



Better EdSpace
Peredur Centre
West Hoathly Rd
Rh19 4LZ

www.betteredspace.co.uk
admin@betteredspace.co.uk

Better EdSpace Ltd

Health and Safety at Work Policy

1. Introduction

Better EdSpace is committed to providing a safe and healthy learning environment for all students, staff, and visitors. The health and safety of all individuals in our learning centre is a top priority, and we aim to comply with all relevant UK legislation and regulations, including the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, and the Education (School Premises) Regulations 1999. This policy outlines our approach to managing health and safety, including specific guidelines for science experiments with teenagers.

2. Purpose of the Policy

The purpose of this policy is to:

- Provide clear guidelines for maintaining a safe and healthy environment.
- Ensure compliance with health and safety regulations, including those related to practical activities, such as science experiments.
- Promote a culture of safety and responsibility among students, staff, and visitors.
- Identify and manage potential risks, particularly in areas where there may be an increased risk of injury or harm, such as science laboratories.

3. Scope of the Policy

This policy applies to:

- All staff, including full-time, part-time, and temporary employees.
- Students enrolled at Better EdSpace.
- Visitors to the learning centre, including contractors, parents, and external guests.
- Any activities, both educational and extracurricular, that take place at Better EdSpace.



Better EdSpace
Peredur Centre
West Hoathly Rd
Rh19 4LZ

www.betteredspace.co.uk
admin@betteredspace.co.uk

4. Responsibilities

- **Management:** The senior management team is responsible for ensuring that this policy is implemented, monitored, and reviewed regularly. They will ensure that appropriate resources are allocated to maintain a safe environment, including training and safety equipment.
- **Staff:** All staff members have a responsibility to follow health and safety procedures, identify and report hazards, and ensure that students are aware of and follow safety guidelines. Staff must be trained in first aid, emergency procedures, and relevant safety protocols.
- **Students:** Students are expected to take personal responsibility for their own health and safety and that of their peers. This includes following instructions given by staff, using equipment correctly, and reporting any hazards or accidents to staff immediately.
- **Visitors:** Visitors to Better EdSpace must adhere to the health and safety rules set out by the centre, including signing in at reception and following any relevant safety protocols.

5. General Health and Safety Guidelines

- **Risk Assessments:** Risk assessments will be carried out for all activities, including science experiments, field trips, and any other potentially hazardous activities. These assessments will identify risks and outline control measures to mitigate them. Risk assessments will be reviewed regularly and updated as necessary.
- **First Aid:** A qualified first-aid officer will be on-site at all times, and appropriate first-aid kits will be available throughout the learning centre. Staff will receive first-aid training, and emergency contact numbers will be displayed clearly.
- **Emergency Procedures:** Clear emergency procedures will be in place, including evacuation plans, fire safety procedures, and emergency contact numbers. These procedures will be regularly practiced through drills.
- **Personal Protective Equipment (PPE):** Where necessary, students and staff will be provided with appropriate PPE, such as safety goggles, lab coats, gloves, and face shields, particularly during practical activities, experiments, or when handling hazardous materials.



Better EdSpace
Peredur Centre
West Hoathly Rd
Rh19 4LZ

www.betteredspace.co.uk
admin@betteredspace.co.uk

- **Safe Equipment Use:** All equipment, tools, and machinery used in educational activities will be regularly inspected and maintained to ensure they are safe to use. Only properly trained individuals will be allowed to operate certain equipment.
- **Cleanliness and Hygiene:** The learning centre will maintain high standards of cleanliness and hygiene, including regular cleaning of classrooms, laboratories, and shared spaces.

6. Science Experiments and Practical Work with Teenagers

Science experiments and practical work are a vital part of the educational experience at Better EdSpace. However, these activities can present specific health and safety risks, which we are committed to managing appropriately.

- **Risk Assessments for Science Experiments:** A risk assessment will be carried out for each science experiment or practical activity. This assessment will consider potential hazards such as exposure to chemicals, fire, electrical equipment, or biological materials. Control measures will be put in place to manage identified risks.
- **Supervision:** All science experiments and practical activities will be supervised by qualified staff. Staff will ensure that students understand the safety procedures and instructions before beginning the experiment.
- **Safe Handling of Chemicals and Hazardous Materials:** The handling and storage of chemicals and hazardous materials will comply with the Control of Substances Hazardous to Health (COSHH) regulations. Appropriate safety data sheets (SDS) for each chemical or material will be available and accessible to staff. Students will be instructed on safe handling practices and the use of safety equipment.
- **Appropriate PPE for Science Activities:** All students and staff participating in science experiments will wear the appropriate PPE, including safety goggles, lab coats, and gloves. This equipment will be checked before use to ensure it is in good condition.
- **Ventilation:** Adequate ventilation will be ensured in all science areas, particularly when working with chemicals, gases, or other potentially harmful substances. Fume cupboards and extraction systems will be used where necessary.
- **Clear Instructions and Training:** Students will be given clear instructions on the safe conduct of experiments, including what to do in case of an



emergency. They will be trained in the correct use of equipment, handling of materials, and emergency response procedures.

- No Eating or Drinking in Science Areas: To prevent contamination or accidental ingestion of harmful substances, eating or drinking will be prohibited in science laboratories or areas where hazardous materials are used.
- Monitoring of Work Areas: Staff will monitor students during experiments to ensure they are following safety procedures. All work areas will be kept tidy, and any spills or accidents will be dealt with immediately.
- Fire Safety: All science areas will be equipped with fire extinguishers, fire blankets, and other fire safety equipment. Staff will ensure that students are familiar with the fire safety procedures in case of a fire during experiments.

7. Accidents and Incidents

- Reporting Accidents: All accidents, injuries, or incidents (including near misses) must be reported immediately to the designated health and safety officer and recorded in the accident log. A full investigation will be carried out where necessary.
- Minor Injuries: For minor injuries, first aid will be provided by trained staff. If necessary, students will be taken to a medical professional or hospital for treatment.
- Serious Incidents: In the event of a serious incident, emergency procedures will be followed. This includes contacting emergency services, providing first aid, and notifying parents/guardians of the situation.

8. Review and Monitoring

This policy will be reviewed annually to ensure it remains compliant with current UK legislation and best practices. Regular audits and inspections of the learning environment and risk assessments will be conducted to ensure that health and safety procedures are being followed effectively.



Better EdSpace
Peredur Centre
West Hoathly Rd
Rh19 4LZ

www.betteredspace.co.uk
admin@betteredspace.co.uk

9. Contact Information

If you have any questions or concerns about health and safety at Better EdSpace, please contact:

- Health and Safety Officer: Dr Heather Philp
- Email: heather@betteredspace.co.uk
- Phone: 07352094915

Conclusion

Better EdSpace is dedicated to maintaining a safe and healthy environment for all. By following this Health and Safety Policy, we aim to ensure that students, staff, and visitors are protected from harm, and that any risks associated with educational activities, including science experiments, are effectively managed.

Better EdSpace – Committed to Safety, Learning, and Well-being.

Created: 17 February 2025