareness or personal safety. As a result, the organisation adopts a proactive and preventative approach to risk management.

This Health & Safety Policy should be read alongside the Creative Makers Master Risk Assessment. The policy outlines the organisation's commitment and approach to health and safety, while the risk assessment identifies specific hazards, those who may be affected, control measures in place and actions required if incidents occur. Together these documents ensure risks are identified, managed and reviewed effectively.

Creative Makers CIC complies with the Health and Safety at Work Act 1974 and other relevant regulations and guidance applicable to small education and alternative provision settings.

2. Responsibilities

Overall responsibility for health and safety within Creative Makers CIC rests with Rebecca Knee as Director. The Director is responsible for ensuring that appropriate health and safety arrangements are implemented, monitored and reviewed to ensure that risks are managed appropriately.

This includes ensuring that premises and equipment are safe, that risk assessments are completed and reviewed, and that appropriate first aid provision is available. The Director is also responsible for ensuring that staff and volunteers understand their responsibilities and are provided with the information and guidance necessary to maintain safe working practices.

All staff, volunteers and adults working with learners are responsible for following the health and safety procedures outlined in this policy and associated risk assessments. They must supervise learners appropriately, report hazards or concerns promptly and record any accidents, incidents or near misses. Staff are expected to model safe behaviour and reinforce safety expectations with learners during activities.

3. Premises Safety

Creative Makers CIC operates from a studio classroom located at Woodhayse, BA11 5DW. The learning environment includes an indoor studio space, access to a garden area used for supervised outdoor learning, and nearby woodland environments which may occasionally be used for structured learning activities.

The premises have been organised to minimise potential hazards and maintain a safe learning environment. Control measures include secure entry and exit points, high level locks on doors to prevent unsupervised exit, patio doors secured with key locks, and window restrictors which limit the opening distance. Private residential areas of the property are separated from the learning environment and remain inaccessible to learners.

Clear walkways are maintained to reduce the risk of trips and falls. Equipment, materials and tools are stored safely when not in use. The rural nature of the setting means environmental factors such as uneven ground, wildlife and nearby vehicle movement must also be considered and managed through supervision and environmental checks.

4. Arrival and Collection

Learners may arrive at the provision through a number of arrangements including parent drop-off, taxi transport or transport organised by the referring school. Parking is located directly outside the studio entrance to minimise the need for learners to move through areas where vehicles may be present.

Learners enter the studio directly on arrival and are supervised by staff at the start of each session. Learners are not permitted to leave the premises independently and may only leave when accompanied by staff or an authorised adult.

Authorised collection arrangements are confirmed as part of the referral process to ensure that learners are released only to appropriate adults or transport providers.

5. Supervision and Ratios

Creative Makers CIC operates with intentionally small group sizes, typically between four and seven learners, allowing for close supervision and strong staff awareness of each learner's needs. This enables staff to respond quickly to potential safety issues and support learners who may require additional guidance.

Learners are never left unsupervised during sessions. Staff maintain visual and verbal awareness of the group at all times. Where learners require additional support due to behavioural needs, medical needs or risk of absconding, additional supervision may be required. In some cases the referring school or parent may provide a dedicated support adult to ensure the learner can participate safely.

Communication between staff is maintained where necessary to ensure support can be requested quickly if required.

6. Risk Assessment

Creative Makers CIC maintains a comprehensive Master Risk Assessment which identifies potential hazards associated with the provision and outlines appropriate control measures. This includes risks related to the premises, activities, equipment, outdoor environments, behaviour and operational procedures.

Risk assessments consider who may be affected by hazards, the likelihood of harm and the severity of potential injury. Control measures are implemented to reduce risk to an acceptable level. Where necessary, dynamic risk assessments may also be carried out during activities if circumstances change.

Risk assessments are reviewed annually or sooner if significant changes occur. Reviews may also take place following incidents, the introduction of new equipment or activities, or the referral of learners whose needs require additional risk management.

7. Equipment and Creative Tools Safety

Creative Makers uses a range of creative equipment including sewing machines, irons, glue guns, craft knives, scissors and other art materials. While these tools form an important part of creative learning, they also present potential hazards if not used appropriately.

All tools are introduced through clear safety instructions and demonstrations. Staff supervise learners closely when equipment is in use and ensure that tools are used in an appropriate and responsible manner. Sharp tools are stored securely when not in use and may only be accessed during supervised activities.

If unsafe behaviour occurs, equipment will be removed immediately and the activity reviewed before continuing.

8. Kitchen and Food Safety

Some sessions may include simple cooking or food preparation activities. These activities are supervised at all times to ensure that learners use utensils and appliances safely.

Food preparation surfaces are cleaned before use and learners are encouraged to wash their hands before handling food. Information about allergies and dietary requirements is collected during the referral process and considered when planning activities.

Heated appliances and sharp utensils are only used when appropriate supervision can be maintained.

9. Outdoor Learning and Rural Environment

Outdoor learning forms an important part of the Creative Makers approach. Activities may take place in the garden area or nearby woodland environments where learners can explore natural materials and creative projects in an outdoor setting.

Outdoor environments naturally present hazards such as uneven ground, branches, weather exposure and insects or wildlife. These risks are managed through supervision, clear activity boundaries and pre-session checks of the environment.

Staff monitor weather conditions and may adapt or relocate activities if environmental conditions become unsuitable.

10. Medical Needs and First Aid

Rebecca Knee holds appropriate first aid training and first aid kits are available within the provision. Information regarding learners' medical conditions is gathered during the referral process and recorded to ensure appropriate support can be provided.

Medication is stored securely and administered only in accordance with parental consent and medical guidance. In the event of a medical emergency, staff will prioritise the safety of the learner and contact emergency services where required.

Parents or carers will be informed of any significant medical incidents.

11. Accidents, Incidents and Near Misses

All accidents, incidents and near misses are recorded and reviewed. Recording these events allows the organisation to identify patterns or emerging risks and implement improvements to prevent future incidents.

Where appropriate, parents or carers are informed of incidents involving their child. Records are maintained securely and reviewed periodically to ensure safety procedures remain effective.

12. Fire Safety

Fire safety arrangements include the presence of smoke alarms, accessible fire extinguishers and clearly identifiable exit routes. Staff are familiar with evacuation procedures and ensure that escape routes remain clear at all times.

In the event of a fire, the building will be evacuated immediately and a headcount conducted to ensure all individuals are accounted for. Emergency services will be contacted where necessary.

13. Hygiene and Infection Control

Good hygiene practices are encouraged throughout all sessions. Learners are reminded to wash their hands regularly, particularly before eating or preparing food. Equipment and surfaces are cleaned regularly to reduce the spread of illness.

Learners who are unwell may be asked to remain at home to reduce the risk of infection spreading within the group.

14. Operational Safety

Operational risks such as lone working, communication challenges or incomplete safeguarding information are also considered as part of Creative Makers' health and safety arrangements.

Planning takes place prior to sessions to ensure staff are aware of relevant safeguarding information and learner needs. Communication methods are available so staff can request assistance if required.

15. Monitoring and Review

Health and safety practices are monitored through daily safety checks of the environment, ongoing supervision during activities and regular review of risk assessments.

This policy will be reviewed annually or sooner if significant changes occur within the provision, following serious incidents or when new risks are identified.