

Health and Safety Policy



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Document Control and Approval

Field	Details
Document owner	Managing Director
Approved by	Board of Directors
Board approval date	1 st July 2026
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Review due	Annually and no later than July 2027

This policy becomes effective only when formally approved by the Board of Directors and signed and dated by the Managing Director. It must be brought to the attention of all employees and made available to volunteers, contractors and other relevant parties.

1. Policy Statement

STEAM Ahead CIC is committed to providing and maintaining a safe, healthy and secure environment for all employees, workers, volunteers, directors, contractors, learners, participants, visitors and members of the public who may be affected by our activities.

Health and safety is integral to everything we do. Effective health and safety management is fundamental to delivering high-quality education, enrichment activities and community engagement safely and responsibly.

As an organisation delivering educational activities in schools, community venues, outdoor environments and alternative provision settings, STEAM Ahead CIC will ensure that risks are identified, assessed and controlled so far as is reasonably practicable.

The organisation is committed to:

- preventing work-related injury and ill health;
- complying with applicable health and safety legislation and recognised guidance;
- maintaining safe premises, equipment, substances and systems of work;
- ensuring competent planning, instruction, training and supervision;
- consulting employees and engaging volunteers on health and safety matters;
- maintaining and testing proportionate emergency arrangements;
- monitoring performance and learning from hazards, near misses and incidents;
- continually improving health and safety performance.

The Board of Directors accepts overall responsibility for ensuring adequate financial, physical and human resources are available to implement this policy. Every employee, worker, volunteer and contractor is expected to cooperate with the organisation and contribute to a safe working environment.

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Failure to comply with this policy may result in disciplinary action or, where appropriate, termination of a contract or volunteer arrangement.

Formal approval

Signed by the Managing Director: _____

Name: Aaron Bourne

Date: _____

2. Purpose

The purpose of this policy is to establish the arrangements by which STEAM Ahead CIC manages health and safety across all of its operations.

This policy aims to:

- protect employees, volunteers, directors and contractors;
- safeguard children, young people and vulnerable adults participating in activities;
- protect visitors and members of the public;
- ensure compliance with UK health and safety legislation;
- reduce accidents, injuries and occupational ill health;
- establish clear responsibilities for health and safety;
- promote a positive health and safety culture throughout the organisation.

Health and safety forms part of everyday operational management and strategic planning and is considered during the design, planning and delivery of every activity undertaken by STEAM Ahead CIC.

3. Scope

This policy applies to:

- Directors
- Employees
- Casual staff
- Sessional staff
- Tutors
- STEM Leaders
- Volunteers
- Apprentices
- Contractors
- Consultants
- Agency workers
- Learners
- Parents attending activities

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- Visitors

It applies to all activities undertaken by STEAM Ahead CIC including:

- Holiday Activities and Food (HAF) programmes
- STEM workshops
- Science and engineering activities
- Coding and robotics sessions
- Enterprise programmes
- Alternative Provision
- SEND provision
- Family learning
- Community outreach
- School-based delivery
- Residential visits (where applicable)
- Educational visits
- Outdoor learning
- Events and exhibitions
- Staff training
- Office activities
- Home working where authorised

The policy also applies wherever employees or representatives of STEAM Ahead CIC are undertaking work on behalf of the organisation.

4. Legal Framework

This policy has been developed with reference to the following legislation and guidance, where relevant to STEAM Ahead CIC's activities, workforce, premises responsibilities and equipment:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Health and Safety (First-Aid) Regulations 1981;
- Regulatory Reform (Fire Safety) Order 2005;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022;
- Manual Handling Operations Regulations 1992;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Electricity at Work Regulations 1989;
- Work at Height Regulations 2005;
- Control of Noise at Work Regulations 2005, where applicable;

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- Dangerous Substances and Explosive Atmospheres Regulations 2002, where applicable;
- Health and Safety (Safety Signs and Signals) Regulations 1996;
- Health and Safety (Consultation with Employees) Regulations 1996;
- Safety Representatives and Safety Committees Regulations 1977, where recognised trade union safety representatives apply;
- Employers' Liability (Compulsory Insurance) Act 1969;
- Control of Asbestos Regulations 2012, where STEAM Ahead CIC controls premises or commissions relevant work;
- Lifting Operations and Lifting Equipment Regulations 1998, where relevant lifting equipment is used;
- Corporate Manslaughter and Corporate Homicide Act 2007;
- Equality Act 2010.

Safeguarding duties are addressed through separate policies and procedures, including the Children Acts 1989 and 2004 and the Safeguarding Vulnerable Groups Act 2006. Safeguarding and health and safety arrangements will be coordinated, but each retains its distinct statutory purpose.

The organisation will also have regard to relevant Health and Safety Executive guidance and Approved Codes of Practice, Department for Education guidance, local authority requirements, manufacturer instructions and recognised industry good practice.

Where activities are undertaken within premises controlled by another organisation, STEAM Ahead CIC will cooperate and coordinate with the host. The parties will clarify their respective responsibilities and share relevant risk and emergency information before delivery begins.

5. Health and Safety Objectives

STEAM Ahead CIC will seek to achieve the following objectives:

- Maintain full legal compliance.
- Prevent accidents and work-related ill health.
- Protect children, young people and vulnerable adults.
- Ensure every activity is supported by suitable and sufficient risk assessments.
- Ensure all staff receive appropriate induction and refresher training.
- Maintain effective first aid provision.
- Ensure emergency arrangements are tested regularly.
- Promote reporting of hazards, near misses and unsafe practices.
- Investigate all accidents to identify learning.
- Continuously improve health and safety performance through audit and review.
- Promote a positive culture where everyone feels responsible for health and safety.

6. Health and Safety Principles

STEAM Ahead CIC adopts the following principles:

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- Safety is everyone's responsibility.
- Risks should be eliminated wherever reasonably practicable.
- Where elimination is not possible, risks will be reduced through appropriate control measures.
- Dynamic risk assessment is expected throughout all activities.
- Staff have authority to stop any activity they believe presents an unacceptable level of risk.
- Safeguarding and health and safety are intrinsically linked.
- Lessons learned from incidents will be shared across the organisation.
- Continuous improvement underpins all health and safety arrangements.

7. Health and Safety Governance

The Board of Directors has overall accountability for ensuring that STEAM Ahead CIC has effective arrangements to comply with applicable health and safety law and provide safe systems of work across its operations.

The Board delegates day-to-day implementation to the Managing Director but retains responsibility for oversight, challenge, resources and assurance.

The Board will receive health and safety performance information at least quarterly and a formal annual assurance report. Significant incidents, enforcement contact, material non-compliance and intolerable risks will be escalated without delay.

Health and safety will be considered during:

- strategic planning and budget setting;
- recruitment, induction and workforce deployment;
- procurement and contractor appointment;
- programme and curriculum design;
- educational visits and new projects;
- venue selection and partnership working;
- equipment and substance purchasing;
- staff development and policy review.

A live action plan, compliance calendar and KPI dashboard will support the Board's monitoring arrangements.

8. Organisation Chart

Board of Directors

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Managing Director

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Operations and Delivery Safeguarding Function Competent H&S Advice

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Programme and Activity Leaders

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Employees, Workers and Volunteers

Contractors are accountable through contract-management arrangements and are not part of the employee reporting line.

The Designated Safeguarding Lead advises and leads on safeguarding matters but does not automatically act as the health and safety investigator or line manager for operational staff.

9. Duties of the Board of Directors

The Board shall:

- Ensure compliance with all applicable health and safety legislation.
- Approve the Health and Safety Policy and review it annually.
- Promote a positive safety culture.
- Ensure suitable resources are available.
- Monitor health and safety performance.
- Review accident statistics and trends.
- Ensure significant incidents are investigated.
- Ensure competent persons are appointed.
- Ensure appropriate insurance arrangements remain in place.
- Support continual improvement.

The Board may request additional audits where concerns are identified.

10. Duties of the Managing Director

The Managing Director has delegated responsibility for implementing this policy across the organisation.

The Managing Director shall:

- Ensure compliance with health and safety legislation.
- Implement Board policy.
- Promote a positive safety culture.
- Ensure suitable and sufficient risk assessments are completed.
- Allocate appropriate staffing levels.
- Ensure competent supervision.
- Provide adequate resources.
- Ensure staff receive appropriate training.

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- Monitor health and safety performance.
- Ensure appropriate accident reporting.
- Ensure RIDDOR reporting where required.
- Ensure regular policy review.
- Authorise suspension of activities where unacceptable risks exist.
- Liaise with enforcing authorities where necessary.
- Ensure lessons learned from incidents are implemented.

The Managing Director may delegate operational duties but remains accountable for ensuring they are fulfilled.

11. Duties of Managers and Programme Leads

Managers are responsible for the safe planning and delivery of activities under their control.

Managers shall:

- Undertake suitable risk assessments.
- Review risk assessments before activities commence.
- Ensure control measures are implemented.
- Brief staff before activities.
- Ensure staffing ratios remain appropriate.
- Ensure safeguarding procedures operate alongside health and safety arrangements.
- Monitor changing risks throughout activities.
- Stop activities where risks become unacceptable.
- Ensure venues are suitable.
- Ensure emergency arrangements are understood.
- Ensure first aid provision is available.
- Record accidents and near misses.
- Report hazards promptly.
- Maintain equipment inspection records.
- Ensure volunteers receive appropriate supervision.

12. Duties of Designated Safeguarding Leads

The Designated Safeguarding Lead (DSL) works alongside managers to ensure safeguarding and health and safety arrangements complement one another.

The DSL shall:

- Consider safeguarding implications during risk assessment.
- Support staff managing behavioural risk.
- Provide advice on vulnerable participants.
- Assist in emergency planning where safeguarding concerns exist.
- Participate in incident investigations where safeguarding issues arise.
- Ensure appropriate reporting to statutory agencies where required.

13. Duties of Employees

Every employee has legal duties under Section 7 of the Health and Safety at Work etc. Act 1974.

Employees must:

- Take reasonable care of their own health and safety.
- Take reasonable care for others affected by their actions.
- Follow organisational procedures.
- Cooperate with managers.
- Attend mandatory training.
- Use equipment correctly.
- Wear PPE where required.
- Report hazards immediately.
- Report accidents and near misses.
- Follow risk assessments.
- Maintain professional conduct.
- Challenge unsafe practice.
- Never intentionally interfere with safety equipment.
- Stop work where serious danger exists and notify their manager immediately.

Failure to comply with health and safety requirements may result in disciplinary action.

14. Duties of Volunteers

Volunteers play an essential role within STEAM Ahead CIC and are expected to meet the same standards as employees.

Volunteers shall:

- Attend induction.
- Follow instructions.
- Work within agreed roles.
- Report hazards.
- Report accidents.
- Follow safeguarding procedures.
- Never undertake activities beyond their competence.
- Wear PPE where required.
- Seek guidance whenever unsure.

Volunteers shall always work under the supervision of appropriately trained staff unless specifically authorised otherwise.

15. Duties of Contractors

All contractors working on behalf of STEAM Ahead CIC shall:

- Demonstrate appropriate competence.
- Hold relevant insurance.
- Provide risk assessments where appropriate.
- Follow venue procedures.
- Cooperate with STEAM Ahead staff.
- Report hazards immediately.
- Maintain safe systems of work.
- Comply with safeguarding requirements where applicable.

Contractors may be removed from site where unsafe practices are identified.

16. Duties of Participants

Children, young people and adult learners are expected to:

- Follow staff instructions.
- Behave safely.
- Respect equipment.
- Report hazards.
- Report injuries immediately.
- Use equipment correctly.
- Wear safety equipment provided.

Parents and carers are expected to provide accurate and current medical information. STEAM Ahead CIC will act on information received, clarify uncertainties where reasonably practicable and implement agreed healthcare, emergency and risk-management arrangements.

17. Competent Persons

STEAM Ahead CIC will appoint one or more competent persons to assist with compliance under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Competence will be determined by relevant knowledge, training, qualifications and experience. The organisation will record who provides competent advice, the scope of that advice and how it can be accessed.

Competent support may include:

- an internally appointed competent person;

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- an external health and safety adviser;
- a competent fire-risk assessor;
- an educational visits adviser;
- occupational health professionals;
- competent electrical, equipment and specialist contractors.

External specialist advice will be obtained whenever internal competence is insufficient, particularly for unusual or higher-risk activities, serious incidents and disputed RIDDOR decisions.

18. Employee Consultation

STEAM Ahead CIC believes effective consultation improves health and safety performance.

Employees will be consulted through:

- Team meetings
- Staff briefings
- Training events
- Policy reviews
- Risk assessment reviews
- Incident investigations
- Individual supervision

Employees are encouraged to suggest improvements at any time. No employee will suffer detriment for raising genuine health and safety concerns.

19. Health and Safety Culture

STEAM Ahead CIC is committed to developing a proactive safety culture where:

- Safety is considered before every activity.
- Near misses are viewed as learning opportunities.
- Concerns are reported without fear.
- Staff support one another.
- Continuous improvement is expected.
- Good practice is shared across programmes.
- Children and young people are encouraged to develop safe working habits.

The organisation recognises that effective health and safety depends upon leadership, communication, planning, competence and personal responsibility at every level.

20. General Arrangements

STEAM Ahead CIC will implement suitable and sufficient arrangements to ensure that health, safety and welfare are effectively managed across all activities. Health and safety arrangements shall be proportionate to the nature, size and complexity of each activity and shall be reviewed whenever there are significant changes to:

- Activities delivered.
- Staffing.
- Venues.
- Equipment.
- Participants.
- Legislation.
- Identified risks.
- Following accidents, incidents or near misses.

All staff are responsible for ensuring arrangements remain effective before, during and after every activity.

21. Risk Assessment

Suitable and sufficient written risk assessments will be completed before activities commence and reviewed when circumstances change. Assessments must identify foreseeable hazards, who may be harmed, existing controls, further action, responsible persons and residual risk.

Risk assessments will consider, where relevant:

- employees, workers, volunteers, contractors, participants, visitors and members of the public;
- young workers and persons with limited experience;
- new and expectant mothers;
- disabled persons and those requiring reasonable adjustments;
- people with medical, SEND, sensory, communication, behavioural or mental-health needs;
- lone workers, homeworkers, temporary and agency workers;
- new activities, equipment, substances, venues and partnership arrangements;
- work-related stress and other psychosocial hazards.

Hierarchy of control

Controls will be selected in the following order wherever reasonably practicable:

1. eliminate the hazard;
2. substitute with a less hazardous activity, substance or item;
3. apply engineering or physical controls;
4. apply administrative controls, information, instruction and supervision;
5. provide suitable PPE as the final level of control.

Risk assessments will be communicated to those who need to act on them. Where risk cannot be reduced to an acceptable level, the activity will not proceed.

22. Safe Systems of Work

Safe systems of work shall be developed wherever activities involve foreseeable risks.

These may include:

- Practical science.
- Electronics.
- Engineering.
- Rocket launches.
- Candle making.
- Soap making.
- Food preparation.
- Outdoor learning.
- Manual handling.
- Use of electrical equipment.
- Use of hand tools.

Staff shall receive appropriate training before undertaking these activities.

23. Dynamic Risk Assessment

Risk assessments are live documents.

All staff are expected to continually assess changing conditions including:

- Weather.
- Behaviour.
- Equipment failure.
- Venue changes.
- Medical issues.
- Staffing levels.
- Public access.
- Fire risks.
- Environmental hazards.

Activities shall be modified or stopped immediately if new risks cannot be adequately controlled. Staff have full authority to suspend any activity where they believe there is an unacceptable risk.

24. Educational Visits and Off-Site Activities

Educational visits shall be planned in accordance with current Department for Education guidance and local authority expectations.

Before every visit:

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05/2027

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- A written risk assessment shall be completed.
- Staffing ratios shall be determined.
- Emergency procedures shall be agreed.
- Medical needs reviewed.
- First aid arrangements confirmed.
- Transport arrangements checked.
- Weather conditions considered.
- Venue suitability confirmed.

Parental consent shall be obtained where required. Staff leading visits shall be competent to do so.

25. Working in Schools and Third-Party Premises

Many STEAM Ahead CIC activities take place in premises owned by others.

Prior to delivery staff shall:

- Familiarise themselves with local fire procedures.
- Identify assembly points.
- Review local safeguarding arrangements.
- Understand emergency contacts.
- Identify first aid arrangements.
- Review local hazards.
- Comply with all site rules.

Where host organisation procedures exceed STEAM Ahead requirements, the higher standard shall apply.

26. Lone Working

Lone working shall only take place where suitable controls have been implemented.

Examples include:

- Home visits.
- Site inspections.
- Setting up activities.
- Travelling between venues.
- Administrative work.

Managers shall ensure:

- Lone working risk assessments.

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- Means of communication.
- Check-in procedures.
- Emergency contacts.
- Expected finish times.

Lone working shall not be undertaken where risks cannot be adequately controlled.

27. Working with Children and Vulnerable Adults

Health and safety arrangements shall operate alongside safeguarding procedures.

Additional consideration shall be given to:

- SEND.
- Medical needs.
- Behaviour.
- Mobility.
- Sensory needs.
- Communication difficulties.
- Mental health.
- Allergies.

Risk assessments shall be individualised where appropriate. Staff shall never compromise safeguarding in the name of operational convenience.

28. Practical STEM Activities

STEAM Ahead CIC delivers practical STEM activities involving specialist equipment, heat, tools, batteries, circuits, robotics, rockets, food processes and substances.

Every practical activity will be supported by an activity-specific risk assessment and, where necessary, a written safe operating procedure. Controls will include:

- age, competence and participation restrictions;
- a safety briefing and clear behavioural expectations;
- supervision levels determined by risk rather than a fixed generic ratio;
- manufacturer instructions and prohibition of unauthorised modifications;
- documented pre-use and post-use checks;
- appropriate guarding, isolation and emergency-stop arrangements;
- suitable PPE and hygiene controls;
- controlled exclusion zones for launches, demonstrations and hot processes;
- weather and wind limits for outdoor activities;
- fume control for soldering and similar processes;
- safe charging, storage and response arrangements for lithium and other batteries;

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- emergency procedures for burns, fire, spills and equipment failure.

Rocket, pressurised, fuelled, hot-work or potentially explosive activities will not proceed until a competent person has confirmed that the controls and legal requirements are appropriate.

Unsafe or damaged equipment will be isolated, labelled and removed from service immediately.

29. Hazardous Substances (COSHH)

STEAM Ahead CIC will eliminate or substitute hazardous substances wherever reasonably practicable. Where substances remain necessary, a suitable COSHH assessment will be completed before use.

A safety data sheet supports, but does not replace, a COSHH assessment. Assessments will consider:

- the hazardous properties and routes of exposure;
- the persons who may be exposed, including children and those with health conditions;
- quantity, concentration, frequency and duration of use;
- workplace exposure limits where relevant;
- mixing, heating, decanting and incompatible substances;
- storage, access control, labelling and transport;
- ventilation and other exposure controls;
- spill, fire, first-aid, disposal and emergency arrangements;
- inspection, maintenance and health surveillance where legally required.

Substance inventories, current safety data sheets and COSHH assessments will be available to relevant staff. Staff will receive instruction and training before use.

Activities involving sodium hydroxide, concentrated corrosives, fuels or other higher-hazard substances require specific competent approval and must not be treated as ordinary craft activities.

30. Work Equipment

All equipment shall:

- Be suitable.
- Be maintained.
- Be inspected.
- Be used only for intended purposes.
- Be stored safely.

Staff shall not use equipment for which they have not received appropriate instruction.

Faulty equipment shall:

- Be removed from use.
- Clearly labelled.
- Reported immediately.
- Not returned to service until repaired or replaced.

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Portable electrical equipment shall undergo inspection and testing appropriate to its level of use and risk.

31. Personal Protective Equipment (PPE)

PPE will be used only where risk cannot be adequately controlled by more effective measures. Required PPE will be provided to employees and eligible workers free of charge.

PPE will be:

- selected from the findings of the risk assessment;
- suitable for the hazard, wearer and task;
- compatible with other PPE;
- properly fitted, cleaned, stored, inspected and replaced;
- supported by information, instruction and training.

Users must wear PPE as instructed, complete pre-use checks and report loss, damage or poor fit. STEAM Ahead CIC retains responsibility for ensuring required PPE is maintained and replaced.

32. Manual Handling

STEAM Ahead CIC will reduce manual handling risks wherever reasonably practicable.

Staff shall:

- Avoid unnecessary lifting.
- Use handling aids where available.
- Assess loads before lifting.
- Use correct lifting techniques.
- Seek assistance when required.

Manual handling training shall be provided where appropriate.

33. Display Screen Equipment (DSE)

STEAM Ahead CIC will identify employees who are DSE users and provide suitable workstation assessments, information and training.

Arrangements will include:

- assessment and review of office and homeworking workstations;
- changes of activity or suitable breaks from continuous screen work;
- prompt reporting and review of discomfort or symptoms;
- reasonable adjustments and suitable equipment;
- eye and eyesight tests on request for qualifying DSE users;
- a contribution towards special corrective appliances where the statutory criteria are met.

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Assessments will be reviewed after significant workstation changes, reported symptoms or changes in the user's needs.

34. Slips, Trips and Falls

Managers shall ensure workplaces remain free from avoidable hazards including:

- Trailing cables.
- Wet floors.
- Poor lighting.
- Obstructions.
- Uneven surfaces.
- Ice and snow where reasonably practicable.

Hazards shall be reported and addressed promptly.

35. Vehicles and Transport

Driving for work and the transport of equipment or participants will be planned and risk assessed proportionately.

STEAM Ahead CIC will require, where applicable:

- authorisation of drivers and periodic driving-licence checks;
- valid MOT, tax, servicing and business-use insurance;
- vehicle suitability and documented pre-use checks;
- seat belts and legally appropriate child restraints;
- safe loading, secured equipment and compliance with maximum payload;
- driver fitness, medication, fatigue and journey-break controls;
- no use of a hand-held mobile phone while driving;
- breakdown, collision and emergency procedures;
- appropriate passenger supervision and safeguarding arrangements;
- due diligence for taxis, minibuses and contracted transport.

Private vehicles may be used for business only where organisational requirements have been met. Minibus and specialist-vehicle use will comply with applicable licensing, permit, insurance and competence requirements.

36. Adverse Weather

Managers shall monitor weather conditions before outdoor activities.

Activities may be postponed or cancelled where conditions present unacceptable risks including:

- High winds.
- Lightning.

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- Flooding.
- Extreme heat.
- Ice.
- Snow.

Alternative arrangements should be considered wherever possible.

37. Housekeeping

Good housekeeping is essential. All venues shall be maintained in a clean, safe and organised condition. Walkways, exits and emergency equipment shall remain unobstructed at all times. Equipment shall be stored safely immediately after use.

38. Smoking, Alcohol and Drugs

Smoking and vaping are prohibited in enclosed workplaces and wherever prohibited by host venues.

Employees must not:

- Attend work under the influence of alcohol.
- Misuse drugs.
- Use substances that impair safe working without informing their manager.

Prescription medication affecting safety shall be disclosed where appropriate so reasonable adjustments and risk controls can be considered.

39. Emergency Planning

STEAM Ahead CIC is committed to ensuring that appropriate arrangements are in place to respond effectively to emergencies, minimise harm and protect all persons affected by its activities.

Emergency procedures shall be proportionate to the nature of each activity and venue and will be communicated to all staff before activities commence.

Emergency planning shall consider:

- Fire
- Medical emergencies
- Serious accidents
- Missing children or vulnerable adults
- Violence and aggression
- Severe weather
- Utility failure

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- Gas leaks
- Chemical spills
- Structural failure
- Road traffic collisions
- Terrorist incidents or major emergencies
- Safeguarding emergencies

All staff are expected to remain calm, take appropriate action, and follow emergency procedures.

40. Fire Safety

STEAM Ahead CIC recognises its duties under the Regulatory Reform (Fire Safety) Order 2005.

For every venue, the organisation will identify who is the responsible person and clarify the respective duties of STEAM Ahead CIC, the landlord, venue operator and host organisation.

Where STEAM Ahead CIC controls premises, a suitable fire-risk assessment will be maintained and reviewed. Where it hires or visits premises, it will obtain sufficient assurance about the host's fire arrangements and cooperate and coordinate with the responsible person.

Before delivery, staff will confirm:

- alarm-raising arrangements, exits, escape routes and assembly points;
- emergency lighting and any venue-specific restrictions;
- how attendance will be accounted for;
- who will contact the emergency services;
- arrangements for disabled persons and PEEPs where required;
- arrangements for activities outside normal venue hours;
- how defects or concerns will be reported.

Fire briefings, checks and evacuation exercises will be recorded where STEAM Ahead CIC is responsible for them.

41. Fire Prevention

STEAM Ahead CIC will minimise fire risks by ensuring:

- Electrical equipment is maintained.
- Portable appliances are visually inspected before use.
- Flammable substances are stored appropriately.
- Ignition sources are controlled.
- Good housekeeping standards are maintained.
- Waste is disposed of appropriately.
- Smoking and vaping restrictions are enforced.
- Staff understand emergency procedures.

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Portable heaters shall not be used unless specifically authorised.

42. Action in the Event of Fire

If a fire is discovered:

1. Raise the alarm immediately.
2. Contact the emergency services by dialling 999 where appropriate.
3. Warn anyone in immediate danger if safe to do so.
4. Evacuate using the nearest safe exit.
5. Do not stop to collect personal belongings.
6. Close doors behind you where safe.
7. Proceed directly to the designated assembly point.
8. Report any missing persons immediately.
9. Do not re-enter the building until authorised by the Fire and Rescue Service or responsible person.

Staff shall only attempt to extinguish a fire where:

- They have received appropriate training;
- The fire is very small;
- They have a clear escape route;
- There is no significant personal risk.

Life safety shall always take priority over property.

43. Evacuation of Children and Vulnerable Participants

During evacuation, staff shall prioritise the safety of children and vulnerable adults.

Staff shall:

- Maintain supervision.
- Conduct headcounts.
- Take registers where practical.
- Support participants requiring assistance.
- Follow Personal Emergency Evacuation Plans (PEEPs) where applicable.
- Ensure no participant is left unsupervised.

Where a participant cannot immediately evacuate, emergency services shall be informed without delay.

44. First Aid Arrangements

STEAM Ahead CIC will undertake and periodically review a documented first-aid needs assessment. The assessment will consider workforce numbers, children and other non-employees, programme hazards,

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travel, lone working, venue arrangements, operating hours, staff absence, participant medical needs, distance from emergency services and foreseeable serious injury.

The organisation will provide suitable and sufficient:

- trained first-aid personnel and cover for foreseeable absence;
- appointed persons where required to coordinate arrangements;
- first-aid kits and specialist equipment identified by the needs assessment;
- off-site and mobile first-aid arrangements;
- information so that staff know how to obtain assistance.

An appointed person is not a first aider unless they hold suitable current training. First-aid certificates, refresher arrangements and coverage will be monitored through the training matrix. Annual skills refreshers will be encouraged between formal requalification dates.

First-aid provision will include non-employees where the assessment identifies a need, including children, young people, volunteers and visitors.

45. Medical Emergencies

Where a participant or member of staff becomes seriously unwell:

- The nearest trained first aider shall respond immediately.
- Emergency services shall be contacted where necessary.
- Parents or emergency contacts shall be informed as soon as practicable.
- The incident shall be recorded.
- Any safeguarding concerns shall be managed in accordance with safeguarding procedures.

Defibrillators should be used where available and staff are trained or directed by emergency call handlers.

46. Medicines

Medicines will be managed under a supporting medicines procedure. Where STEAM Ahead CIC agrees to store, support or administer medication:

- written consent and sufficient current information will be obtained;
- an individual healthcare plan will be used where appropriate;
- only authorised and competent staff will administer or support medication;
- self-administration will be supported where safe and agreed;
- medicines will be securely stored while remaining promptly accessible in an emergency;
- storage temperature, expiry, stock and disposal will be controlled;
- each administration, refusal, omission or error will be recorded and escalated appropriately;
- off-site, travel and handover arrangements will be planned;
- adverse reactions and medical emergencies will be managed without delay.

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Emergency medication, including adrenaline auto-injectors and asthma inhalers, will be readily accessible to authorised persons where required. Any organisational supply of emergency medication will be held and used only where legally permitted.

Parents and carers are expected to provide accurate and current information. This does not remove STEAM Ahead CIC's duty to implement the controls it has agreed once a participant has been accepted into an activity.

47. Accident Reporting

All accidents, however minor, shall be reported promptly.

The responsible manager shall ensure:

- Immediate treatment is provided.
- The area is made safe.
- Witness details are recorded.
- Appropriate records are completed.
- Parents or carers are informed where appropriate.
- Lessons learned are identified.

Accident records shall be maintained securely in accordance with data protection legislation.

48. Near Miss Reporting

STEAM Ahead CIC actively encourages reporting of near misses.

A near miss is any event that could reasonably have resulted in injury, illness or damage but did not.

Near miss reporting allows the organisation to:

- Identify emerging hazards.
- Prevent future accidents.
- Improve procedures.
- Monitor trends.
- Strengthen organisational learning.

No employee will be criticised for reporting a genuine near miss.

49. Incident Investigation

All significant incidents shall be investigated proportionately.

Investigations shall establish:

- What happened.

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- Why it happened.
- Immediate causes.
- Underlying causes.
- Whether procedures were followed.
- Whether additional controls are required.
- Lessons learned.

The purpose of investigations is organisational learning rather than attributing blame, except where deliberate misconduct has occurred.

50. Reporting under RIDDOR

STEAM Ahead CIC will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

An event is reportable only where it arises from a work-related accident or exposure and meets a specified reporting category. The Managing Director is the organisation's responsible person for determining reportability. Competent advice may be obtained and submission may be delegated to an authorised person, but oversight remains with the Managing Director.

Potentially reportable categories include:

- work-related fatalities;
- specified injuries to workers;
- over-seven-day incapacity of a worker;
- diagnosed reportable occupational diseases;
- specified dangerous occurrences;
- certain work-related injuries to non-workers where the person is taken directly from the scene to hospital for treatment.

Over-three-day injuries that are not reportable will still be recorded where required. Injuries to participants or members of the public are not reportable merely because they are serious; the work activity or condition of the premises must have played a significant role and the statutory criteria must be met.

A RIDDOR decision record will be completed for every incident considered potentially reportable, including the reasons for a decision not to report. Reports and supporting records will be retained for the required period.

The DSL will be involved where an incident also raises safeguarding concerns but will not automatically determine RIDDOR reportability or lead the health and safety investigation.

Fatalities, specified injuries, dangerous occurrences and reportable non-worker injuries must be notified without delay, with the report received within 10 days. Over-seven-day worker incapacitation must be reported within 15 days of the accident. Reportable occupational diseases must be reported when the responsible person receives the relevant diagnosis.

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51. Violence and Aggression

STEAM Ahead CIC will not tolerate violence, threatening behaviour or abuse towards employees, volunteers or participants.

Risk assessments shall consider:

- Challenging behaviour.
- Lone working.
- Community venues.
- Alternative Provision.
- Public-facing activities.

Staff shall:

- Withdraw from unsafe situations where possible.
- Summon assistance.
- Report incidents immediately.
- Record all incidents.

Where criminal offences occur, the Police will be contacted.

52. Missing Child or Vulnerable Adult Procedure

Where a child or vulnerable adult cannot be located:

1. Inform the activity leader immediately.
2. Conduct an immediate local search.
3. Maintain supervision of the remaining group.
4. Contact venue staff where appropriate.
5. Inform the Managing Director or designated manager.
6. Contact parents or carers where appropriate.
7. Contact Police without delay if concerns remain.

All such incidents shall be treated as safeguarding incidents and managed in accordance with the Safeguarding and Child Protection Policy.

53. Business Continuity

STEAM Ahead CIC will maintain arrangements to ensure essential services can continue following significant disruption.

Business continuity planning shall consider:

- Loss of premises.

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- Staff shortages.
- IT failures.
- Severe weather.
- Public health emergencies.
- Utility failures.
- Supply chain disruption.

The Managing Director shall coordinate business continuity arrangements and review plans annually.

54. Emergency Contacts

Emergency contact information shall be available for every activity and include, where appropriate:

- Emergency Services (999)
- NHS 111
- Local authority emergency contacts
- Managing Director
- Operations Manager
- Designated Safeguarding Lead
- Venue management
- Utility emergency numbers
- Participant emergency contacts

Emergency contact information shall be handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

55. Post-Incident Support

Following serious incidents, STEAM Ahead CIC recognises that those affected may require additional support.

The organisation will, where appropriate:

- Conduct welfare checks.
- Provide debriefing opportunities.
- Offer access to employee wellbeing support.
- Review operational procedures.
- Share organisational learning.
- Implement recommendations arising from investigations.

Support will be proportionate to the nature and impact of the incident.

56. Health and Safety Training

STEAM Ahead CIC is committed to ensuring that all personnel are competent to undertake their duties safely. Every employee, volunteer and contractor shall receive health and safety information appropriate to their role before undertaking any work on behalf of the organisation.

Training will be proportionate to the level of responsibility and associated risks.

57. Induction Training

All new staff and volunteers shall complete an induction programme before commencing unsupervised duties.

Induction will include, where appropriate:

- Health and Safety Policy
- Safeguarding and Child Protection
- Fire safety and emergency procedures
- First aid arrangements
- Accident reporting
- Risk assessments
- Lone working
- Behaviour management
- Manual handling
- COSHH awareness
- Use of equipment
- Reporting concerns
- Data protection relating to health and safety

A record of completed induction training shall be maintained.

58. Refresher Training

Health and safety training shall be refreshed regularly to ensure knowledge remains current.

Refresher training may include:

- Annual health and safety updates
- Safeguarding refresher training
- First aid requalification
- Fire safety awareness
- Educational visits
- Practical STEM safety
- Risk assessment updates
- Manual handling
- COSHH

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- Incident learning

Additional training shall be provided following changes to legislation, working practices or identified risks.

59. Competence

Managers are responsible for ensuring staff are competent before undertaking activities.

Competence includes:

- Knowledge
- Skills
- Qualifications
- Experience
- Appropriate supervision

Where competence is insufficient, appropriate training or supervision shall be provided. No member of staff shall undertake work beyond their level of competence.

60. Supervision

Appropriate supervision shall be maintained during all activities.

Levels of supervision will reflect:

- Age of participants
- Complexity of activities
- Identified risks
- Medical needs
- SEND requirements
- Behavioural risks
- Venue
- Staff experience

Managers shall ensure supervision remains appropriate throughout activities.

61. Health and Safety Information

The organisation will ensure employees have access to:

- Policies
- Risk assessments
- COSHH assessments
- Safe systems of work
- Emergency procedures

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- Contact information
- Inspection records
- Safety guidance

Information shall be provided in a format suitable for those receiving it.

62. Health Surveillance

Where activities present identifiable health risks requiring monitoring, appropriate health surveillance arrangements will be considered.

Examples may include:

- Repetitive manual handling
- Noise exposure
- Chemical exposure
- Respiratory hazards

Where required, advice will be sought from competent occupational health professionals.

63. Health and Safety Inspections

Inspections will be planned according to risk and recorded. The following are minimum expectations unless a risk assessment requires greater frequency:

- venue and activity-area check before every session;
- equipment pre-use check before every session;
- first-aid kit check monthly and before mobile deployment;
- equipment and asset-register review at least quarterly;
- training matrix and compliance-action review at least quarterly;
- formal risk-assessment review at least annually and after significant change, concern or incident;
- business-continuity and emergency exercise at least annually.

Defects and actions will be recorded, prioritised, assigned to a named person and closed only when completion has been verified.

64. Auditing

A formal health and safety audit will be completed at least annually and additionally where significant concerns, changes or incidents justify it.

Audits may review policy, governance, risk assessment, incident management, training, equipment, COSHH, first aid, fire safety, contractor management, educational visits, records and the implementation of action plans.

Findings will be risk-rated, assigned to named owners and reported to the Board. Progress against actions will be monitored through the Health and Safety Action Plan.

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65. Monitoring Performance

Health and safety performance will be reviewed monthly by management and reported to the Board at least quarterly.

Measures will include:

- accidents, severity and lost time;
- near-miss and hazard reporting;
- RIDDOR decisions and reports;
- training and induction completion;
- risk-assessment quality and timely review;
- inspection and audit findings;
- first-aid and equipment compliance;
- contractor and venue assurance;
- insurance claims and action-plan completion;
- staff and participant feedback.

Targets and trends will be recorded in the Health and Safety KPI Dashboard. Low incident numbers will not, in isolation, be treated as proof that risk controls are effective.

66. Record Keeping

Accurate health and safety records will be maintained, protected and retrievable. These include risk assessments, accident and near-miss reports, RIDDOR decisions and reports, training records, inspections, maintenance, COSHH, fire, first aid, medicines, vehicle checks, contractor assurance and educational-visit documentation.

A documented retention schedule will specify the period and legal basis for each record category. Retention will take account of statutory requirements, limitation periods, insurance conditions, safeguarding considerations and the possibility that claims involving children may arise later.

No health and safety record will be destroyed while it is relevant to an active incident, claim, investigation, safeguarding matter, litigation hold or regulatory enquiry.

67. Confidentiality

Health and safety information containing personal data shall be processed in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- STEAM Ahead CIC Data Protection Policy

Access shall be restricted to those with a legitimate need to know.

68. Consultation with Employees

This section sets out how the consultation commitment in section 18 will operate in practice.

- Health and safety will be a standing item in relevant team and management meetings;
- employees will be consulted when risk assessments, working methods or controls materially affect them;
- recognised safety representatives will be involved where applicable;
- staff may raise concerns directly, through supervision, through representatives or under the Whistleblowing Policy;
- consultation outcomes and agreed actions will be recorded and followed up.

No employee, worker or volunteer will suffer detriment for raising a genuine health and safety concern.

69. Cooperation with Other Organisations

Where activities are delivered with schools, local authorities, community organisations, charities, venues, contractors or other partners, STEAM Ahead CIC will cooperate and coordinate to protect all persons affected.

Before delivery begins, the parties will clarify:

- who controls the premises and activity;
- the significant risks and applicable control measures;
- fire, first-aid, safeguarding and emergency arrangements;
- incident reporting and investigation responsibilities;
- equipment, substance, insurance and competence requirements.

Relevant information will be shared promptly when risks or circumstances change.

70. Insurance

STEAM Ahead CIC shall maintain appropriate insurance including, where applicable:

- Employers' Liability Insurance
- Public Liability Insurance
- Professional Indemnity Insurance
- Trustee/Director Liability Insurance
- Motor Insurance
- Property Insurance

Insurance arrangements shall be reviewed annually.

71. Monitoring Compliance

Managers will monitor compliance through observation, supervision, activity reviews, spot checks, incident investigations, inspections, audits and performance reports.

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Non-compliance will be risk assessed and addressed promptly. Serious or repeated breaches may result in work being stopped, retraining, formal management action, contractor suspension or escalation to the Board.

The Managing Director will ensure that corrective actions are assigned, monitored and independently verified before closure.

72. Policy Review

This policy shall be reviewed:

- Annually;
- Following significant changes in legislation;
- Following major organisational change;
- Following serious incidents;
- Following significant audit findings; or
- Whenever the Board determines a review is necessary.

Minor amendments may be authorised by the Managing Director where these do not materially alter the intent of the policy.

73. Related Policies

This policy should be read alongside current approved versions of the following documents, where applicable:

- Safeguarding and Child Protection Policy;
- Risk Assessment Policy and activity risk assessments;
- Educational Visits Policy;
- First Aid Policy and First-Aid Needs Assessment;
- Fire Safety Policy;
- Lone Working Policy;
- Medicines Procedure and individual healthcare plans;
- Behaviour and Positive Handling arrangements;
- Whistleblowing Policy;
- Data Protection and Records Retention policies;
- Equality, Diversity and Inclusion Policy;
- Recruitment and Safer Recruitment Policy;
- Volunteer Policy and Volunteer Health and Safety Handbook;
- Contractor Management Procedure;
- Business Continuity and Major Incident Plan;
- Incident Reporting and RIDDOR Decision Procedure;
- COSHH Procedure and substance register;
- Practical STEM safe operating procedures;
- Health and Safety Action Plan, Compliance Calendar and KPI Dashboard;
- Health and Safety Annual Report and Committee Terms of Reference.

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Titles and references must match the controlled-document register. A listed document must not be represented as current unless it has been approved and implemented.

74. Appendices

The appendices below form part of this policy. Operational forms and detailed procedures may be maintained separately so that they can be updated without changing the policy's core intent, provided they remain consistent with Board-approved requirements.

Appendix 1: Lines of Responsibility

The following matrix summarises accountability. Detailed duties remain those set out in the main policy and supporting procedures.

Role	Core health and safety responsibility
Board of Directors	Overall governance, resources, scrutiny and assurance; approval of policy and strategic actions.
Managing Director	Executive implementation; appointment of competent assistance; RIDDOR oversight; escalation to Board and regulators.
Competent H&S adviser	Technical advice, audit support and specialist input within the agreed scope of appointment.
Operations/Programme Managers	Operational planning, risk assessment, staffing, venue assurance, supervision, equipment controls and action monitoring.
Designated Safeguarding Lead	Safeguarding leadership and advice where incidents, behaviour, medical needs or vulnerability create a safeguarding dimension.
Activity/Visit Leader	Session or visit controls, staff briefing, dynamic assessment, attendance, emergency response and immediate reporting.
First aider/appointed person	First-aid response within competence, coordination of arrangements and accurate records.
Employees and workers	Follow controls, use equipment correctly, report concerns and stop work where serious danger exists.
Volunteers	Work within induction, competence and supervision arrangements; report hazards and incidents.
Contractors	Provide competent safe systems of work, cooperate with STEAM Ahead CIC and comply with site and safeguarding requirements.

Appendix 2: Reporting Incidents

Immediate incident actions

- Protect life and prevent further harm; call 999 where required.
- Provide first aid within competence and preserve the scene where appropriate.
- Account for participants and maintain safeguarding and supervision.
- Notify the Activity Leader and Managing Director without delay for serious incidents.
- Record facts, witnesses, treatment, communications and immediate controls.
- Notify parents, hosts, commissioners, insurers or statutory agencies where required.

Investigation and reporting responsibility

The responsible operational manager will coordinate the health and safety investigation unless the Managing Director appoints another competent investigator. The DSL will participate where safeguarding issues arise. Serious incidents must be escalated to the Managing Director and Board Chair in accordance with the Major Incident Plan.

RIDDOR decision process

1. Was there an identifiable accident, exposure, dangerous occurrence or medically diagnosed occupational disease?
2. Was it work-related, including the way work was organised, equipment or substances used, or the condition of the premises?
3. Does it meet a statutory reporting category?
4. What reporting deadline and method apply?
5. Who has reviewed and authorised the decision?
6. Has the decision, evidence and submission reference been recorded?

Where there is uncertainty, competent advice will be obtained. The Managing Director retains oversight of the final decision. A record will be kept whether the decision is to report or not to report.

RIDDOR decision record	Entry
Incident reference	
Date, time and location	
Person(s) affected and status	Worker / participant / volunteer / contractor / visitor
Description and immediate outcome	
Why the event is or is not work-related	
Potential reporting category considered	
Competent advice obtained	
Decision and reasons	Report / Do not report
Reporting deadline	

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RIDDOR decision record	Entry
HSE reference, if reported	
Decision made/authorised by	
Date of decision	
Follow-up actions	

This appendix is a decision aid and must be used alongside current RIDDOR requirements and competent advice where necessary.