

Health & Safety Policy

Classroom Adventures

1. Policy Statement

Classroom Adventures is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its staff, contractors, clients, participants and members of the public who may be affected by its activities.

We recognise our legal duties under the Health and Safety at Work etc. Act 1974 and associated legislation, and we aim to meet or exceed these requirements through effective planning, risk management and safe working practices.

Health and safety is regarded as a shared responsibility between Classroom Adventures, its staff and contractors, and the clients or venues with whom we work.

2. Scope of This Policy

This policy applies to:

- all Classroom Adventures activities and services
- all locations, including schools, heritage sites, museums, outdoor venues and public event spaces
- all staff, freelancers and contractors engaged by Classroom Adventures

Additional responsibilities specific to **schools** and **events** are set out in Sections 8 and 9.

3. Responsibilities

3.1 Classroom Adventures

Classroom Adventures is responsible for:

- maintaining this Health & Safety Policy and reviewing it regularly
- identifying hazards associated with its activities and equipment
- preparing suitable and sufficient risk assessments
- providing appropriate training, instruction and supervision for staff and contractors
- supplying and maintaining safe equipment and materials
- holding appropriate insurance cover

3.2 Staff and Contractors

All staff and contractors are required to:

- take reasonable care for their own health and safety and that of others

- follow all risk assessments, safe working procedures and instructions
- use equipment only as intended and report defects immediately
- report accidents, incidents and near misses promptly
- raise health and safety concerns without delay

3.3 Clients and Venues

Clients and venues are responsible for:

- providing accurate information about site-specific hazards, restrictions and emergency procedures
- ensuring the suitability of the site for the agreed activities
- obtaining any permissions required from site owners or authorities
- maintaining safe conditions within areas under their control

4. Risk Assessment and Planning

Classroom Adventures will:

- carry out activity-based risk assessments for all services offered
- adapt risk assessments on the day where reasonably necessary to account for site-specific conditions
- review risk assessments regularly and following any incident or significant change

Risk assessments are dynamic and may be adjusted on the day in response to weather, site conditions, participant behaviour or other relevant factors.

5. Equipment and Materials

Classroom Adventures will ensure that:

- all equipment is suitable for its intended use
- equipment is checked regularly and maintained in safe condition
- damaged or unsafe equipment is removed from use
- materials provided for activities are appropriate for the age group and context

Where activities involve outdoor infrastructure (such as tents, tables, or display equipment), reasonable measures will be taken to secure these safely.

6. Supervision and Participant Safety

Classroom Adventures staff are responsible for:

- delivering activities in accordance with agreed plans and risk assessments
- providing clear instructions and safety briefings
- monitoring participant behaviour and stopping activities where safety may be compromised

Responsibility for supervision of children remains with the school, teachers or accompanying adults, as set out in the Behaviour and Supervision Policy.

7. Accidents, Incidents and Emergencies

Classroom Adventures will:

- respond promptly and appropriately to accidents or incidents
- refer accidents, incidents and emergencies to the client as necessary
- cooperate with clients, venues and emergency services where required

Serious incidents will be escalated to insurers and relevant authorities where necessary.

8. Additional Provisions – School Experience Days

For school-based activities:

- overall supervision, discipline and duty of care for pupils remains with the school and its staff
- Classroom Adventures staff are not responsible for first aid unless explicitly agreed in writing
- the school is responsible for providing first aid facilities and managing medical needs
- Classroom Adventures relies on the school to provide suitable arrangements to meet pupil needs, SEND requirements and medical conditions

9. Additional Provisions – Events and Public Activities

For events and public-facing activities:

- participants take part voluntarily and remain responsible for their own conduct
- children must be supervised by a parent or responsible adult at all times
- Classroom Adventures does not have authority to physically remove participants or members of the public
- concerns regarding safety or behaviour will be escalated to the client, event organiser or venue

Outdoor event activities may involve uneven ground, weather exposure and temporary structures, and participants are expected to take reasonable care.

10. Monitoring and Review

This policy will be:

- reviewed annually
- reviewed following any significant incident, change in activities, or change in legal requirements

Updates will be communicated to staff and contractors as appropriate.
