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## 1. Aims

Nature Beanz Adventures is committed to providing and maintaining a safe, healthy and supportive environment for all employees, self-employed contractors, volunteers, learners, visitors and members of the public who engage with our activities.

This policy aims to:

- Promote a positive health and safety culture across all provision
- Prevent accidents, injuries and ill health
- Ensure compliance with all relevant health and safety legislation
- Provide clear guidance on roles, responsibilities and procedures
- Ensure risks associated with outdoor learning, alternative provision and off-site activities are effectively managed

Health and safety is regarded as a shared responsibility, and all individuals are expected to take reasonable care of themselves and others.

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## 2. Legislation and Guidance

This policy is informed by, but not limited to, the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Regulatory Reform (Fire Safety) Order 2005
- Working at Height Regulations 2005
- Manual Handling Operations Regulations 1992
- Department for Education guidance on health and safety in schools
- Local Authority guidance for alternative provision and off-site education

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### **3. Roles and Responsibilities**

#### **Governance and Leadership**

The Directors/Management Team of Nature Beanz Adventures will:

- Ensure compliance with all relevant health and safety legislation
- Allocate sufficient resources to implement this policy effectively
- Ensure policies and procedures are reviewed at least annually
- Monitor health and safety performance

#### **Designated Health and Safety Officer**

The designated Health and Safety Officer will:

- Oversee the implementation of this policy
- Carry out and review risk assessments
- Investigate accidents, incidents and near misses
- Ensure appropriate control measures are in place

- Maintain health and safety records

## Staff, Contractors and Volunteers

All staff, self-employed tutors and volunteers must:

- Take reasonable care of their own health and safety and that of others
- Follow health and safety procedures and risk assessments
- Use equipment and PPE as instructed
- Report hazards, defects, accidents and concerns promptly
- Attend required training

## Learners and Visitors

Learners and visitors are expected to:

- Follow safety instructions and behaviour expectations
- Use equipment safely
- Report hazards or concerns to staff

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## 4. Site Security

- All Nature Beanz Adventures sites and activity areas will be subject to risk assessment
- Access points will be controlled where reasonably practicable
- Visitors must sign in, wear identification where required, and be supervised
- Safeguarding and site security arrangements operate alongside one another

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## 5. Fire Safety

- Fire risk assessments are completed and reviewed annually or following significant changes
- Fire alarms, extinguishers and emergency equipment are checked and maintained
- Clear fire evacuation procedures are in place and displayed where applicable
- Fire drills are carried out periodically
- Staff and learners are made aware of evacuation routes and assembly points

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## 6. Control of Substances Hazardous to Health (COSHH)

- All hazardous substances are identified and subject to COSHH assessment
- Substances are stored securely and labelled clearly
- Safety Data Sheets are retained and accessible
- Staff receive appropriate training in safe handling and disposal
- PPE is provided and used where required

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## 7. Equipment and Tools

- All tools, equipment and resources are suitable for their intended purpose
- Regular checks, maintenance and inspections are carried out
- Faulty equipment is removed from use immediately
- Staff and learners receive appropriate instruction and supervision
- Age-appropriate tools are used for learners

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## 8. Lone Working

- Lone working is avoided where possible, particularly with learners
- Where lone working is necessary, risk assessments are completed
- Staff must inform a designated contact of location and expected finish time
- Regular check-ins are required
- Emergency procedures are clearly communicated

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## 9. Working at Night and Low-Light Conditions

- Activities are risk assessed for reduced visibility
- Adequate lighting, torches and reflective equipment are provided
- Staff avoid isolated areas and follow agreed safety procedures
- Additional supervision and controls are implemented where required

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## 10. Manual Handling

- Manual handling tasks are assessed and avoided where possible
- Staff are trained in safe lifting and handling techniques
- Mechanical aids are used where appropriate
- Learners are supervised and supported during any manual tasks

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## 11. Off-Site Visits and Educational Activities

Nature Beanz Adventures recognises off-site visits as integral to learning.

- Written risk assessments are completed for all off-site activities
- Appropriate staff-to-learner ratios are maintained
- Emergency contact details and first aid provision are in place
- Parental/carer consent is obtained where required
- Safeguarding, medical and behavioural needs are considered
- Transport arrangements are risk assessed

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## 12. Lettings and Use of Premises

- Lettings agreements clearly outline health and safety responsibilities
- Hirers receive site rules, emergency procedures and relevant risk information
- Hirers are responsible for ensuring safe conduct of their activities

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## 13. Violence, Aggression and Challenging Behaviour

Nature Beanz Adventures operates a zero-tolerance approach to violence, aggression or abuse.

- Incidents are reported, recorded and investigated
- De-escalation strategies and positive behaviour approaches are used
- Risk assessments consider known behavioural needs
- Support is provided to affected staff

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## 14. Smoking, Alcohol and Substance Misuse

- Smoking and vaping are prohibited on all sites and during activities
- Alcohol and illegal substances are strictly prohibited
- Breaches will be managed in line with disciplinary procedures

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## 15. Infection Prevention and Control

- Good hygiene practices are actively promoted
- Cleaning schedules are maintained
- PPE is provided where required
- Illness outbreaks are managed in line with public health guidance

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## 16. New and Expectant Mothers

- Individual risk assessments are completed
- Reasonable adjustments are made to duties or environments
- Risks are reviewed regularly

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## 17. Occupational Stress and Wellbeing

- Staff wellbeing is recognised as essential to safe practice

- Open communication is encouraged
- Workloads and working conditions are monitored
- Support is signposted where required

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## **18. Accident, Incident and Near-Miss Reporting**

- All accidents and near misses are recorded
- Serious incidents are reported under RIDDOR where applicable
- Investigations identify learning and preventative actions

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## **19. Training and Competence**

- Staff receive appropriate health and safety training
- Training records are maintained
- Refresher training is provided as required

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## **20. Monitoring, Review and Compliance**

- Health and safety performance is monitored regularly
- Risk assessments are reviewed annually or following changes
- This policy is reviewed at least annually

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## 21. Links with Other Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Attendance Policy
- Data Protection Policy
- Equal Opportunities Policy

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### **Policy Approval**

**Approved by:** Gareth Jones - CEO and Founder

**Date:** January 2026

**Review Date:** February 2027