Hustle Hive CIC – Health & Safety Policy

Oct 3, 2026

This policy sets out how Hustle Hive CIC manages health and safety across all its activities.

Item	Detail
Organisation	Hustle Hive CIC, company no. 16691281
Registered office	Same as operating premises
Operating premises	Unit 6 Paramo House, Denmark Street, Darlington, DL3 0LP
Directors	Gavin Copland, Kieron Davis, Carey Viala, Sarah Smith
Nominated Director for health and safety	Kieron Davis
Version	1.1 (replaces version 1.0, September 2026)
Effective from	October 2026
Next review	September 2027, or sooner after a significant change, serious incident, change of premises or new guidance

Part 1: Statement of intent

Hustle Hive CIC will, so far as is reasonably practicable, protect the health, safety and welfare of everyone affected by our work: learners, staff, volunteers, parents and carers, visitors, contractors and members of the public.

We will:

- assess and control the risks from our premises, equipment and activities;
- provide and maintain safe premises, plant and equipment;

- give staff and learners the information, instruction, training and supervision they need;
- consult staff on matters affecting their health and safety;
- prevent accidents and ill health, and learn from any that occur;
- maintain fire, first aid and emergency arrangements;
- obtain competent health and safety advice;
- keep records that show these arrangements are working; and
- review this policy at least every year.

The Directors will provide the time and money needed to meet these commitments.

Scope

This policy covers all Hustle Hive CIC activities: alternative provision for schools and local authorities, community and youth programmes, holiday clubs, adult courses such as Makers to Market, events, off-site visits and any work delivered at other venues. Adult programmes run separately from sessions for children and young people.

Legal framework

We operate in line with the Health and Safety at Work etc. Act 1974 and the regulations made under it, including the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 (PUWER), COSHH 2002, the Manual Handling Operations Regulations 1992, the Electricity at Work Regulations 1989, the Health and Safety (First-Aid) Regulations 1981, RIDDOR 2013, the PPE at Work Regulations 1992 (as amended 2022), the Health and Safety (Display Screen Equipment) Regulations 1992 and the Regulatory Reform (Fire Safety) Order 2005. We also follow relevant HSE and Department for Education guidance.

Part 2: Organisation and responsibilities

The Board of Directors has overall responsibility for health and safety. Kieron Davis, Director, is the nominated Director responsible for health and safety and reports on it at every Board meeting. Gavin Copland, Director, carries out the annual health and safety audit, so our arrangements are checked by someone other than the person leading them.

Role	Named person	Main duties
Nominated Director for health and safety	Kieron Davis	Leads on this policy; signs off risk assessments; decides on RIDDOR reports; reviews incidents and the action log; arranges the annual audit
Competent health and safety adviser	Kieron Davis, Director (DATA health and safety training for D&T workshops), with specialist external advice where needed	Gives day-to-day advice; reviews risk assessments and this policy; supports investigations
Fire lead (responsible person's representative)	Kieron Davis	Keeps the fire risk assessment current; runs weekly alarm tests, monthly lighting checks and termly drills; arranges contractor servicing; keeps the fire log
First aiders	Gavin Copland	Give first aid; check and restock kits monthly; record treatment
Workshop and equipment lead	Kieron Davis	Keeps the equipment register; arranges servicing and PAT testing; signs staff off on each machine
Designated Safeguarding Lead	Gavin Copland	Leads on safeguarding; links individual learner risk assessments with safeguarding information
Session leads	All staff leading sessions	Run pre-session checks; brief staff; supervise learners; stop unsafe activity; report incidents and hazards

All staff and volunteers

Everyone working for Hustle Hive CIC must take reasonable care of themselves and others, follow risk assessments and safe operating procedures, use equipment and PPE correctly, only do tasks they are trained and signed off for, and report hazards, defects, accidents and near misses straight away.

Learners

Learners are expected, in line with their age and understanding, to follow staff instructions and workshop rules, use equipment only when permitted and supervised, wear PPE when told to, and report anything unsafe. Workshop rules are agreed with learners and displayed.

Visitors and contractors

Visitors sign in, are told the fire procedure and are accompanied in learner areas. Before contractors start work we check their competence, insurance, risk assessment and method statement, and agree when and where they work so that higher-risk work does not take place in occupied learner areas.

Competent advice

Our day-to-day competent advice, particularly on workshop equipment, comes from Kieron Davis, Director. Kieron is a qualified teacher who has run Design and Technology workshops and holds Design and Technology Association (DATA) health and safety training for D&T workshops and machinery. Kieron is also the nominated Director for health and safety. Where specialist advice is needed, for example after a serious incident or a significant change to our premises or equipment, we commission it from a competent adviser on the Occupational Safety and Health Consultants Register.

Consultation and communication

Health and safety is a standing item at our monthly staff meetings, which are minuted, with actions added to the action log. Staff get a briefing before each session on the day's activities, learner needs and any equipment issues. Staff sign to confirm they have read each risk assessment that applies to them. Anyone can raise a concern with any Director at any time, and concerns are logged and answered. We ask learners for feedback on safety through workshop rule-setting and session reviews.

Part 3: Arrangements

Risk assessment

The nominated Director makes sure that written risk assessments exist for the premises, fire, each piece of workshop equipment, practical activities, COSHH substances, manual handling, lone working, display screen work, food activities and every off-site visit. We use the HSE five steps: hazards, who might be harmed, controls, further action with an owner, and a review date. Assessments are reviewed every year and after any incident, near miss, new equipment, new activity or change of premises. Each machine has a safe operating procedure displayed beside it.

Individual learner risk assessment

No learner starts until we have a referral from the commissioning school or local authority covering medical needs, SEND, behaviour and triggers, safeguarding concerns and any EHCP. After an admission meeting with the learner and parent or carer, we complete an individual learner risk assessment. It sets out controls, supervision levels, which equipment the learner may use, any medical or care plan and any Personal Emergency Evacuation Plan. It is shared with the staff working with the learner, discussed at the session briefing and reviewed every half term or after an incident or change.

Supervision

Learners are always supervised. Every group, including alternative provision and holiday clubs, has at least two staff and no more than 10 learners, a ratio of 1:5. Ratios are tightened in individual or activity risk assessments where needed.

Training and competence

Every new member of staff and volunteer completes a recorded induction before working with learners. It covers this policy, fire and evacuation, first aid, incident reporting, safeguarding, workshop rules and the equipment they will supervise. Staff are signed off on each machine only after training and observed practice. All training is held on a training matrix that the nominated Director reviews every term.

Training	Who	Renewal
Induction	All staff and volunteers	On starting
Safeguarding	All staff and volunteers	Annual
Fire awareness	All staff	Annual

Training	Who	Renewal
First aid (Emergency First Aid at Work or First Aid at Work)	Named first aiders	Every 3 years, annual refresher recommended
Equipment sign-off	Staff supervising each machine	On starting, and when equipment changes
Health and safety management (e.g. IOSH Managing Safely)	Nominated Director	On taking up the role
Enhanced DBS check	Staff and volunteers in regulated activity	On recruitment; DBS Update Service status checked annually

First aid

We complete and review a first aid needs assessment every year. At least one qualified first aider is on site whenever learners are present, and one goes on every off-site activity with a portable kit. First aiders' names are displayed. Kits are checked and restocked monthly and the check is recorded. A burns kit is kept next to the heat press, mug press and 3D printer. Every treatment is recorded, and parents or carers and commissioners are told the same day.

Medical needs and medication

Parents or carers and commissioners must give us medical information before a learner attends. We follow our Supporting Participants with Medical Conditions policy and our Medicines policy. Medication is only given with written consent by trained staff and is stored securely.

Fire safety

Unit 6 Paramo House is not a serviced property. Hustle Hive CIC is the responsible person for fire safety in our unit, and the fire lead manages these duties, including the in-house checks below. The landlord arranges contractor servicing of the fire alarm, emergency lighting and extinguishers, and we keep copies of the service certificates in our fire log.

Check	Frequency	By
Fire risk assessment review	Annual, and after any change	Gavin Copland (last completed August 2026)

Check	Frequency	By
Fire alarm test (different call point each week)	Weekly	Fire lead
Fire alarm service	Every 6 months	Landlord's contractor
Emergency lighting function test	Monthly	Fire lead
Emergency lighting full-duration test	Annual	Landlord's contractor
Fire extinguisher visual check	Monthly	Fire lead
Fire extinguisher service	Annual	Landlord's contractor
Escape routes, exits and signage check	Daily, before sessions	Session lead
Fire drill	Every term, plus one in each holiday club week	Fire lead

All tests, faults and drills are recorded in the fire log. Escape routes are kept clear and exits are never locked in a way that prevents escape. Paramo House has a single fire alarm system covering both floors in three zones, with the control panel at the ground-floor entrance. We agree weekly test times, fault reporting and evacuation arrangements with the landlord and the other occupier of the building.

Emergency evacuation

On hearing the alarm, staff lead learners out by the nearest safe route to the assembly point at Denmark Street, at the front of Paramo House, take the register and visitor book, and account for everyone. The fire lead calls 999 and nobody goes back in until the fire service says it is safe. Learners who need help to evacuate have a Personal Emergency Evacuation Plan.

Other emergencies

Staff must always be able to call for help. A charged mobile phone is available in every session and on every visit, and learner emergency contacts are kept with the register. Every emergency is recorded and reviewed by the nominated Director.

Serious and imminent danger. If anyone is at serious and immediate risk, staff stop the activity at once, move learners and staff to safety, switch off equipment if it is safe to do so, and call 999 where needed. Staff never put themselves at unreasonable risk.

Serious injury or medical emergency. The first aider gives first aid, and staff call 999 without delay if in doubt. One member of staff stays with the casualty while the other supervises the group. Parents or carers and the commissioning school are told as soon as possible.

Missing learner. If a learner cannot be accounted for, staff immediately check the premises and the area outside while keeping the rest of the group supervised. If the learner is not found within 10 minutes, or straight away if they are considered vulnerable or at risk, we call the police on 999 and contact the parent or carer and the commissioning school. The Designated Safeguarding Lead is informed and the incident is reviewed afterwards.

Utility failure. If power, heating, water or lighting fails, equipment is switched off and made safe. If the premises cannot stay safe, warm, lit or hygienic, the session ends and learners are collected early or the group moves to a safe alternative. We tell the landlord and the commissioning school.

Security incident. If an intruder or a threatening person is on or near the premises, staff keep learners inside a secure room, lock doors where safe and call 999. Staff do not confront anyone. If a lockdown is needed, learners stay away from doors and windows until the police give the all-clear.

Severe weather. We check weather warnings before sessions and visits. Outdoor activities and visits are changed, postponed or cancelled when conditions make them unsafe, for example ice, snow, high winds, thunderstorms or extreme heat. In hot weather we provide shade and water and reduce physical activity. If the premises cannot open safely, we tell families and commissioners as early as possible.

Accidents, incidents and near misses

All accidents, incidents and near misses involving staff, learners, visitors or contractors are recorded on our incident form on the day and entered on the incident log. Parents or carers and the commissioning school are told the same day. The nominated Director reviews every report. Anything serious, and any near miss that could have been serious, is investigated to find the cause, with actions added to the action log. Incident trends are reviewed every term. Safeguarding concerns are handled separately under our Safeguarding policy.

RIDDOR

The nominated Director decides whether an incident is reportable under RIDDOR and, if so, reports it to the HSE within the legal timescales. This includes any learner or visitor taken from the premises to hospital for treatment because of our work activity.

Work equipment

We keep an equipment register listing each item, its checks, its service schedule and who may use it.

- Workshop equipment (Bambu Lab P2S 3D printer, Cricut Maker cutting machine, Cricut Mug Press, heat press, sublimation printer, inkjet printer, laminator, laptops, and craft tools such as scissors, craft knives and weeding tools) is visually checked before each session and serviced in line with the manufacturer's instructions. Checks are recorded.
- All portable electrical equipment was bought new within the last year. Users check plugs, cables and casings before each use, and Kieron Davis carries out a recorded formal visual inspection every 6 months. It is PAT tested by a competent person on 22 October 2026, then annually.
- New equipment is risk assessed before use, and staff are trained and signed off on it before learners use it.
- Defective equipment is switched off, labelled "Do not use", removed from use and only returned once repaired.
- We do not own or use lifting equipment, so LOLER thorough examinations do not apply. We do not use laser cutters or other powered workshop machinery.

Learners use equipment only as allowed by their individual risk assessment and always under supervision. Hot equipment, such as the heat press, mug press, laminator and 3D printer nozzle, is kept out of learners' unsupervised reach and allowed to cool before it is put away.

Electrical safety

The fixed electrical installation has an Electrical Installation Condition Report at least every 5 years, arranged by the landlord. We have asked the landlord for a copy of the current report for our file. Sockets are not overloaded and damaged cables are taken out of use straight away.

Hazardous substances (COSHH)

We keep a COSHH register and an assessment for each hazardous product, such as sublimation and printer inks, adhesives, sprays, paints and cleaning chemicals. Products are labelled, locked away from learners, used as the assessment says, and kept in the smallest practical quantity. Safety data sheets are kept on file. 3D printing and sublimation work take place in a ventilated area.

Personal protective equipment

We provide suitable PPE free of charge where a risk assessment requires it, such as safety glasses, gloves and aprons. Learners must wear it when told to. PPE is used only after other controls.

Premises, housekeeping and security

The session lead checks the premises before each session. A documented workplace inspection takes place every term. Walkways and exits are kept clear, spills are cleaned up at once, and cables are secured. Visitors sign in and out, the entrance is controlled during sessions, and learners only leave with authorisation and in line with the agreed collection arrangements.

Lone working

Staff do not work alone with learners or carry out practical, high-risk activities while alone. Staff working alone on the premises out of hours tell another Director when they arrive and leave, and keep a phone with them.

Off-site visits and transport

Every off-site visit has a written risk assessment and parental consent, and is approved by a Director. A first aider, a phone, learner medical information and emergency contacts go on every visit. Staff who drive learners must hold a full licence and business-use insurance, and must check the vehicle beforehand. Everyone wears a seat belt, and children under 12 years old or under 135cm tall use a suitable booster seat. Transport arrangements take account of each learner's individual risk assessment.

Behaviour, violence and physical intervention

Risks from learner behaviour are covered in individual learner risk assessments, including triggers, de-escalation and staffing. Staff are not expected to put themselves at unreasonable risk. Physical intervention is only used as a last resort under our Behaviour policy. It must be lawful, reasonable and proportionate, and it is recorded and reviewed.

Manual handling, display screens and work at height

Manual handling is avoided where possible and assessed where it cannot be. Staff who use display screens regularly have a workstation assessment. Work at height uses suitable steps or ladders, never chairs or tables, and learners do not work at height.

Food activities

We do not currently run food activities. Before introducing any, we will risk assess them, check allergens against learner information and make sure the staff leading them hold Level 2 Food Hygiene.

Hygiene and bodily fluids

Hand-washing facilities are maintained. Spills of blood or bodily fluids are cleaned up using a spill kit and disposable gloves, and waste is bagged and disposed of safely. Staff must not handle found sharps without a sharps kit.

Smoking, vaping, alcohol and drugs

Smoking and vaping are not allowed anywhere inside the premises or near the entrance. Nobody may work under the influence of alcohol or drugs.

Staff welfare

Staff should raise any concern about workload, stress, fatigue, staffing levels or a health condition that affects safety with a Director, who will act on it.

Part 4: Monitoring, review and records

We check that this policy is working through the monitoring below. Every action that comes out of it goes on one action log, with an owner and a target date, and is recorded when completed.

Activity	Frequency	By
Pre-session premises and equipment checks	Every session	Session lead
Fire log checks (see Fire safety)	Weekly, monthly, termly	Fire lead
Workplace inspection	Every term	Nominated Director
Incident and near-miss trend review	Every term	Nominated Director
Training matrix review	Every term	Nominated Director
Action log review	Monthly Board meeting	Board of Directors

Activity	Frequency	By
Health and safety audit against this policy	Annual	Gavin Copland
Policy review	Annual (September), or sooner after a change or serious incident	Board of Directors

Records

We keep risk assessments, the fire log, first aid and incident records, the training matrix, equipment and servicing records, COSHH assessments, inspection and audit reports, the action log, visit paperwork and contractor records. Records are kept in line with our Records Retention policy. Accident records are kept for at least 3 years, and records about children until they reach 21.

Insurance

We hold employers' liability insurance (certificate displayed) and public liability insurance, plus professional indemnity, business-use motor and equipment cover.

Related policies

This policy should be read alongside our Safeguarding, Safer Recruitment, Behaviour, Supporting Participants with Medical Conditions, Medicines, Online Safety, Whistleblowing and Records Retention policies, and our risk assessments and fire risk assessment.

Breaches

Failure to follow this policy may lead to further training, removal from an activity, or action under staff disciplinary or learner behaviour procedures.

Approval and signatures

Approved by the Board of Directors of Hustle Hive CIC on 30 October 2026. Signed on behalf of the Board by:

Name	Position	Signature	Date
Gavin Copland	Director		30/10/2026

Name	Position	Signature	Date
Kieron Davis	Director and nominated Director for health and safety		30/10/2026