GENIUSCRAFT LTD TRADING AS YOUNG ENGINEERS CANTERBURY

HEALTH AND SAFETY POLICY

Policy statement

Geniuscraft Ltd trading as Young Engineers Canterbury will take reasonably practicable steps to protect children, employees, volunteers, contractors, visitors and others affected by its work.

1. Purpose, scope and legal framework

Geniuscraft Ltd trading as Young Engineers Canterbury delivers educational STEM and engineering activities, after-school clubs, workshops, holiday activities and other programmes. We will take reasonably practicable steps to protect children, employees, volunteers, contractors, visitors and other people affected by our work.

This policy applies to all sessions and events at school and community venues, including practical engineering activities, equipment handling, breaks, meal distribution and educational visits or activities we arrange. It should be read alongside venue procedures and the organisation's safeguarding, first aid, food safety, medication, risk assessment, missing-child, fire and emergency arrangements.

The organisation will comply with applicable health and safety law, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and relevant workplace, manual-handling, COSHH, RIDDOR and fire-safety requirements as applicable to our activities and employment arrangements. Legal requirements and local authority or venue rules take precedence over this policy.

2. Responsibilities

Director / employer: Tania Prisacariu, Director, has overall responsibility for ensuring that health and safety arrangements are suitable, implemented, resourced and reviewed. The Director will ensure suitable and sufficient risk assessments are completed, recorded, communicated and reviewed; appoint competent people to assist where needed; provide appropriate information, instruction, training and supervision; maintain records of training, incidents and actions; liaise with host venues and relevant authorities; clarify responsibility for premises-related risks; and maintain appropriate insurance.

Session lead / manager: Complete and record a pre-session venue and equipment check; review attendance, children's needs, staffing, emergency contacts and relevant risk assessments; brief staff on hazards, controls, first-aid arrangements, fire exits, assembly point, incident reporting and child-specific health, allergy or accessibility needs on a need-to-know basis; stop or adapt unsafe activities; and ensure hazards, defects, near misses, injuries and incidents are reported promptly and corrective actions assigned.

All staff and volunteers: Take reasonable care of their own health and safety and that of children and others; follow training, risk assessments and instructions; report hazards, injuries, near misses, unsafe equipment and concerns immediately; do not undertake tasks for which they are not trained or authorised or use defective equipment; and follow supervision, safeguarding, attendance, collection, medication, food-safety and emergency procedures.

3. Risk assessment and activity planning

- A written, suitable and sufficient risk assessment must be completed before each type of activity and venue is used, and reviewed whenever circumstances change or after an incident. Assessments must identify hazards, who may be harmed, existing controls, further action, the responsible person and review date.
- Consider children's ages, maturity, numbers, SEND/accessibility needs, medical needs, behaviour, staffing, room layout and shared-site risks.
- For STEM and engineering activities, consider small parts and choking risks; moving gears, belts and axles; motors and batteries; electrical items; sharp edges and tools; trip hazards; manual handling; storage; and foreseeable misuse.
- Use only age-appropriate equipment in good condition. Give clear demonstrations and safety instructions. Keep fingers, hair, jewellery and loose clothing away from moving mechanisms.

- Keep exits, walkways, fire doors, first-aid points and access routes clear. Do not block or lock emergency exits. Record necessary adaptations for individual children while limiting access to sensitive information.

4. Venue, security and daily checks

Before children arrive, the session lead checks that the room and relevant areas are clean, well lit, ventilated and at a suitable temperature; floors and walkways are safe; furniture is stable; toilets and handwashing facilities are available; exits are clear; and equipment is safe. Any defect must be isolated, reported to the venue and recorded. If a significant risk cannot be controlled, do not start or continue the affected activity.

Agree with the host venue who is responsible for fire alarms, evacuation, first aid, building access, maintenance, toilets, outdoor areas, visitors and emergency communication.

Record the venue address, emergency contact, fire exit routes and assembly point in the session plan. Staff must know how to raise the alarm and call 999.

Visitors must be identified, signed in under the venue's process and supervised as appropriate. Visitors and contractors must not be left alone with children unless authorised and appropriately checked.

Children must remain within agreed supervised areas and may leave only under the collection/authorisation procedure or emergency arrangements. Store equipment securely so it cannot fall, create a trip hazard or be accessed unsafely.

5. Staffing and supervision

Staffing must be sufficient for the ages, needs and number of children, the activity, venue layout and any individual risk assessment. A ratio stated in an older policy must not be treated as automatically suitable for every session.

The session lead must record the staffing plan and must not proceed if safe supervision cannot be maintained. Staff must know their responsibilities and the procedure for summoning additional help.

6. First aid, illness, medication and emergencies

Before each session, identify designated first aider(s), confirm that first-aid supplies and communication arrangements are available, and ensure staff know how to summon help.

Maintain emergency contacts and relevant medical/allergy information in an accessible but secure form for staff who need it to keep a child safe.

For a serious injury, severe allergic reaction, breathing difficulty, loss of consciousness or other immediate danger, call 999, provide assistance within training, and notify the parent/carer and Director as soon as practicable.

Follow the venue's evacuation procedure. Staff should take the register and, when safe to do so, check children and visitors at the assembly point. Do not re-enter until authorised.

Exclude or manage illness in line with current public-health guidance and the organisation's illness procedure. Maintain handwashing, cleaning, ventilation and safe waste arrangements.

7. Food safety and meal distribution

Where meals are supplied by an external provider ready to serve, Young Engineers Canterbury staff distribute meals but do not cook or reheat them under that arrangement. If the arrangement changes, this policy and the food-safety risk assessment must be reviewed before the new process begins.

Confirm supplier and delivery arrangements in advance, including meal numbers, delivery time, dietary/allergen information and how meals are transported and held safely.

On delivery, check the number of meals, packaging, labels, visible condition and any temperature or holding-time checks required by the agreed food-safety plan. Record checks where required.

Do not serve food if its safety, temperature history, label or allergen information is uncertain. Isolate it and contact the supplier or Director for a safe resolution.

Check each child's recorded allergy and dietary requirements immediately before serving. Prevent mix-ups and cross-contamination through clean hands, clean surfaces and suitable utensils; keep meals identifiable until distributed.

Ensure children can eat safely and are appropriately supervised. Report suspected allergic reactions immediately and call 999 where severe or rapidly progressing symptoms occur. Record food-safety concerns, supplier issues, suspected reactions and actions taken; inform the Director and relevant parent/carer.

8. Cleaning, COSHH, hygiene and waste

Cleaning products and other hazardous substances must be stored securely, used in accordance with their labels and safety instructions, and kept away from children. Where COSHH applies, the organisation will assess exposure risks and ensure suitable controls. Staff must use appropriate protective equipment where required.

Maintain a generally clean environment, suitable toilet and handwashing facilities, and safe waste arrangements. Children should wash their hands before handling food or drink and after using the toilet. Cuts and abrasions should be covered appropriately.

Blood and other body-fluid spillages must be managed promptly using suitable procedures and equipment. Staff must not undertake cleaning tasks beyond their training.

9. Accidents, incidents, near misses and RIDDOR

All accidents, injuries, near misses, dangerous conditions and work-related ill health must be reported to the session lead and Director promptly and recorded factually. Parents/carers and the venue should be informed where appropriate.

The Director will review causes and corrective action and determine whether the incident must be reported to the Health and Safety Executive under RIDDOR or to another authority, commissioner, insurer or safeguarding body. Staff must not assume that every incident is RIDDOR-reportable; the applicable criteria must be checked.

10. Training, monitoring and review

Staff receive induction and role-appropriate instruction covering this policy, activity risks, emergency arrangements, first-aid arrangements, incident reporting, food/allergy procedures and safe use of equipment. Training and briefings are recorded.

The Director will ensure that managers, session leads and staff delivering practical STEM and engineering activities have the skills, knowledge and experience needed for their role, supported by role-appropriate training, supervision and, where necessary, competent external advice. Training needs are reviewed at least annually and when activities, equipment or staffing change.

The Director reviews incidents, near misses, risk assessments and staff feedback to improve controls. This policy will be reviewed at least annually and sooner after a significant incident, a change in activities or venue, or a relevant change in law, industry best practice, new knowledge about risks or contractual requirements.

11. Relevant guidance and related documents

This policy should be read alongside the organisation's risk assessments, emergency and evacuation procedures, first-aid and medication arrangements, food-safety procedure, safeguarding policy, missing-child procedure and incident-reporting procedure.

Health and Safety at Work etc. Act 1974: https://www.legislation.gov.uk/ukpga/1974/37/contents

Management of Health and Safety at Work Regulations 1999: https://www.legislation.gov.uk/uksi/1999/3242/contents/made

Health and Safety Executive — RIDDOR reporting: https://www.hse.gov.uk/riddor/reporting/

Health and Safety Executive — COSHH: https://www.hse.gov.uk/coshh/

Health and Safety Executive — risk assessment: https://www.hse.gov.uk/simple-health-safety/risk/

Food Standards Agency — allergen guidance for food businesses: https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses

12. Review and document control

This policy will be reviewed at least annually and sooner following a significant incident, change in activities or venue, or relevant change in law, industry best practice, new knowledge about risks or contractual requirements.

13. Staff involvement, communication and complaints

Health and safety concerns or complaints may be raised verbally or in writing with the session lead or Director. If the concern involves the Director, or the person raising it does not feel safe reporting internally, they may raise it with the host venue, the relevant commissioning body or an appropriate external authority. Concerns will be logged, acknowledged where contact details are available, assessed promptly, investigated fairly and responded to within a reasonable period. Immediate danger must be reported at once and emergency services contacted where necessary. No person will be penalised for raising a genuine safety concern. Complaints will be handled alongside the organisation's complaints, safeguarding and whistleblowing arrangements as appropriate.

Staff must report hazards, defects, injuries, incidents and near misses promptly. The Director will investigate proportionately, identify root causes where appropriate, assign corrective actions and check that actions have been completed. Learning will be communicated to relevant staff and used to update risk assessments, method statements, training or procedures.

Staff are expected to participate in health and safety planning and improvement. The session lead will brief staff on relevant risk assessments, method statements, venue arrangements and child-specific controls before sessions. Health and safety will be discussed at team meetings or documented staff briefings at least once a term, before each holiday programme and whenever a significant risk, incident, change or learning point arises. Staff may raise hazards, suggest improvements or report unsafe practice directly to the session lead or Director without fear of retaliation. Matters raised, decisions and actions will be recorded.

14. Risk assessments and activity-specific method statements

Risk assessments and method statements will be reviewed before use where circumstances have changed and after an incident, near miss, equipment failure, new information or a concern that controls are insufficient. Current documents will be accessible to staff who need them, and superseded versions will be withdrawn from use.

Where an activity requires a more detailed safe system of work, an activity-specific method statement or written safe-working instructions will be prepared. These will explain the sequence of work, equipment to be used, required competence and supervision, protective measures, emergency arrangements and any prohibited actions. For

STEM/engineering sessions, the documents will address relevant risks from small parts, moving gears and belts, motors and batteries, tools, sharp edges, trip hazards, manual handling and foreseeable misuse. Staff will be briefed on relevant controls before the activity starts.

Before a new activity, venue or materially changed arrangement is introduced, the Director or delegated competent person will ensure that a suitable and sufficient risk assessment is completed. Assessments will identify the activity and location, hazards, people who may be harmed, existing controls, additional controls, action owners and review dates. Assessments will take account of children's age and needs, SEND/accessibility, medical and allergy information, staffing and supervision, equipment and materials, room layout, fire and evacuation arrangements, food distribution where applicable, and risks to staff, visitors and other people affected by the activity.

15. Monitoring, review and continual improvement

This policy and the supporting arrangements will be formally reviewed at least once every 12 months, and sooner following a serious incident or near miss, a significant change in activities, staffing, venue or equipment, a material change in legislation, official guidance, industry best practice or new knowledge about risks, or a finding that existing controls are ineffective. The Director will record the review date, changes made, reasons for the review, and the person responsible for completing follow-up actions.

The Director is responsible for ensuring that health and safety performance is monitored throughout the year, not only when this policy is reviewed. Monitoring will include checking that required risk assessments and activity-specific method statements are in place and current; reviewing pre-session venue/equipment checks; checking training and induction records; reviewing accident, incident, near-miss and hazard reports; checking completion of corrective actions; and seeking feedback from staff and, where appropriate, children, parents/carers and host venues. Findings and actions will be recorded. Procedures and processes will be updated based on new knowledge, industry best practice and legislative changes, and the Director will check that the system for recording, investigating and taking action after serious workplace incidents is working effectively.

16. Records and evidence of implementation

The organisation will retain proportionate records to demonstrate implementation of this policy, including risk assessments and method statements, pre-session checklists, staff induction and training records, staff briefings and meeting notes, incident/near-miss reports, complaints and concerns, investigation outcomes, corrective-action logs and policy review records. Records will be stored securely in accordance with the Data Protection Policy and retention arrangements.

Approval

Policy owner	Director
Approved by	Tania Prisacariu, Director
Approval date	25/10/2026
Next review date	25/09/2027