



Health & Safety Policy

Inventors & Makers considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Inventors & Makers has appropriate insurance cover.

Each member of staff and franchisee follows our **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Completing a risk assessment for each type of venue and set of activities.
- Taking reasonable care for the health and safety of themselves and others attending the classes
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff or franchisee who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of all work done as part of the employee's role. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is Laura Cross.
- The **Health and Safety** policy and procedures are reviewed regularly
- Resources are provided to meet our health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.



Responsibilities of the class leader in a school setting

The class or workshop leader is responsible for ensuring that at each session:

- Premises are clean, well-lit, adequately ventilated and maintained at an appropriate temperature as far as is reasonably practicable
- All the equipment is safely and securely stored as far as is reasonably practicable
- A working telephone is available at all times as far as is reasonably practicable
- Except in an emergency, a member of school staff is present in the area where a workshop is taking place.
- Any heavy furniture is moved only where this can be done so safely and with the assistance of others

Responsibilities of the class leader in an out-of-school setting

In addition to the above, the class or workshop leader is responsible for ensuring that at each session:

- The premises are used by and solely available to the class during the allocated hours
- Children are only allowed in any kitchen areas if properly supervised (eg for a cooking activity)
- Chemicals and cleaning materials are stored appropriately and in accordance with COSHH data sheets
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy

Security in a school setting

The class or workshop leader will not be responsible for the security of the children or any property when working in a school setting within the school day. This responsibility remains with the school and specifically the class teacher.

Any damage or safety concerns to the children, the building or its contents will be reported to the school office staff as soon as possible and recorded appropriately.



Security in an out-of-school setting

The class or workshop leader is responsible for ensuring that:

- Children are not allowed to leave the class or workshop premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities) or a parent collects them. If there is a change to who is collecting them, it is the responsibility of the parent to contact the leader through the school office to inform them.
- During classes and workshops staff monitor the entrances and exits to the premises throughout the session.
- All visitors must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children.
- Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

Resources and equipment

All furniture, resources and equipment are kept clean, well maintained and in good repair. We select equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken resources and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

Good handling technique

- **Plan the lift.** Where is the load to be placed? Use appropriate handling aids if possible. Is help with the load required? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load midway on a table or bench in order to change grip
- **Place your feet shoulder width apart**, giving a balanced and stable base for lifting (unsuitable clothing and footwear make this difficult). Put the leading leg as far forward as is comfortable
- **When lifting from a low level, bend the knees**, but do not kneel or overflex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load, if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips



- **Try to keep the arms within the boundary formed by the legs.** The best position and type of grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible
- **Keep the load close to the trunk for as long as possible.** Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift
- **Lift smoothly, keeping control of the load.** Don't twist the trunk when turning to the side, reposition the feet instead
- **For precise positioning of the load,** put it down first, and then slide into the desired position.

Food and personal hygiene

Staff and franchisees at Inventors & Makers maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

This policy was adopted by Inventors & Makers	Date: 21 January 2020 Reviewed: 07/04/2025
To be reviewed: April 2026	Signed:



	Susie McAuley
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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Managing behaviour [3.52–3.53]*.