

Health and Safety Policy

Brighton Evolving Education Hub Ltd ("Beehub") | Version: September 2026
To be read alongside the Beehub Terms and Conditions and Code of Conduct



1. Purpose

- 1.1 Beehub considers health and safety to be of the utmost importance. We comply with the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.
- 1.2 Beehub holds appropriate insurance cover, including employer's liability insurance and public liability insurance. Details are available on request.
- 1.3 All Beehub staff follow this policy and commit to maintaining a safe environment; taking reasonable care for the health and safety of themselves and others attending Beehub; reporting all accidents and incidents that have caused injury or damage, or that may do so in future; and undertaking relevant health and safety training when necessary.

2. Responsibilities of the Directors

- 2.1 The Directors (Ruth Lovegrove and Tom Smith) hold ultimate responsibility for the safe operation of Beehub. They ensure that:
 - all staff and volunteers receive information on health and safety matters, and receive training where necessary
 - this policy and the procedures under it are reviewed regularly
 - staff and volunteers understand and follow health and safety procedures
 - resources are provided to meet Beehub's health and safety responsibilities
 - all accidents, incidents and dangerous occurrences are properly reported and recorded, including to child protection agencies and to the Health and Safety Executive under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) where appropriate
 - all reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken

3. Responsibilities of the General Manager

- 3.1 The General Manager (Ruth Lovegrove) is responsible for ensuring that, at each session:
 - the premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
 - the rooms Beehub is using are used by Beehub alone while children are present
 - all Beehub equipment is safely and securely stored
 - a working telephone is available at all times
 - any chemicals and cleaning materials are stored appropriately and in accordance with COSHH data sheets
 - daily environment checks are carried out
- 3.2 Beehub operates from shared premises at One Church, Florence Road. Where responsibility for a matter sits with the venue rather than with Beehub, the General Manager is responsible for satisfying herself that the venue has met it.

4. Security

- 4.1 Children are not allowed to leave the premises during a session unless prior permission has been given by their parents.
- 4.2 During sessions all external doors are kept locked, with the exception of fire doors, which are alarmed. Staff monitor the entrances and exits throughout the session. Security procedures are reviewed regularly.
- 4.3 Arrangements for arrival, registration and collection are set out in sections 5 and 6 of our Code of Conduct.

5. Equipment

- 5.1 All equipment is kept clean, well maintained and in good repair. We select equipment and resources with care and assess their suitability before children are allowed to use them. Broken equipment is disposed of promptly, and any flammable equipment is stored safely.

6. First aid and accidents

- 6.1 A trained first aider is on site, or with the children at the park, at all times during sessions. A stocked first aid kit is kept on the premises and is taken on outings.
- 6.2 All accidents and injuries are recorded in the accident book on the day they occur, and parents are informed. Serious accidents are reported to Ofsted and, where appropriate, to the Health and Safety Executive under RIDDOR.
- 6.3 Parents must tell us about any medical condition, allergy or dietary requirement affecting their child, and must keep that information current. Arrangements for children with allergies are set out in our Nut Policy and in individual healthcare plans where these are in place.

7. Food and personal hygiene

- 7.1 We maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection:
- a generally clean environment is maintained at all times
 - toilets are cleaned daily, and soap and hand drying facilities are always available
 - staff are trained in food hygiene and follow appropriate guidelines
 - waste is disposed of safely
 - staff ensure that children wash their hands before handling food or drink and after using the toilet
 - cuts and abrasions, whether on children or staff, are kept covered
- 7.2 Arrangements for illness, including when a child should be kept at home, are set out in section 13 of our Code of Conduct.

8. Dealing with body fluids

- 8.1 Spillages of blood, vomit, urine and faeces are cleaned up immediately, using protective gloves and appropriate cleaning materials.

9. Staffing levels

- 9.1 Levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

10. Related policies

- 10.1 This policy should be read alongside our Fire Safety Policy, Missing Child Procedure, Nut Policy, Safeguarding Policy and Code of Conduct, all of which are published at beehub.uk.

Reviewed and updated by Tom Smith (Director) and Ruth Lovegrove (General Manager and Designated Safeguarding Lead). Version: September 2026. Next review: September 2027.

Brighton Evolving Education Hub Ltd is a company limited by guarantee, registered in England and Wales, company number 14900560. Registered office: 85 Church Road, Hove BN3 2BB. Sessions take place at One Church, Florence Road, Brighton.