

CLEARSPACE LEARNING LTD

HEALTH AND SAFETY POLICY

Company Registration: 15950890

Policy Owner: Stuart Knox (Director/Health & Safety Officer)

Version: 1.1

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Approved by: Stuart Knox, Director

1. Policy Statement

Clearspace Learning is committed to providing a safe and healthy environment for all students, staff, visitors, and anyone affected by our activities. We recognise our legal and moral duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of everyone involved in our provision.

This policy applies to all locations where Clearspace Learning delivers education:

- The mobile learning hub
- Students' homes
- Community venues
- School premises
- Outdoor locations
- Online/remote provision

We comply with:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Fire Safety Regulatory Reform Order 2005
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Display Screen Equipment) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992

2. Responsibilities

2.1 Company Director (Stuart Knox)

As Director, Stuart Knox has overall responsibility for:

- Ensuring compliance with health and safety legislation
- Providing adequate resources for health and safety measures
- Ensuring risk assessments are conducted and reviewed
- Maintaining appropriate insurance cover
- Investigating accidents and incidents
- Ensuring staff receive appropriate health and safety training
- Reviewing this policy annually

2.2 Health and Safety Officer (Stuart Knox)

The Health and Safety Officer is responsible for:

- Day-to-day implementation of health and safety procedures
- Conducting risk assessments for all activities and venues
- Maintaining health and safety records
- Ensuring equipment is safe and properly maintained

- Reporting accidents and near misses
- Monitoring and reviewing health and safety performance
- Liaising with commissioning schools and local authorities on safety matters

2.3 All Staff (Currently Stuart Knox)

All staff must:

- Take reasonable care for their own health and safety and that of others
- Follow health and safety procedures and guidance
- Report hazards, accidents, and near misses immediately
- Use equipment safely and as instructed
- Participate in health and safety training
- Not misuse anything provided for health and safety purposes

2.4 Students

Students are expected to:

- Follow safety instructions given by staff
- Use equipment safely and as directed
- Report any hazards or injuries to staff
- Respect the safety of others

2.5 Parents/Carers

Parents and carers are asked to:

- Inform Clearspace Learning of any medical conditions, allergies, or special needs
- Ensure emergency contact details are current
- Support safety rules and expectations
- Ensure safe access for home-based sessions

3. Risk Assessment

3.1 General Risk Assessment Process

Clearspace Learning conducts risk assessments for:

- All venues where provision is delivered
- All activities and projects
- Equipment and materials used
- Transportation in the mobile learning hub
- Individual students with specific needs or behaviours

Risk Assessment Steps:

- Identify hazards – What could cause harm?
- Identify who might be harmed – Students, staff, visitors, public
- Evaluate the risks – How likely? How severe?
- Record findings – Document the assessment
- Implement controls – Put measures in place to reduce risk
- Review regularly – Especially after incidents or changes

3.2 Venue Risk Assessments

Before delivering provision at any location, a risk assessment covers:

- Access and egress (emergency exits)
- Fire safety provisions
- Electrical safety
- Working space adequacy
- Environmental hazards (heat, cold, noise, lighting)
- Security and safeguarding

- First aid provisions
- Emergency procedures

Home Visits: Additional risk assessment for home-based sessions includes:

- Safeguarding arrangements (adult present/contactable)
- Working environment safety
- Pet management
- Lone working considerations
- Emergency contact arrangements

Mobile Learning Hub: Risk assessment includes:

- Vehicle safety and maintenance
- Loading and unloading procedures
- Parking location safety
- Weather considerations
- Equipment security during transport
- Setup and pack-down safety

3.3 Activity Risk Assessments

All STEM activities, making projects, and hands-on learning are risk-assessed before delivery:

- Low Risk Activities: Discussion, reading, writing, drawing, digital work
- Medium Risk Activities: Construction projects, electronics (low voltage), outdoor exploration
- Higher Risk Activities: Activities involving heat, sharp tools, moving parts, chemicals (age-appropriate only)

Risk Control Hierarchy:

- Eliminate – Remove the hazard entirely
- Substitute – Replace with something safer
- Engineering controls – Guards, barriers, ventilation
- Administrative controls – Procedures, training, supervision
- Personal protective equipment (PPE) – Safety glasses, gloves (last resort)

3.4 Individual Student Risk Assessments

For students with specific needs, individual risk assessments consider:

- Medical conditions (epilepsy, diabetes, allergies, etc.)
- Behavioural challenges and de-escalation needs
- Physical needs and mobility
- Communication needs
- Sensory sensitivities
- Previous incidents or known triggers
- Emergency procedures specific to the student

Dynamic Risk Assessment: Staff continually assess and respond to changing situations during sessions, adjusting activities and approaches as needed.

4. Accident and Incident Reporting

4.1 Immediate Response to Accidents

In the event of an accident or injury:

- Ensure safety – Make the area safe, prevent further harm
- Provide first aid – Administer appropriate first aid
- Seek medical help – Call 999 if serious, arrange GP/hospital if needed
- Notify parents/carers – Inform immediately of any injury
- Notify school/LA – Tell the commissioning body only where required (see 4.3)
- Record – Complete accident/incident form

4.2 Recording Accidents and Incidents

All accidents, injuries, near misses, and dangerous occurrences must be recorded using the Accident/Incident Report Form.

Information recorded:

- Date, time, and location
- Name and details of injured person
- Nature and cause of accident/injury
- First aid or medical treatment given
- Witnesses
- Action taken to prevent recurrence
- Signature and date

Records kept for: Adults – minimum 3 years (longer for serious incidents). Children – until the child's 25th birthday, in line with the Data Protection Policy

4.3 Reporting to External Bodies

RIDDOR Reportable Incidents: Clearspace Learning will report to the Health and Safety Executive (HSE) when:

- Death or a specified (serious) injury occurs
- A worker cannot do their normal work for more than 7 days because of a work injury
- A person who is not at work (such as a student) is taken directly from the scene to hospital for treatment
- Specified dangerous occurrences happen

Report via: HSE online reporting or 0345 300 9923

Ofsted Notification: Clearspace is not currently an Ofsted-registered provider. If that changes, serious incidents will be reported within the required timescales.

Local Authority Notification: Not every incident is reported to the council. Minor incidents are recorded and shared with parents/carers. Where a council contract applies, the council is told promptly about any incident that causes injury or damage that may lead to a claim, and about data incidents, as the contract requires (for the Oxfordshire Alternative Education Provision Framework: Condition 22.3 and the Information Governance Schedule).

4.4 Investigation and Learning

Following any accident or near miss:

- Investigation conducted to identify root causes
- Risk assessments reviewed and updated
- Control measures improved
- Lessons learned shared with commissioning bodies
- Policy and procedures updated if necessary

5. First Aid

5.1 First Aid Provision

Qualified First Aider: Stuart Knox (Practitioner Level First Aid)

Certificate Renewed: Every 3 years

Next Renewal Due: Tracked against certificate issue date; renewed before expiry in line with the 3-year cycle above

First Aid Equipment:

- Portable first aid kit carried to all sessions
- Contents checked monthly and after use
- Kit includes: adhesive plasters, sterile dressings, bandages, safety pins, disposable gloves, face shield, sterile wipes, scissors, thermal blanket

Location of First Aid Kit: Mobile learning hub / carried to all venues

5.2 First Aid Procedures

Minor Injuries:

- Clean and dress wounds appropriately
- Record in accident book

- Inform parents/carers at session end

Serious Injuries:

- Call 999 immediately
- Administer first aid while waiting for ambulance
- Contact parents/carers immediately
- Stay with student until parent/ambulance arrives
- Record and report as required

Head Injuries: Always treated as potentially serious:

- Student observed continuously
- Parents/carers notified immediately
- Advice given about monitoring for signs of concussion
- Medical attention sought if any concerning symptoms

5.3 Medical Conditions

Information Gathering: At intake, parents/carers provide information about:

- Medical conditions (asthma, diabetes, epilepsy, allergies, etc.)
- Medications and administration requirements
- Emergency procedures specific to the condition
- Emergency contacts

Individual Healthcare Plans: For students with significant medical needs, we work with parents, schools, and health professionals to create and follow individual healthcare plans.

Medication:

- Students may self-administer with parental consent
- Emergency medicines (adrenaline auto-injectors, inhalers) stay with the young person, and we know where they are before each session
- Clearspace does not administer medicines, except to help in a life-threatening emergency (Medicines Management Policy)
- Any emergency use of medicine is recorded as an incident

Allergies:

- All known allergies clearly recorded
- Staff aware of students' allergies before sessions
- Risk assessments consider allergic risks (food, materials, etc.)
- Emergency procedures in place for anaphylaxis

6. Fire Safety

6.1 Fire Risk Assessment

Fire risk assessments conducted for:

- Mobile learning hub (vehicle and equipment)
- All regular delivery venues
- Students' homes (basic assessment)

Assessment considers:

- Fire hazards (electrical equipment, flammable materials)
- People at risk
- Evacuation routes and assembly points
- Fire detection and warning systems
- Fire-fighting equipment
- Emergency procedures

6.2 Fire Prevention

Measures to prevent fire:

- Electrical equipment tested annually (PAT testing)
- No overloading of sockets
- Flammable materials stored safely
- Good housekeeping (no accumulation of combustible waste)
- Smoking and vaping prohibited in mobile learning hub and during sessions
- Hot work (soldering, etc.) conducted with appropriate controls

6.3 Fire Procedures

If Fire Discovered:

- Raise the alarm / shout "Fire!"
- Call 999 immediately
- Evacuate to predetermined assembly point
- Ensure student is safe and accounted for
- Do not re-enter building/vehicle
- Contact parents/carers and commissioning school

Assembly Points: Identified at start of each session in each venue; clear, safe distance from building/vehicle; accessible in all weather conditions.

Fire Drills:

- Home-based sessions: Discuss evacuation routes at start
- Community venues: Familiarise with venue fire procedures
- Mobile hub: Evacuation practiced periodically

6.4 Equipment

Fire Extinguishers:

- Carried in mobile learning hub (appropriate type)
- Serviced annually
- Staff trained in use (fire safety training completed)

Electrical Safety:

- All electrical equipment PAT tested annually
- Visual checks before each use
- Damaged equipment removed from use immediately
- Extension leads and adapters minimised

7. Mobile Learning Hub Safety

7.1 Vehicle Safety

Mobile learning hub vehicle: registration YC63 MYN (make and model held on file and kept current). A valid MOT certificate and fully comprehensive business-use insurance are maintained throughout.

Vehicle Maintenance:

- Regular servicing schedule followed
- Daily visual checks before use (tyres, lights, fluid levels)
- Any defects reported and resolved before use
- Vehicle kept clean and hazard-free

Driver Responsibilities (Stuart Knox):

- Valid UK driving licence (checked annually)
- Adherence to speed limits and road safety regulations
- No use of mobile phone while driving
- Vehicle only used when fit to drive
- Vehicle locked when unattended

7.2 Loading and Unloading

Manual Handling:

- Equipment loaded and unloaded safely
- Heavy items lifted using correct technique
- Trolley/wheeled equipment used where possible
- Multiple trips preferred over overloading
- Students not involved in heavy lifting

Equipment Storage in Vehicle:

- All items secured during transit
- No loose objects that could become projectiles
- Weight distributed evenly
- Hazardous materials (if any) stored according to COSHH

7.3 Setup and Delivery

Location Selection:

- Safe parking location identified
- Level ground where possible
- Away from traffic flow
- Good visibility
- Emergency vehicle access maintained

Weather Considerations:

- Sessions postponed in severe weather
- Alternative indoor provision arranged if needed
- Students protected from sun, rain, cold
- Adequate ventilation in hot weather

8. Equipment Safety

8.1 Equipment Management

All equipment used in provision:

- Appropriate for age and ability of students
- Maintained in good working order
- Inspected before each use
- Defective equipment removed from service
- Age-appropriate, and UKCA or CE marked where applicable

High-Risk Equipment: Tools, electronic components, construction materials, etc. subject to additional controls:

- Specific risk assessment
- Demonstration and supervision
- Clear safety instructions
- PPE provided where necessary

8.2 Electrical Equipment

Portable Appliance Testing (PAT):

- All portable electrical equipment PAT tested annually
- Test records maintained
- Equipment labelled with test date
- Faulty equipment removed immediately

Safe Use:

- Equipment used as per manufacturer instructions
- No use near water unless rated for it
- Cables checked for damage before use
- Equipment switched off and unplugged when not in use

8.3 Tools and Materials

Hand Tools:

- Age-appropriate tools selected
- Students trained in safe use before handling
- Adult supervision at all times
- Tools inspected before use
- Stored securely when not in use

Hazardous Substances (COSHH): If any materials require COSHH assessment (adhesives, paints, etc.):

- COSHH assessment completed
- Safety data sheets obtained and available
- Control measures implemented
- PPE provided if needed
- Safe storage and disposal

9. Lone Working

9.1 Lone Working Risk Assessment

Stuart Knox often works alone when delivering 1:1 provision. Risk assessment considers:

- Location safety (public venues safer than isolated locations)
- Time of day
- Student's known behavioural patterns
- Safeguarding arrangements
- Communication methods
- Emergency procedures

9.2 Lone Working Procedures

Before Sessions:

- Session details (time, location, student) shared with referring school
- Risk assessment reviewed
- Mobile phone fully charged
- Emergency contacts accessible

During Sessions:

- Mobile phone kept accessible at all times
- Professional boundaries maintained
- Position maintained near exit where possible
- De-escalation strategies ready if needed
- Session ended early if safety concerns arise

After Sessions:

- Check-in with school/base (if extended session)
- Any incidents reported immediately
- Risk assessment updated if necessary

9.3 Home Visit Safety

Additional measures for home-based sessions:

- Parent/carer present or immediately contactable
- Session conducted in appropriate space (living room, not bedroom)
- Door left open or ajar
- No personal facilities used (bathroom, etc.) unless essential
- Session times kept to agreed schedule
- Any concerns about home environment reported to school/LA

10. Online/Remote Provision Safety

10.1 Technology Safety

Video Call Platforms:

- Secure platforms used (Microsoft Teams, Zoom with security settings)
- Waiting rooms enabled
- Passwords required
- Screen sharing controlled
- Recording only with consent

Online Safety:

- Students under 18 supervised by a parent/carers or other responsible adult during online sessions (Online Safety Policy)
- Age-appropriate content only
- Internet safety discussed with students
- Reporting procedures for inappropriate content
- Professional environment maintained

10.2 Equipment Safety

Student Equipment:

- Students advised on safe setup (screen position, lighting, posture)
- Breaks scheduled for screen rest
- Electrical safety reminders given

Staff Equipment:

- Ergonomic workspace setup
- Display screen equipment assessment completed
- Regular breaks from screen work
- Proper lighting and posture

11. Working Environment

11.1 Temperature and Ventilation

Comfortable Environment:

- Adequate heating in cold weather
- Ventilation in warm weather
- Sessions postponed if temperature extremes unsafe
- Breaks provided for hydration and comfort

Outdoor Work:

- Sun protection provided/advised in summer
- Warm clothing advised in winter
- Shelter available in rain
- Lightning procedures established

11.2 Lighting

- Adequate lighting for activities
- Additional task lighting provided if needed
- Work positioned to avoid glare

11.3 Hygiene

Personal Hygiene:

- Handwashing facilities identified at all venues
- Hand sanitiser carried to all sessions

- Tissues available
- Waste disposal arranged

Infection Control:

- Good hygiene practices followed
- Sessions rescheduled if staff/student unwell with infectious illness
- Relevant public health precautions followed as advised
- Cuts and grazes covered

12. Emergency Procedures

12.1 Emergency Contacts

Emergency Services: 999 (Fire, Police, Ambulance)

Stuart Knox (Director/H&S Officer): 07986 622049

Parent/Carer: Contact details held for each student

Commissioning School: Contact details for each student

Poison Information: 111 (NHS 111)

12.2 Emergency Scenarios

Fire: Follow fire procedures (Section 6.3)

Medical Emergency:

- Call 999 immediately
- Administer first aid
- Contact parents/carers
- Contact the school or council where required
- Stay with student until help arrives

Injury:

- Provide first aid
- Assess severity
- Seek medical help if needed
- Contact parents/carers
- Record and report

Behavioural Crisis:

- Implement de-escalation strategies
- Ensure safety of student and self
- Call for assistance if needed (school, parent, emergency services)
- End session if safety compromised
- Record and review

Vehicle Breakdown:

- Move to safe location if possible
- Contact breakdown service
- Contact parent/school to arrange collection if necessary
- Ensure student safety until collected

Accident/Incident in Public:

- Ensure area is safe
- Provide first aid if trained
- Call 999 if serious
- Contact parents/carers immediately
- Contact police if crime involved

13. Training

13.1 Health and Safety Training

Stuart Knox has completed:

- First Aid (Practitioner Level) – renewed every 3 years
- Fire Safety Awareness
- Manual Handling
- Risk Assessment
- Lone Working
- Basic Health and Safety for Small Business

Training records maintained and updated regularly.

13.2 Ongoing Development

Annual review of:

- Health and safety legislation changes
- Sector-specific guidance (education/SEND)
- Incident learning
- Best practice developments

14. Monitoring and Review

14.1 Monitoring Arrangements

Monthly:

- First aid kit contents checked
- Accident/incident records reviewed
- Equipment condition checked

Termly:

- Risk assessments reviewed
- Training needs assessed
- Policy effectiveness reviewed

Annually:

- Full health and safety audit
- PAT testing completed
- Vehicle servicing/MOT
- First aid certification renewed (as needed)
- Policy formally reviewed and updated

14.2 Performance Indicators

We monitor:

- Number and nature of accidents/incidents
- Near misses reported
- Risk assessments completed
- Training up to date
- Compliance with procedures

Learning from Incidents:

- All incidents investigated
- Root causes identified
- Preventative actions implemented
- Risk assessments updated
- Procedures improved

15. Insurance

Clearspace Learning maintains appropriate insurance cover:

Public Liability Insurance: £10,000,000 minimum

Employers' Liability Insurance: £10,000,000 (when employing staff)

Professional Indemnity Insurance: £5,000,000 minimum

Vehicle Insurance: Fully comprehensive, business use

Insurance certificates: Available on request, renewed annually.

16. Related Policies and Documents

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Equality and Diversity Policy
- Behaviour Management Policy
- Risk Assessment Templates
- Accident/Incident Report Forms
- First Aid Procedures
- Fire Safety Procedures
- Lone Working Risk Assessment and Working Alone Protocols (Safeguarding Policy, Appendix F)
- Online Safety Policy
- Medicines Management Policy

17. Further Information and Guidance

Health and Safety Executive (HSE): www.hse.gov.uk / 0345 300 9923

Local Authority Health and Safety Teams: Available via commissioning councils

RoSPA (Royal Society for the Prevention of Accidents): www.rospace.com

Accident / Incident Report Form

Person Completing Form: _____

Date/Time of Incident: _____

Location: _____

Student Details

Name: _____

Age: _____

School/LA: _____

Type of Incident: ☐ Accident/Injury ☐ Near miss ☐ Dangerous occurrence ☐ Equipment failure ☐ Other: _____

Details of Incident: (What happened? Include events leading up to incident)

Injuries Sustained: (Nature and location of any injuries)

First Aid/Treatment Given: _____

Medical Attention Required: ☐ None ☐ GP ☐ Hospital ☐ Ambulance called

Witnesses: _____

Parents/Carers Notified: Yes/No – Time:

School/LA Notified: Yes/No – Time:

Immediate Actions Taken: _____

Preventative Measures: (What will be done to prevent recurrence?)

Risk Assessment Updated: Yes/No RIDDOR Reportable: Yes/No Reported to HSE, Date: _____

Signature: _____

Date: _____

Policy Approval

Stuart Knox

Director, Clearspace Learning Ltd

Date: November 2025 (updated October 2026)

Next Review: October 2027

Company Registration: 15950890

Contact: stuart.knox@clearspacelearning.com | 07986 622049

Change note (v1.1, October 2026): Public Liability increased from £5,000,000 to £10,000,000 and Professional Indemnity (£5,000,000) added to Section 15, to match the cover levels required by OCC's AP Open Framework. Vehicle registration added to Section 7.1. Contact details in the footer aligned to the Safeguarding and Equality & Diversity policies.