



## Health and Safety Policy

**Effective Date:** 03.01.2025

**Review Date:** 03.01.2026

### 1. Purpose

This policy outlines the health and safety procedures and guidelines for Gemma Deas, a sole trader providing therapeutic art services to schools. The aim is to ensure a safe and healthy environment for all participants, including students, school staff, and the service provider.

### 2. Scope

This policy applies to one to one and group sessions provided by Gemma.

### 3. Responsibilities

- **Service Provider Responsibilities:**
  - Ensure that all sessions are planned and conducted in a manner that prioritizes the health and safety of all participants.
  - Conduct risk assessments for all activities and implement necessary control measures.
  - Provide appropriate supervision and instruction during all activities.
  - Use safe and appropriate materials and equipment.
  - Report any health and safety concerns or incidents to the school's designated health and safety officer immediately.
- **School Responsibilities:**
  - Provide a safe and suitable space for art activities.
  - Ensure students are aware of and comply with health and safety guidelines.
  - Communicate any relevant health or medical information about students to the service provider.
  - Support the service provider in implementing health and safety measures.

### 4. Risk Assessments

Before starting any new activity or project, a risk assessment will be conducted to identify potential hazards and implement control measures. Risk assessments will be documented and reviewed regularly to ensure ongoing safety.

### 5. Materials and Equipment

- **Safe Materials:** Only non-toxic, age-appropriate materials will be used. Hazardous substances (e.g., certain adhesives, paints) will be avoided or used under strict supervision.
- **Equipment Safety:** All equipment will be checked regularly for safety and maintained in good working order. Any damaged or faulty equipment will be removed from use immediately.
- **Personal Protective Equipment (PPE):** PPE, such as gloves and aprons, will be provided and worn as necessary to protect participants from exposure to hazardous materials or activities.

## 6. Supervision and Instruction

- **Supervision Levels:** Adequate supervision will be maintained at all times.
- **Instructions:** Clear instructions and demonstrations will be provided for all activities, highlighting any specific safety precautions.
- **Behaviour Management:** Positive behaviour management strategies will be employed to ensure a safe and conducive environment. Emotional regulation techniques will be used if needed if children or young people become dysregulated within these sessions. Gemma will seek support from school staff where risks to the safety of the child, young person or adults are greater.

## 7. Emergency Procedures

- **First Aid:** A first aid kit will be available at all times during activities. The service provider will have basic first aid training.
- **Emergency Contacts:** Emergency contact information for the service provider, school staff, and students will be readily accessible.
- **Incident Reporting:** All accidents, injuries, or near misses will be reported to the school's health and safety officer immediately and documented appropriately.

## 8. Safeguarding and Child Protection

Gemma Deas is committed to safeguarding and promoting the welfare of children and young people. Any concerns regarding a student's safety will be reported to the designated safeguarding lead at the school immediately. Gemma will adhere to the school's safeguarding policies and procedures.

## 9. Training and Competency

- **Training:** Gemma will undertake regular health and safety training to stay updated on best practices and legal requirements.
- **Competency:** Only activities within the service provider's competency and expertise will be undertaken.

## 10. Review and Amendments

This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with current health and safety regulations. Any amendments will be communicated to all relevant parties in writing.

**Approved by:**

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Gemma Deas  
Therapeutic Art Service  
03.01.2025

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**Contact Information:**

Creative Minds Project

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By adopting this policy, Creative Minds Project and the school commit to maintaining a safe and healthy environment for all art activities, ensuring the well-being of all participants.