



Health & Safety Policy

Lets Make Change

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1.Introduction

Lets Make Change recognises that all learners are entitled to a high-quality education and is committed to ensuring that the needs of the most vulnerable groups of learners are met. One-to-one tuition is taking place on a regular basis across our organisation. The impact of our one to-one tuition programme is significant, in terms of ensuring that all learners can progress and achieve to their expected standard and beyond. Just as important, the programme allows learners to develop other elements of their life that are harder to measure, such as confidence, improved family relationships, and a positive change in their attitude to learning. LMC believes in valuing its team members and young people who use the project. This document outlines LMC policy and its practice regarding health and safety at work and recognises that health and safety is covered by legislation which changes from time to time and may supersede areas covered by law.

1. 2 SECTION 1 - HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES

It is the responsibility of every employee while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her actions or omissions at work. This is clearly set out in the Health and Safety at Work Act 1974 and means that every employee of RISE has an input into this shared responsibility.

2. Aims

All learners should have their educational needs identified quickly and receive the appropriate educational support they require at the earliest opportunity. Lets Make Change is flexible and sensitive to the changing needs of learners and one-to-one tuition is an effective method of minimising the interruption and disruption to those learners. The programme is designed to ensure that learners including those who are particularly vulnerable or hard to reach have access to as much education as possible, enabling them to maintain continuity in their education.

The following guidelines are to support both staff and learners and should be read alongside

3. Responsibilities

3.1 Managers/Directors

Management and Directors have the overall responsibility for ensuring that health and safety arrangements are in place, effective, and reviewed regularly. Their roles included.

3.2 Leadership & Commitment

- Provide a clear statement of intent for health and safety.
- Ensure health & safety is a standing item at board/management meetings.
- Lead by example in promoting a positive health & safety culture.

3.3 Policy & Procedures

- Approve and regularly review the organisation's Health & Safety Policy.
- Ensure risk assessments are completed for venues, activities, and trips.
- Make sure emergency procedures (fire, lockdown, first aid) are in place and up to date.

3.4 Resources & Staffing

- Appoint a competent Health & Safety Lead and ensure they are trained.
- Allocate adequate resources (time, budget, training) to health & safety.
- Ensure sufficient numbers of first aiders and fire marshals are trained.

3.5 Monitoring & Compliance

- Ensure all accidents, incidents, and near misses are properly recorded, reported, and investigated.
- Monitor compliance with legal requirements (e.g. Health & Safety at Work Act, safeguarding duties).
- Arrange regular reviews of safety practices and make improvements where needed.

3.6 Communication & Accountability

- Ensure staff, tutors, and volunteers are briefed on health & safety during induction and ongoing training.
- Communicate clearly with parents/carers about how learners are kept safe.
- Hold staff accountable for following health & safety procedures.

3.7 Review & Continuous Improvement

- Review health & safety policy and practices at least annually.
- Respond to changes in legislation, commissioner requirements, or feedback from staff/learners & ensure lessons learned from incidents or near misses are built into future practice

3.8 Tutors/staff

Tutors and staff play a critical role in ensuring the safety and wellbeing of learners during all activities and sessions. Their responsibilities include:

3.9 Following Policies and Procedures

- Comply with the organisation's Health & Safety Policy at all times.
- Follow safeguarding, fire, lockdown, and emergency procedures without delay.
- Ensure all sessions and activities are delivered in line with approved risk assessments.

3.10 Supervision of Learners

- Maintain appropriate levels of supervision to keep learners safe.
- Ensure learners understand and follow health & safety instructions.
- Promote positive behaviour and respect for the venue and equipment.

3.11 Risk Awareness and Hazard Reporting

- Remain vigilant for hazards in the learning environment (e.g., unsafe furniture, blocked fire exits, damaged equipment).
- Take immediate action to reduce risks where possible.
- Report hazards, near misses, or incidents promptly to the Health & Safety Lead.

3.12 Emergency Response

- Act quickly and calmly in an emergency situation.
- Lead learners to safety in the event of evacuation or lockdown.
- Provide first aid if qualified, or contact the designated first aider immediately.
- Call emergency services if required and follow organisational procedures.

3.13 Record Keeping

- Accurately record accidents, incidents, and near misses using the organisation's reporting system.
- Contribute to any post-incident reviews or debriefs.

3.14 Professional Conduct and Training

- Attend health & safety induction and refresher training as required.
- Keep personal DBS, safeguarding, and first aid training up to date.
- Model safe behaviour and encourage learners to do the same.

3.15 Learners – Responsibilities in Health & Safety

Learners have a duty to look after their own safety and the safety of others. Their responsibilities include:

3.16 Following Instructions

- Listen to and follow the instructions of tutors and staff at all times.
- Participate in fire drills, lockdown drills, and other safety procedures calmly and sensibly.

3.17 Respecting the Environment

- Use equipment, furniture, and facilities safely and responsibly.
- Avoid behaviour that could cause harm (e.g., running indoors, misusing equipment, leaving bags in walkways).

3.18 Looking Out for Others

- Treat staff, peers, and visitors with respect.
- Report unsafe behaviour or bullying to a member of staff immediately.
- Support peers in following health & safety rules.

3.19 Personal Responsibility

- Inform staff of any medical needs, allergies, or conditions that may affect safety.
- Wear appropriate clothing/footwear for activities.
- Refrain from bringing unsafe or prohibited items into sessions.

3.20 Parents / Carers – Responsibilities in Health & Safety

Parents and carers are expected to work in partnership with the organisation to help keep their child safe. Their responsibilities include:

3.21 Communication with Staff

- Provide up-to-date emergency contact details and inform staff of any changes.
- Share relevant information about medical conditions, allergies, or additional needs.
- Notify staff of any circumstances that might affect the child's behaviour, attendance, or wellbeing.

3.22 Supporting Attendance and Behaviour

- Ensure learners attend sessions regularly and on time.
- Encourage learners to follow health & safety rules and behaviour expectations.
- Collect learners promptly at the agreed finish time (where applicable).

3.23 Respect for Policies and Procedures

- Read and acknowledge the Parent/Carer Induction Pack.
- Support organisational policies, including safeguarding, behaviour, and health & safety.
- Work constructively with staff to resolve any issues.

3.24 Partnership in Safety

- Raise any concerns about health & safety directly with staff.
- Support the organisation in reinforcing safety messages at home.
- Cooperate with investigations if incidents occur.

4. Risk Assessments

Risk assessments (RA) are an essential part of ensuring the safety of learners, staff, and visitors. The organisation carries out thorough risk assessments for all community venues used, educational sessions and activities, and for any trips or off-site provision. Where tutors are required to conduct home visits, an additional home visit risk assessment is completed to identify and manage potential risks in advance, ensuring both staff and learner safety. All risk assessments are formally recorded, monitored during delivery, and reviewed regularly, or immediately if circumstances change. This ensures that risks are identified, managed, and reduced to the lowest possible level at all times. All staff members will have access to risk assessments forms on LMC online cloud platform.

4.1 Tutor and Management Responsibilities for Risk Assessments

It is the responsibility of tutors to complete a risk assessment for every session they deliver, including educational sessions in community venues, trips, off-site activities, and home visits. Tutors must identify potential hazards, assess risks, and outline control measures to keep learners, staff, and others safe. Once completed, all risk assessments must be submitted to management. Management is responsible for storing, monitoring, and reviewing these risk assessments to ensure they are consistent with the organisation's Health & Safety Policy and legal requirements. Management will provide guidance and support to tutors as needed and ensure that risk assessments are regularly updated, particularly when circumstances change or new venues and activities are introduced. This process ensures a consistent, safe approach across all provision and that risks are actively managed at both the session and organisational level.

5. Emergency Procedures

5.1 Fire Safety

All staff and tutors must be familiar with the evacuation routes and muster points for each venue. Tutors are responsible for guiding learners calmly and safely to the designated assembly point. Due to tutors delivering sessions in a variety of community spaces, it is vital that [Lets Make Change / LMC] only works with facilities that have robust fire safety procedures in place. Compliance with these procedures is confirmed through risk assessments (RA) conducted prior to the use of each venue. Management ensures that fire drills are conducted regularly where possible, that fire safety equipment is maintained, and that any venue-specific requirements are incorporated into session planning and risk assessments.

5.2 Lockdown Procedures

In the event of a security threat or other emergency requiring containment, tutors must follow the organisation's lockdown procedures. Learners should be guided to a safe area, remain quiet, and follow staff instructions until the "all clear" is given. Because sessions take place in different community venues, risk assessments are used to identify safe areas and any specific lockdown requirements for each location. Management is responsible for reviewing procedures and ensuring all tutors are trained appropriately. Tutors are briefed on LMC lockdown policy with onboarding process.

1. If a threat is identified, the tutor/session leader announces "Lockdown" clearly and firmly.

- If the venue has its own lockdown alarm or signal, follow that procedure.

2. Immediate Actions:

- Gather all learners into the safest part of the room, away from doors and windows.
- Lock or block entry points if possible.
- Turn off lights, silence mobile phones, and maintain quiet.

3. Communication:

- Contact emergency services (999) immediately.
- Inform venue staff (if not already aware).
- If safe, notify the organisation's safeguarding lead.

4. During Lockdown:

- Remain in position until given the "all clear" by police or venue management.
- Do not open the door until it is confirmed safe.

5. After Lockdown:

- Complete an incident report and submit to the organisation's safeguarding lead.
- Inform parents/carers of learners involved, where appropriate.
- Participate in any debrief with the venue or local authority.

5.3 Medical Emergencies

A qualified first aider must be available at every session. Tutors are responsible for providing immediate assistance within their training and contacting the first aider if required. Emergency contact procedures must be followed, including notifying parents/carers and, where necessary, calling emergency services (999). Management ensures that staff are trained in first aid and that medical records for learners are accessible and up to date. All medical arrangements for a venue or activity are checked in advance via the risk assessment process. Tutors must have access to first aid kit when working with learners in

- A qualified first aider must be available at every session.
- Tutors are responsible for providing immediate assistance within their training and contacting the first aider if required.
- Emergency contact procedures must be followed, including notifying parents/carers and, where necessary, calling emergency services (999).
- Management ensures that staff are trained in first aid and that medical records for learners are accessible and kept up to date.

6. Health & Safety-Related Issues

6.1 Working at Heights

- Staff must not perform work at heights unless properly trained and using appropriate equipment.
- Ladders and step-stools should be inspected before use, and any defects reported immediately.
- Risk assessments must consider potential hazards associated with working at heights, including supervision and emergency procedures.

6.2 Manual Handling at Work

- Staff must avoid lifting or moving heavy items alone. Proper lifting techniques should be used at all times.
- Risk assessments should identify tasks requiring lifting, pushing, or pulling and control measures to reduce risk of injury.
- Where appropriate, equipment (trolleys, lifts) should be used to assist with manual handling.

6.3 Handling Substances

- Any substances used during sessions (e.g., cleaning materials, art supplies) must be handled in accordance with the manufacturer's guidance.
- Staff should wear personal protective equipment (PPE) if required.
- Safety data sheets (COSHH) must be available and accessible for all hazardous substances.

6.4 Slips, Trips, and Falls

- Staff must ensure that floors and walkways are clear of obstructions, spills, or hazards.
- Appropriate footwear should be worn, and hazards reported immediately.
- Risk assessments should include venue-specific considerations to prevent slips, trips, and falls.

6.5 Control of Substances Hazardous to Health (COSHH)

- COSHH assessments must be carried out for any hazardous substances used.
- Staff must follow the procedures identified in the COSHH assessment to store, use, and dispose of substances safely.
- Staff should receive training on COSHH procedures relevant to their role.

Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork.

See <http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments> for details.

7. Safeguarding & Welfare Links

Health and safety is closely linked to safeguarding and the overall welfare of learners. The organisation recognises that protecting learners from harm is a fundamental responsibility and that all health and safety measures contribute to this aim. Key links include:

7.1 Safe Supervision Ratios

- Tutors and staff must maintain appropriate supervision ratios at all times, ensuring learners are supported and safe during sessions, trips, off-site activities, and home visits.
- Supervision ratios are determined by age, needs of learners, and the nature of the activity.

7.2 Staff Recruitment and Checks

- All staff and volunteers are subject to enhanced DBS checks prior to commencing work with learners.
- References and suitability checks are undertaken to ensure all staff are fit to work with children and young people.

7.3 Reporting Concerns

- All staff and tutors have a duty to report safeguarding concerns promptly to the Designated Safeguarding Lead (DSL).
- Health and safety incidents that could affect the welfare of learners (e.g., accidents, unsafe environments) are recorded and escalated as appropriate.

7.4 Alignment with Local Safeguarding Arrangements

- The organisation acknowledges and follows local authority safeguarding policies and guidance.
- Staff are trained in safeguarding procedures, including recognising signs of abuse, neglect, or exploitation, and understand how health and safety processes contribute to a safe environment.

7.5 Integration of H&S and Safeguarding

- Risk assessments, emergency procedures, and supervision practices are all designed to protect learners' welfare.
- Health and safety measures, such as safe venues, emergency preparedness, and accident reporting, directly support safeguarding objectives.

8. Accident & Incident Reporting

8.1 Reporting and Recording

- All accidents, incidents, and near misses involving learners, staff, or visitors must be reported immediately to the session tutor or designated staff member.
- Tutors and staff are responsible for completing an official incident report form, providing full details of what occurred, who was involved, and any immediate action taken.
- Parents/carers must be informed of any incidents affecting their child as soon as reasonably possible.

8.2 Review and Investigation

- Management reviews all accident and incident reports promptly to identify causes and determine whether additional control measures are required.
- Serious incidents are investigated in detail to prevent recurrence, and lessons learned are communicated to all relevant staff.
- Risk assessments and procedures are updated as necessary following any incident.

8.3 Record Keeping

- All completed reports are securely stored in accordance with data protection regulations and the organisation's record-keeping policies.
- The Health & Safety Lead is responsible for monitoring incident records, reviewing trends, and reporting to management on findings and improvements.
- Records are retained for a minimum period in line with legal requirements and commissioner guidance.

8.4 Continuous Improvement

- Incident reporting forms a key part of the organisation's approach to continuous improvement, ensuring that health, safety, and welfare procedures remain effective.
- Staff are encouraged to report near misses as well as accidents to proactively manage risk and safeguard learners and colleagues.

9. Training & Information

9.1 Staff Training and Induction

All staff and tutors receive a thorough induction on the organisation's Health & Safety Policy before commencing work. This includes training on emergency procedures (fire, lockdown, first aid), risk assessment processes, safe supervision of learners, and safeguarding procedures. Staff receive ongoing refresher training at regular intervals to ensure they remain up to date with legislative requirements, organisational policies, and best practices in health and safety.

9.2 Learner Induction

All learners are provided with an induction at the start of their engagement, which covers key health and safety information relevant to the sessions and venues. This includes:

- Fire safety and evacuation procedures
- Lockdown procedures
- Behaviour expectations and responsibilities for their own safety and the safety of others
- Reporting concerns to staff

9.3 Parent/Carer Information

Parents and carers are informed of essential health and safety procedures through the Parent/Carer Induction Pack. This includes information on emergency procedures, safe attendance, behaviour expectations, and the organisation's safeguarding arrangements. The induction ensures that parents/carers understand how the organisation protects learners and how they can support safety at home and in partnership with staff.

9.4 Continuous Communication

Health and safety information is communicated clearly and consistently through inductions, written guidance, staff briefings, and risk assessments. Management monitors training records to ensure all staff, learners, and parents/carers are appropriately informed and equipped to maintain a safe learning environment.

10. Monitoring & Review

The organisation is committed to continuously monitoring and reviewing health and safety practices to ensure a safe environment for learners, staff, and visitors.

10.1 Policy Review

- The Health & Safety Policy is formally reviewed at least annually to ensure it remains current, effective, and compliant with legislation
- Reviews may also be conducted sooner if there are changes in legislation, guidance from commissioners, or organisational practice that impact health and safety.

10.2 Risk Assessment Review

- All risk assessments are reviewed regularly and updated as needed, particularly when new venues, activities, or learners are introduced.
- Tutors and staff are responsible for identifying risks during sessions, while management ensures that assessments remain accurate, complete, and aligned with the policy.

10.3 Using Feedback to Improve Safety

- Feedback from staff, tutors, learners, and parents/carers is actively encouraged to identify potential hazards or areas for improvement.
- All accidents, incidents, and near misses are reviewed to determine causes and implement control measures to prevent recurrence.
- Lessons learned from feedback and incident analysis are integrated into training, procedures, and future risk assessments to continuously enhance safety practices.

10.4 Continuous Improvement

Monitoring and review ensure that health and safety arrangements remain proactive rather than reactive, fostering a culture where safety is embedded in all aspects of learning provision.

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