



Health and Safety Policy

Owner: Lets Make Change

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Approved by: Joseph Fitzpatrick

Version	Date	Author/Reviewed By	Summary of Changes	Approved By	Review Date
1.0	01/06/26	Alex Fitzpatrick	Initial policy created	Joseph Fitzpatrick	June 2027

Let's Make Change (LMC)

Health and Safety Policy

1. Policy Statement

Let's Make Change (LMC) is committed to providing and maintaining a safe, healthy, and secure environment for all learners, staff, tutors, volunteers, visitors and partner organisations.

We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation and are committed to ensuring that health and safety is embedded throughout all aspects of our provision.

LMC delivers tutoring, mentoring, and educational support in community venues, public space and other approved locations. We are committed to identifying risks, implementing appropriate control measures and continuously improving health and safety practices.

Health and safety is everyone's responsibility and forms an integral part of safeguarding and learner welfare.

2. Scope

This policy applies to:

- All employees;
- Tutors and volunteers;
- Learners;
- Parents and carers;
- Contractors and visitors;
- Community venues used by LMC;
- Educational sessions, trips, home visits and off-site activities.

3. Health and Safety Objectives

LMC aims to:

- Provide safe learning environments;
- Prevent accidents, injuries, and ill health;
- Ensure compliance with legal requirements;
- Promote positive health and safety awareness;
- Support safeguarding through safe working practices;
- Ensure risks are identified, assessed and managed appropriately;

- Maintain effective emergency procedures.

4. Roles and Responsibilities

4.1 Director and Management

The Director and Management Team have overall responsibility for health and safety within LMC.

They are responsible for:

Leadership and Commitment

- Promoting a positive health and safety culture;
- Ensuring health and safety is considered in decision-making;
- Leading by example.

Policy and Procedures

- Approving and reviewing this policy;
- Ensuring suitable risk assessments are completed;
- Maintaining effective emergency procedures.

Resources and Staffing

- Appointing a competent Health and Safety Lead;
- Providing appropriate training and resources;
- Ensuring suitable first aid provision.

Monitoring and Compliance

- Monitoring legal compliance;
- Reviewing accidents, incidents and near misses;
- Implementing improvements where required.

Communication and Accountability

- Ensuring staff receive appropriate information and training;
- Communicating safety expectations clearly;
- Monitoring adherence to procedures.

Continuous Improvement

- Reviewing practices annually;
- Responding to changes in legislation and guidance;
- Learning from incidents and feedback.

4.2 Tutors and Staff

Tutors and staff play a critical role in maintaining a safe learning environment.

They are responsible for:

Following Policies and Procedures

- Complying with all health and safety requirements;
- Following emergency and safeguarding procedures;
- Delivering sessions in accordance with approved risk assessments.

Learner Supervision

- Maintaining appropriate supervision levels;
- Providing clear safety instructions;
- Promoting positive behaviour.

Risk Awareness

- Identifying hazards;
- Taking reasonable action to reduce risks;
- Reporting concerns promptly.

Emergency Response

- Acting calmly during emergencies;
- Following evacuation and lockdown procedures;
- Providing assistance within the limits of their training.

Record Keeping

- Recording accidents, incidents and near misses;
- Participating in reviews and investigations.

Professional Development

- Attending required training;
- Maintaining safeguarding and first aid knowledge where applicable.

4.3 Learners

Learners are expected to:

- Follow instructions provided by staff;
- Behave safely and responsibly;
- Respect facilities, equipment and venues;

- Report hazards, accidents, or concerns;
- Inform staff of medical conditions or safety concerns;
- Avoid bringing prohibited or dangerous items into sessions.

4.4 Parents and Carers

Parents and carers are expected to:

- Provide accurate emergency contact details;
- Inform staff of medical conditions, allergies or additional needs;
- Support attendance and behaviour expectations;
- Work collaboratively with staff to support learner safety;
- Raise concerns appropriately and promptly.

5. Risk Assessment

Risk assessments are central to LMC's health and safety arrangements.

Risk assessments will be completed for:

- Community venues;
- Educational sessions;
- Home visits;
- Trips and off-site activities;
- New activities or environments.

Risk assessments will:

- Identify hazards;
- Assess risks;
- Implement control measures;
- Be reviewed regularly or when circumstances change.

Staff will have access to relevant risk assessments and will follow identified control measures.

5.1 Tutor Responsibilities

Tutors are responsible for:

- Completing risk assessments before delivery;
- Reviewing venue-specific risks;
- Reporting changes in circumstances;
- Submitting assessments to management for review.

Management will monitor, store and review risk assessments to ensure consistency and compliance.

6. Emergency Procedures

6.1 Fire Safety

LMC will only use venues with appropriate fire safety arrangements.

Staff must:

- Familiarise themselves with evacuation routes and assembly points;
- Follow venue-specific procedures;
- Guide learners safely during evacuations;
- Report fire safety concerns immediately.

Fire safety arrangements will be considered as part of risk assessments.

6.2 Lockdown Procedures

Where a security threat exists:

1. Announce lockdown clearly.
2. Move learners to a safe location.
3. Secure access points where possible.
4. Maintain silence and await instructions.
5. Contact emergency services if required.
6. Inform the DSL and management.
7. Complete incident reporting procedures following the event.

All staff will receive appropriate training on lockdown procedures.

6.3 Medical Emergencies

LMC will ensure:

- Appropriate first aid provision is available;
- Emergency contact information is accessible;
- Medical information is maintained appropriately;
- Staff know how to access emergency support.

In the event of a medical emergency:

- Immediate assistance will be provided within staff competence;
- Emergency services will be contacted where necessary;
- Parents/carers will be informed as soon as possible;
- Appropriate records will be completed.

7. Workplace Health and Safety

7.1 Working at Height

Staff must:

- Only work at height when necessary;
- Use suitable equipment;
- Follow risk assessment requirements;
- Report damaged equipment immediately.

7.2 Manual Handling

Staff should:

- Avoid unnecessary lifting;
- Use safe lifting techniques;
- Seek assistance where required;
- Follow manual handling guidance.

7.3 Hazardous Substances

Any hazardous substances must:

- Be risk assessed;
- Be stored safely;
- Be used according to manufacturer instructions;
- Be accompanied by appropriate COSHH documentation.

7.4 Slips, Trips and Falls

Staff will:

- Keep walkways clear;
- Address hazards promptly;
- Report unsafe conditions immediately.

7.5 COSHH

Where substances fall under COSHH regulations:

- Appropriate assessments will be completed;
- Staff will receive relevant instruction;
- Storage, handling and disposal procedures will be followed.

8. Safeguarding and Welfare

Health and safety supports safeguarding by ensuring learners are protected from harm.

Safe Supervision

Appropriate supervision levels will be maintained at all times, taking account of:

- Age;
- Needs of learners;
- Nature of activities;
- Venue risks.

Recruitment and Vetting

All staff and volunteers will undergo:

- Enhanced DBS checks;
- Safer recruitment procedures;
- Suitability checks.

Reporting Concerns

Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL).

Health and safety concerns affecting learner welfare will be escalated appropriately.

Integration with Safeguarding

Risk assessments, supervision arrangements, emergency procedures and accident reporting all contribute to safeguarding responsibilities.

9. Accident, Incident and Near-Miss Reporting

Reporting

All accidents, incidents, and near misses must be:

- Reported promptly;
- Recorded accurately;
- Escalated where necessary.

Parents/carers will be informed where incidents involve learners.

Investigation

Management will:

- Review incidents;
- Investigate serious concerns;
- Identify lessons learned;
- Update procedures where necessary.

Record Keeping

Records will:

- Be maintained securely;
- Comply with data protection requirements;
- Be retained in accordance with legal obligations.

Continuous Improvement

Incident reporting will be used to improve health and safety arrangements and reduce future risks.

10. Training and Information

Staff Training

All staff and tutors will receive:

- Health and safety induction;
- Risk assessment training;
- Emergency procedure training;
- Safeguarding training;
- Refresher training as required.

Learner Induction

Learners will receive guidance on:

- Fire safety;
- Lockdown procedures;
- Behaviour expectations;
- Reporting concerns.

Parent and Carer Information

Parents/carers will receive relevant information regarding:

- Health and safety arrangements;
- Emergency procedures;
- Safeguarding responsibilities.

Health and safety information will be communicated regularly and clearly.

11. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Administration of Medication Policy;
- Behaviour, Relationships and Anti-Bullying Policy;
- Attendance Policy;
- Online Safety (E-Safety) Policy;
- Data Protection, Privacy and Information Security Policy;
- Equality, Diversity and Inclusion Policy.

12. Monitoring and Review

LMC is committed to continuous improvement in health and safety.

This policy will be reviewed:

- Annually;
- Following significant incidents;
- Following changes in legislation or guidance;
- Following organisational or operational changes.

Risk assessments, incident records, and stakeholder feedback will inform future improvements.