



Health & Safety Policy

The Odyssey Hub Ltd

1. Statement of Commitment

The Odyssey Hub Ltd is committed to ensuring the health, safety, and welfare of all learners, staff, volunteers, contractors, and visitors. We recognise our duties under the [Health and Safety at Work Act 1974](#), the [Management of Health and Safety at Work Regulations 1999](#), and associated legislation.

Because we deliver provision in **external venues**, we take particular care to assess and manage risks in spaces we do not own, working closely with venue providers to ensure compliance and safety.

2. Scope

This policy applies to:

- All staff, volunteers, and contractors engaged in delivery.
- All learners aged 11–25 attending provision.
- All external venues used for delivery (community centres, hired halls, schools, etc.).
- All activities, including structured roleplay, creative practice, social communication time, and transitions.

3. Responsibilities

- **Board of Directors:** Overall accountability for health & safety compliance.
- **Health & Safety Lead:** Oversees risk assessments, incident reporting, and liaison with venue providers.
- **Designated Safeguarding Lead (DSL):** Ensures safeguarding and health & safety procedures align.
- **Staff and Volunteers:** Follow procedures, report hazards, and supervise learners.
- **Venue Providers:** Maintain premises in line with statutory requirements and provide documentation (fire safety, insurance, risk assessments).
- **Learners:** Encouraged to raise concerns and participate in safety awareness.

4. Risk Assessments

- **Venue Risk Assessments:** Conducted before delivery begins at any new site, covering fire exits, accessibility, hygiene, electrical safety, and suitability for small-group learning.



- **Activity Risk Assessments:** Completed for structured activities (roleplay, creative practice, group work).
- **Dynamic Risk Assessments:** Staff trained to assess risks in real time (e.g. behavioural escalation, emotional distress).
- **Review Cycle:** Risk assessments reviewed annually or sooner if circumstances change.

5. First Aid Provision

- At least one **qualified First Aider** present at every session.
- First aid kits carried to each venue and checked weekly.
- Accidents/incidents recorded in the Accident Book and reported to the Health & Safety Lead and DSL.
- Serious incidents reported to the **Health and Safety Executive (HSE)** under RIDDOR.
- Parents/carers informed promptly of any incident involving their child.

6. Venue Fire Safety

- Fire risk assessments conducted or obtained for each venue.
- Fire evacuation procedures confirmed with venue providers and communicated to staff and learners.
- Fire exits checked before each session to ensure they are unobstructed by venue staff.
- Fire drills carried out termly in collaboration by venue staff.
- Fire extinguishers and alarms maintained by venue providers.

7. Premises Safety

- Staff inspect venues before each session for hazards (trip risks, unsafe furniture, blocked exits).
- Hygiene standards monitored, especially for shared lunch/social time.
- Hazardous substances (e.g. cleaning products) stored securely by venue staff; learners must not access them.
- Electrical equipment checked regularly; unsafe equipment removed from use.
- Safe storage provided for learners' belongings and teaching materials, where required.

8. Transport and Transitions

- Transport provided (where agreed) will comply with road safety and safeguarding standards.



- Vehicles used must be adequately insured for business use, roadworthy, clean, and driven by appropriately licensed staff.
- Learners supervised during transitions between venues and activities.

9. Behaviour and Emotional Safety

- Staff trained in trauma-informed practice and de-escalation techniques.
- Behaviour expectations communicated clearly to learners.
- Emotional distress treated as a health & safety risk; staff trained to respond appropriately. Group sessions offer opportunity for learners to retreat to a designated space away from other learners, with staff supervision.
- Group sizes capped at six learners to ensure safe supervision.

10. Reporting and Monitoring

- Hazards, accidents, and near misses reported immediately to the Health & Safety Lead.
- Records maintained securely and reviewed termly.
- Termly reports submitted to the Board of Directors.
- External venue providers informed of any incidents relevant to their premises.

11. Training

- All staff receive induction training on health & safety procedures.
- Ongoing training provided on risk assessment, first aid, fire safety, and trauma-informed practice.
- Refresher training delivered annually.

12. Insurance

- The Odyssey Hub Ltd maintains appropriate public liability and employer's liability insurance.
- Venue providers required to hold their own insurance; documentation checked before use.

13. Policy Review

- Reviewed annually, or sooner if legislation, venue arrangements, or delivery models change.
- Updates approved by the Board of Directors and communicated to staff, volunteers, and commissioners.



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