

Weston Learning Zone



Health and Safety Policy

Last Reviewed: January 2026

Review Due: January 2027

Contents:

Supporting Documents.....	Page 3
Responsibilities.....	Page 3
Risk Assessments.....	Page 3
Facilities and Equipment.....	Page 4
Use of Substances.....	Page 4
Role Competency.....	Page 4
First Aid.....	Page 5
Fire and Evacuation.....	Page 5
Appendix 1: Risk Assessment Template.....	Page 7
Appendix 2: Standard Risk Assessment.....	Page 8



At the Weston Learning Zone, we are committed to ensuring the health and safety of all of our participants, including: staff, volunteers, children, parents, etc.

Supporting Documents:

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Safeguarding Policy.
- Complaints Policy.
- Payment and Cancellation Policy.
- Privacy Policy.

Responsibilities:

Overall and final responsibility for health and safety at the Weston Learning Zone is that of the owner, Stephie.

To ensure the health and safety of all those attending the Weston Learning Zone, all participants must:

- Co-operate with supervisors on health and safety matters;
- Not to interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person.

Risk Assessments:

Risk assessments will be created and implemented to ensure the health and safety of all participants at the Weston Learning Zone. These will include details of the potential risks associated with activities led by the Weston Learning Zone, as well as strategies to mitigate these (see Appendix 1).

There is a standard risk assessment in place to ensure the health and safety of the Weston Learning Zone's participants during our typical, day-to-day activities (see Appendix 2). Where an activity run by the Weston Learning Zone requires a separate risk assessment, this will be provided with the details of this activity.

Risk assessments will be reviewed every year, or when the work activity changes, whichever is sooner.



Facilities and Equipment:

To ensure the safety of participants at the Weston Learning Zone, venue capacity calculations have been completed for the 'main room' of the premises. Accounting for floor space, room use and emergency exit capacity, the maximum capacity for the 'main room' at the Weston Learning Zone is 60 people.

To ensure that the electrical apparatus available at the Weston Learning Zone are operating safely, all electrical installations and equipment are periodically inspected and tested. Fixed equipment is tested every five years, whilst portable electronic items of equipment are PAT tested on an annual basis. Where possible, the use of trailing leads and adaptors is avoided.

Use of Substances:

Any substances which could pose a risk to the health and safety of participants at the Weston Learning Zone will be stored in a locked area, away from the reach of children.

Where possible, the use of these substances (eg. for cleaning) will be limited to the staff and volunteers at the Weston Learning Zone, who will ensure that current risk assessments are followed to minimise the impact on participants.

Where participants who are not staff or volunteers need to utilise these substances (eg. for science experiments) additional risk assessments shall be carried out based on current expert guidance on the safe use of these substances.

Role Competency:

All staff and volunteers at the Weston Learning Zone will undergo an enhanced DBS check, alongside other background checks to ensure their suitability for the role and to work with children. Staff and volunteers will also be required to undertake basic safeguarding training upon appointment.

Before taking on a role at the Weston Learning Zone, all staff and volunteers will attend an induction meeting to ensure that they are aware of current practices and policies, and of their responsibilities within their role.



First Aid:

A designate first aider will be present at all activities run by the Weston Learning Zone, and will have access to the medical information provided on the Participant Information Form (see Safeguarding Policy) to support them in this role.

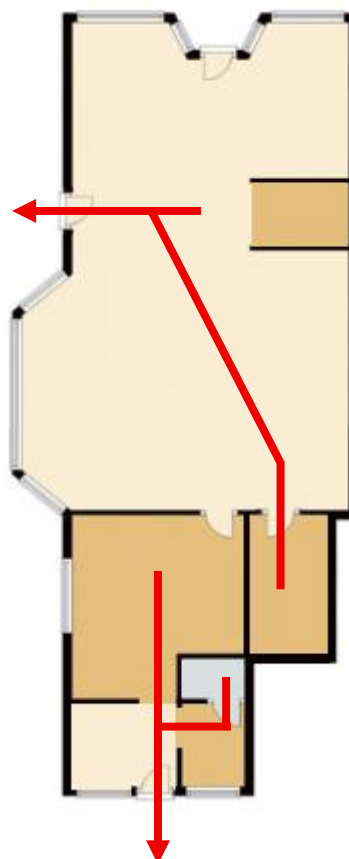
The designated first aider will be responsible for recording any incidents in the Weston Learning Zone's accident log, as well as providing first aid, communicating with participants' emergency contacts, or contacting the emergency services (as appropriate).

First aid resources are kept in a clearly marked bag under the sink in the main room.

Fire and Evacuation:

There is a fire risk assessment in place to ensure the health and safety of the Weston Learning Zone's participants when on-site at our premises (viewable upon request). This risk assessment will be reviewed every year, or when there are significant changes, whichever is sooner.

The floorplan below shows the primary escape routes which should be used in the event of a fire or evacuation.



The accessibility of these escape routes will be checked at the start of each activity held at the site.

The evacuation assembly point is: the pavement opposite the premises
on the south side of Clevedon Road.

A register will be taken to ensure that all participants at the site are present at the evacuation assembly point.



Appendix 1: Risk Assessment Template

This risk assessment should detail any additional or increased risks associated with a specific activity that go beyond what is considered in the Weston Learning Zone’s standard risk assessment.

Name of activity:	Expected/Maximum number of participants:

Details of additional or increased risk:	Level of risk:	Control measures:
	Likelihood – Severity –	

Name of activity lead:

Signature:

Date:

Appendix 2: Standard Risk Assessment

Name of activity:	Expected/Maximum number of participants:
Day-to-day activities at the Weston Learning Zone.	Expected capacity is 30 participants.

Details of risk:	Level of risk:	Control measures:
Slips and trips – participants may be injured as a result of a slip or trip (eg. from spillages, obstructions, etc.).	Likelihood – Medium Severity – Medium	All spillages to be cleaned up immediately. If this is not possible, the areas should be cordoned off. Walkways to be kept tidy at all times. Furniture to be situated so as to cause minimum obstruction.
Contact with sharp edges – participants may come into contact with sharp edges (eg. on furniture, scissors, etc.) resulting in cuts and scratches.	Likelihood – Low Severity – Low	Visual inspections to occur on a regular basis to ensure than no sharp edges are present on furniture. Safety scissors provided where possible.
Falling items from height – participants may be injured as a result of items stored at high levels falling on to them. This may result in bumps, blows, bruising, concussion and potentially fractures.	Likelihood – Low Severity – Medium	Only light items to be stored at height. Only adults to reach for items stored at height, ensuring that no children are below the potential 'drop zone'. Items at height to be stored in a sensible manner to ensure that the potential for falls is limited. Suitable access equipment to be provided for staff/volunteers.
Violence and aggression – participants may suffer stress, bruising and potentially fractures if violent incidents occur during activities.	Likelihood – Low Severity – Medium	Adequate supervision and awareness of participant behaviours at all times during activities. Implementation of a participant 'code of conduct'. Staff/volunteers receive safeguarding training.
Contact with substances – participants may come into contact with substances (including science chemicals, paints, cleaning substances, adhesives, etc.) during activities. These may result in eye and skin irritation, burns and breathing difficulties.	Likelihood – Low Severity – Medium	Use of substances limited to staff/volunteers where possible. Additional risk assessments undertaken for use of harmful substances. Appropriate personal protective equipment to be provided to those using substances.



Burns/scalds – participants may be injured as a result of contact with hot substances/surfaces (eg. kettles, hot drinks, etc.).	Likelihood – Low Severity – Medium	Use of hot substances/surfaces limited to adults where possible. Additional risk assessments undertaken for use of hot substances/surfaces with children. Appropriate personal protective equipment to be provided to those using hot substances/surfaces.
Contact with electricity – participants may be injured as a result of contact with electricity (eg. from damaged cables, plugs, switches, etc.). This may result in electrocution, which can potentially result in death.	Likelihood – Low Severity – High	All portable electronic items of equipment to be PAT tested annually. Visual inspections of all plugs, cables and sockets to occur before use – any damage/defects to be reported to the owner.

Name of activity lead:

Signature:

Date:

Stephanie Buckingham

S. E. Buckingham

26/06/2025

