



Solar Squad Science

Health and Safety Policy

Document Version: 1.0
Date Issued: May 2026
Review Date: May 2027
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Health and Safety Policy



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1. Statement of Intent

Solar Squad Science is committed to providing a safe, healthy, and supportive environment for all children, staff, volunteers, partner providers, and visitors involved in our activities.

We recognise our responsibilities under:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Relevant safeguarding and child welfare guidance
- Relevant risk management and public liability requirements

Health and safety is considered an essential part of all workshop planning, activity delivery, and operational practice.

2. Scope of This Policy

This policy applies to:

- all Solar Squad Science staff
- workshop instructors
- volunteers
- external contractors
- all activities delivered by Solar Squad Science

As Solar Squad Science operates as an external enrichment provider, responsibility for overall site management remains with the hosting organisation, school, or holiday camp provider unless otherwise agreed in writing.

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3. Legal Responsibilities

Solar Squad Science will:

- take reasonable steps to ensure activities are delivered safely
- carry out suitable risk assessments
- maintain appropriate public liability insurance
- provide suitable staff training where required
- maintain safe working practices
- cooperate with host venue procedures and emergency arrangements

All staff are expected to:

- follow health and safety procedures
- take reasonable care for themselves and others
- report hazards, accidents, and concerns promptly
- use equipment safely and appropriately

Any serious disregard for health and safety procedures may result in disciplinary action.

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4. Roles and Responsibilities

Solar Squad Science Responsibilities

Solar Squad Science is responsible for:

- safe delivery of workshops and activities
- activity-specific risk assessments
- safe use of specialist equipment and materials
- ensuring staff are suitably trained and DBS checked
- maintaining appropriate insurance
- supervising activities appropriately during delivery

Hosting Provider Responsibilities

The hosting provider, school, or holiday camp remains responsible for:

- overall site safety and security
- venue suitability
- fire evacuation procedures
- welfare facilities
- general supervision ratios
- behaviour management support
- safeguarding oversight for children attending the provision

Where bookings include one Solar Squad instructor, the provider must supply an assisting staff member to support supervision and safeguarding requirements.

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5. Risk Assessments

Solar Squad Science will complete activity-specific risk assessments where appropriate.

Risk assessments will consider:

- activity hazards
- equipment safety
- age suitability
- group sizes
- venue suitability
- supervision requirements
- emergency procedures

Activities may be adapted, modified, or cancelled where conditions are considered unsafe.

6. Safe Delivery of Activities

All workshops are designed with safety as a priority.

Staff will:

- provide clear instructions before activities begin
- supervise activities appropriately
- adapt activities to suit age and ability
- ensure safe spacing and movement within activity areas
- stop activities immediately if safety concerns arise

Children are expected to:

- follow instructions
- use equipment safely
- behave respectfully towards others
- report accidents or concerns to staff

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7. Equipment and Resources

Solar Squad Science aims to ensure all equipment and materials are:

- suitable for purpose
- age appropriate
- regularly checked before use
- safely transported and stored
- maintained in good condition

Damaged or unsafe equipment will not be used and any specialist substances or materials used during activities will be risk assessed appropriately.

8. First Aid and Medical Emergencies

At least one appropriately trained first aider will be available during activities where reasonably practicable.

Solar Squad Science staff may hold qualifications including:

- Level 3 Emergency First Aid at Work (EFAW)
- Activity-specific first aid training

The hosting provider retains responsibility for:

- children's medical records
- medication management
- emergency contact information
- long-term medical care arrangements

In the event of a medical emergency:

- emergency services will be contacted where necessary
- provider staff and parents/carers will be informed
- incidents will be recorded appropriately

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9. Accident and Incident Reporting

All accidents, injuries, near misses, or dangerous occurrences should be reported promptly.

Minor incidents may:

- be managed on site
- be recorded internally
- be communicated to provider staff

Serious incidents may require:

- emergency services
- immediate parent/carer contact
- formal incident reporting
- safeguarding referrals where appropriate

Incident records will include:

- date and time
- individuals involved
- nature of incident
- action taken
- follow-up measures

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10. Safeguarding and Welfare

Health and safety procedures operate alongside Solar Squad Science safeguarding procedures.

All staff are expected to:

- maintain professional conduct
- prioritise child welfare
- report safeguarding concerns immediately
- follow safeguarding policies and reporting procedures

All staff involved in regulated activity will hold appropriate Enhanced DBS clearance.

11. Fire Safety and Emergency Procedures

Solar Squad Science will:

- cooperate fully with host venue emergency procedures
- follow evacuation instructions provided by the venue
- ensure children are supervised during evacuations
- stop activities immediately during emergencies

The hosting provider remains responsible for:

- fire risk assessments
- fire alarm systems
- evacuation routes
- assembly points
- site-wide emergency procedures

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12. Hygiene and Infection Control

Solar Squad Science promotes high standards of hygiene and infection control.

Reasonable steps will be taken to:

- maintain clean activity areas
- encourage hand hygiene
- clean shared equipment where appropriate
- manage spillages safely
- reduce unnecessary infection risks

Any body fluid spillages should be managed safely and appropriately.

Staff and children should not attend activities where contagious illness may place others at risk.

13. Manual Handling

Staff should avoid unsafe lifting or carrying practices.

Reasonable steps will be taken to:

- transport equipment safely
- reduce unnecessary manual handling risks
- use appropriate lifting techniques
- seek assistance where required

Heavy lifting should be avoided where possible.

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14. COSHH and Hazardous Substances

Where substances covered under COSHH regulations are used:

- appropriate risk assessments will be completed
- substances will be stored safely
- manufacturer guidance will be followed
- children will be supervised appropriately
- suitable protective measures will be used where necessary

Hazardous materials will only be used where appropriate for the activity and age group.

15. Behaviour and Supervision

Safe behaviour is essential for safe activity delivery.

Children are expected to:

- follow instructions
- use equipment safely
- avoid unsafe or disruptive behaviour

Unsafe behaviour may result in:

- removal from activities
- provider staff intervention
- parent/carer contact where appropriate

Solar Squad Science works alongside provider staff to maintain safe supervision ratios and positive behaviour management.

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16. Venue Responsibilities

As an external provider, Solar Squad Science relies upon host venues to ensure:

- premises are safe and suitable
- welfare facilities are available
- emergency procedures are established
- safeguarding arrangements are in place
- access routes are safe
- site hazards are managed appropriately

Solar Squad Science reserves the right to refuse or pause activities if a venue is considered unsafe.

17. Staff Training and Competency

Staff delivering STEM activities are expected to receive appropriate instruction and guidance relating to:

- safe laboratory practice
- safe handling of equipment and materials
- activity-specific hazards
- chemical safety where applicable
- safe demonstration techniques
- emergency procedures

Solar Squad Science aims to ensure all practical activities are delivered using age-appropriate, risk-assessed, and professionally supervised methods.

Overall responsibility for health and safety within Solar Squad Science sits with the company directors and lead delivery staff, who are responsible for ensuring activities are risk assessed, appropriately supervised, and delivered safely.

Staff are expected to work within their level of competence at all times.

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18. Review of Policy

This policy will be reviewed annually or sooner where necessary to reflect:

- operational changes
- legislative updates
- incident reviews
- safeguarding guidance
- best practice developments

Contact Information

General Enquiries

- Email: hello@solarsquadscience.co.uk

Designated Safeguarding Lead (DSL)

- Email: kamron@solarsquadscience.co.uk
- Phone: 07508237386

