

Health and safety policy

This is the statement of general policy and arrangements for:			Little Creatives (Enable 2 Create Ltd)
Sarah Cuthbertson			has overall and final responsibility for health and safety
Lead Facilitator			has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Sarah Cuthbertson	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Sarah Cuthbertson or Lead Facilitator	Freelance facilitators, assistants and volunteers given necessary health and safety induction and provided with appropriate training and direction of what to do in an emergency. All instructions guided by the venue at which we are working i.e. emergency meeting point and fire escapes/	
Engage and consult with employees on day-to-day health and safety conditions	Sarah Cuthbertson	Staff routinely consulted on health and safety matters as they arise. Schools/ venues consulted before each project.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Sarah Cuthbertson or Lead Facilitator	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. All staff, volunteers and participants are made aware of evacuation plans and meeting points. Each venue is in charge of testing their own alarms as per their own policy and procedures.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Sarah Cuthbertson	Toilets, Hygiene facilities and drinking water provided. New risk assessment takes place at each new venue. Risk assessments will be reviewed at the start of each new project.	
Signed: * Sarah		Date:	4/5/2025

Health and safety law poster is displayed at (location)	School / venue have own posters and are displayed as required by their policy / law
First-aid box is located:	At the admin desk of each project
Accident book is located:	At the admin desk of each project

Risk Assessment

Company name: Little Creatives (Enable 2 Create Ltd)

Date of risk assessment: 4th August 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	Walk through at the beginning of each day to check areas being used and outside area. General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Checked each morning as occasional works are done / staff are clearing classrooms.	Ongoing	All Staff		
School Safety	Danger of strangers entering the space	Lock any access doors available to outside unless within the space. Main gate locked during main hours. Door to classroom locked / member of team between children and door at pick up times. Conversation with venue / caretaker regarding any repair works being done / DBS of people on site.	Ongoing	Lead Facilitator / All Staff		
Hall ways / Toilets	Children visiting toilets	If unknown maintenance staff present or repair work is taking place all trips are accompanied by an adult. Otherwise Minis always accompanied by Little or facilitator. Littles / BIG can go with each other in pairs. Always full trip after / before each break to include handwashing.	Ongoing	Sarah / all staff		

Arts Room	Arts materials used to including children's scissors	Full instruction given before art activities take place, adult supervision at all times. No cutting of cardboard by Minis or Littles (BIGs and facilitators only) Only BIGS/ Littles and Facilitators to put paint into pots	Ongoing	Sarah / all staff		
Dance	Possible physical injury	Warm ups and cool dance pre / post dance Health and Wellbeing information gathered in booking form. Discussion regarding injuries prior to session as required.	Ongoing	Sarah / Admin / Dance Lead		

Drama	Possible physical injury during games	Health and wellbeing information gathered in booking form. Space evaluated whether it is safe to play each game, full instructions given. Effective sound for silence and freeze embedded. Adult instruction and supervision	Ongoing	Sarah / Admin Drama Lead		
Outside Area	Possible physical injury	Walk through of area each morning and checked before each break. Clear boundaries of play area given at the start of each play. Soft balls provided. Not using school equipment. Group games facilitated by Littles / BIGs and facilitators when necessary. Outside accessed at break times with adult supervision. Not accessed if weather is too wet.	Ongoing	All Staff		
Injury	Children / facilitators	All aware who is first aider (morning circle), where the first aid kit and book are. All aware who to call in an emergency and where ice packs are stored.	Ongoing	All Staff		
Food	Possible allergies	No nuts allowed. No food sharing allowed except between siblings To be included in all morning circles with Little Creatives	Ongoing	All staff		
Fire and Evacuation	Children / Facilitators	Lead to speak to Caretaker about any changes / to adopt school procedure and explain to team. To be included in all morning circles with Little Creatives	Ongoing	Lead / all staff		

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

