

Health & Safety Policy

Review Date	February 2021	Next Review by Date	February 2022
Reviewed By	Headteacher		
Approval by Governing Body	Joanne Franklin		
Date Approved	28/04/2021		

RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

It is inclusive of activities outside of the normal Pathways Education hours. It applies to all staff (teaching and support staff), the proprietor and volunteers working at Pathways Education. The Policy is publicly available on the Pathways Education website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the Pathways Education Office. All who work, volunteer or supply services to Pathways Education have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal Pathways Education hours including activities away from Pathways.

Legal Status - being prepared with regards to the:

- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at School of The Education (Independent Schools Standards Compliance Record) (England) (Amendment) Regulations in force 2015.

- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014)

Pathways Education has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on Pathways Education trips and offsite activities

- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) www.hse.gov.uk/riddor Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)
- <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

Issue Status, Distribution and Authorisation: Any changes to these documents shall be made by re-issuing the whole of the document. The CEO is responsible for issuing these documents on behalf of the Board of Directors who are the Proprietor/Employer.

Distribution: Copy No. Controlled Copy Holder

1. The Proprietor/Employer,
2. The Board of Directors with regards to Health and Safety matters,
3. The Headteacher of Pathways Education
4. Health and Safety Lead

Monitoring and Review: This policy will be subject to continuous monitoring, refinement and audit. The Proprietor, undertake a formal annual review of this policy and of the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number. The Proprietor employs an external provider to undertake an annual health and safety audit.

OUR POLICY

Introduction

Pathways Education is committed to improving Health and Safety management in all activities. To assist in the implementation of a suitable Health and Safety management system engages the competent Health and Safety resource required under current regulations. Guidance entitled 'Successful Health and Safety Management' and 'Leading Health and Safety at Work' published by the Health and Safety Executive and the Institute of Directors will be used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation's Health and Safety and measure its performance along with other business activities.

The success of this strategy will be defined by all our stakeholders understanding and fulfilling their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives. In turn it will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

The main elements include:

- **Plan** - Developing an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits.
- **Do** – The Health and Safety advisor (Debbie Seagrove) will assist in introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- **Check** – The Health and Safety advisor will assist at a strategic and tactical level in implementing monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.
- **Act** – The Health and Safety advisor will assist Pathways Education in the review of Health and Safety performance and establish whether the essential Health and Safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the organisation and whether the system has been effective in managing risk and protecting people.

The overall and final responsibility for Health and Safety is that of the Proprietor/Employer. The day-to-day responsibility for ensuring this and other health and safety policies are put into practice is designated to the Headteacher who is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises. The signing and dating of this document signify that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

DfE Guidance 2011 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the proprietor to:

- have a general statement of policy, which includes who is responsible for what (delegation of tasks);
- make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

Responsibilities, Arrangements, Powers and Procedures

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. The organisation chart shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns an example of which are the child protection procedures. In order to effectively discharge its duties, Pathways Education Director have:

- established a Health and Safety Committee, whose Chairman is a member of the Board of Directors; and
- appointed and delegated the day to day responsibility for ensuring this and other Health and Safety policies are put into practice by the Responsible Officer and the Health and Safety Managers (HSMs).

General Statement: In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Proprietor/Employer to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, Young People, parents, visitors and volunteers in any Pathways Education activity whether it be on Pathways Education site or off site. This policy also applies to any persons, including contractors, employed by or on behalf

of the Proprietor, who visit or work at sites in the control of the Proprietor. The Employer has the power to ensure that the health and safety policy is carried out in Pathways and on all Pathways activities. The Headteacher manages the implementation and monitoring of the policy for the Proprietor.

The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietor cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Proprietor will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on Pathways Education premises, or while taking part in Pathways Education sponsored activities

Employer duties: The Proprietor (Board of Directors) has a duty to:

- be familiar with and ensure Pathways Education adheres at all times to the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of Pathways Education, in particular the Management of Health and Safety and Work Regulations;
- ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the Young People in our care;
- where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;
- to train and supervise all our staff in the particular health and safety issues that affect Young People and ensure that activities undertaken by Pathways Education both on and away from Pathways Education site are risk assessed and safely managed;
- monitor and review this Policy and the various systems procedures in accordance with statutory requirements;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

Pathways Education ensures arrangements are made to safeguard and promote the welfare of the young people at the site and that such arrangements have regard to any guidance issued by the Secretary of State. The Proprietor takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that Young People can be safe in Pathways Education;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure Pathways Education environment, including the elimination of potential risks to young people's welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented and how our pupils are supervised during Pathways Education hours; the effectiveness of the Pathways Education monitoring and recording systems for pupils' attendance and punctuality
- how well the Pathways Education reviews admission arrangements and makes adjustments to ensure the accessibility of the Pathways Education premises and curriculum for all young people ;
- the way we teach Young People how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- the views expressed by pupils, and different groups of young people, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying;
- how our day and boarding pupils are supervised including activities away from Pathways Education;
- the effectiveness of the Pathways Education monitoring and recording systems for pupils' attendance and punctuality;
- the views of parents and carers, staff, proprietors and others;

Employee duties: The Health and Safety at Work etc Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of him/herself and of any persons who may be affected by his acts or omissions at work, and
- regards any duty or requirement imposed on his/her Headteacher or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states that: 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.' All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Proprietor.
- take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc), and only undertake any task for which they have been trained;
- take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.);
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully with their employer on health and safety matters, including following safe systems of work and ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order;
- ensure that storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents and near misses immediately, whether injury is sustained or not using an Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures;
- act as a prudent parent when in charge of pupils, as they have a duty to under common law;

If employees feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The Headteacher will work with the employer to ensure that the procedures at Pathways Education are proportionate, effective and appropriate. There is a fixed agenda item on health and safety for our staff meetings.

Consultation arrangements with employees: Pathways Education will maintain effective lines of communication to enable relevant health and safety information to be passed to members of staff. There is a Health and Safety sub-committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety through our weekly staff meetings and in the case of immediate changes, staff are consulted individually by the Health and Safety Manager.

Responsibilities of the Board of Governors: The Board of Governors, acting via the Responsible Officer, are responsible for ensuring the implementation of this policy within Pathways Education. In particular they will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;
- prepare an emergency evacuation procedure and arrange for the periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed by Pathways Education and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the registration book to record the arrival and departure of all visitors is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to attention of all staff at the Pathways Education as necessary;
- ensure that regular staff inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;

- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Board in committee whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Responsible Officer and the Health and Safety Managers the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for pupils to enjoy learning;
- make themselves more familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the Pathways Education, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the pupils in our care, including compliance with the Surrey Local Safeguarding Young People Board locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance “Working Together to Safeguard Young People” 2015/2019;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work-related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect pupils;
- ensure that activities undertaken by Pathways Education both on and away from Pathways Education site are risk assessed and safely managed;
- adopt and maintain an effective policy organisation and arrangements for the provision of Health and Safety throughout the Pathways Education;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* 2013 (RIDDOR);
- hold regular meetings that include Health and Safety as a fixed agenda item;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the Pathways Education;
- ensure specific controls and procedures are in place for the safety of the pupils in our care from the point of arrival to the point at which they depart.

Duties of the Chairman of the Health and Safety Committee: The Board of Governors has established a Health and Safety Committee; whose Chairman is a member of the Board of Governors. The Chairman has a particular responsibility for Health and Safety matters, including ensuring adequate representation of staff on the Health and Safety Committee.

Responsible Officer for Health and Safety (RO) duties: The Headteacher is the responsible Officer overseeing Health and Safety within Pathways Education and is accountable to the Board of Directors.

Health and Safety Manager (HSM) duties: These managers are responsible for the on-site health and safety at the Pathways Education. The HSM acts as the focal point for day to day references on safety and gives advice; obtaining, where necessary, external advice. The HSMs also have responsibility for ensuring that for their respective areas the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/pupils, visitors and any other person using the premises or engaged in activities sponsored by the Pathways Education. The HSMs will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role, whilst not being limited to the following, includes:

- Monitoring the Health and Safety policy, ensuring that Proprietor, employees and other persons involved with the Pathways Education have knowledge of it and are carrying out their duties in accordance with it;
- being aware of and ensuring compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the Pathways Education;
- ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail;
- ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- collating accident information and, when necessary, carry out accident and incident investigations;
- ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- making annual health and safety inspections;
- producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- ensuring that the fire drill instructions are in all rooms. Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;

- ensuring that regular visitors observe Pathways Education's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment;
- monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietors on health and safety matters;
- investigating any specific Health and Safety problem identified and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Board of Directors and;
- ensure that the procedures and practices identified on the Appendix to this policy are in place.

Pathways Education undertakes to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace. The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent Pathways Education. Because the Employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Employer. However, in some circumstances, for example where an employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Duties of Staff Holding Posts/Positions of Special Responsibility: These staff:

- have a general responsibility for the application of the Proprietor's safety policy to their own area of work and are directly responsible to the CEO for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to The Board;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;

- shall, where appropriate, seek the advice and guidance of the Headteacher or any relevant adviser appointed by the Proprietor and shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Arrangements:

- We have a registration book/ system to record the arrival and departure of all staff, Young People, parents, visitors and contractors who enter Pathways Education.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the Pathways Education.
- We ensure that Young People do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- Only those staff who have been checked by an 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the Young People in our care.
- Faculty and staff are trained in emergency first aid and at least one member of faculty or staff who has a current full first aid training certificate is present at all times whilst Young People are on our premises.
- Parents, visitors, contractors etc. are required to enter the Pathways Education premises via the entrance to the Estate and Pathways Education. Parents, visitors and contractors are required to sign in.
- All Young People in our care are regularly reminded of what is safe and not safe to do when on our premises.
- We have installed smoke detectors in all fire risk areas. These are checked on a weekly basis. We ensure that everyone can hear the fire alarm when it is raised.
- We regularly practise what to do in the event of a fire and make sure all the Young People in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.
- We only use safety-approved substances for use by Young People, such as non-toxic glues and paints. We only use water-based products, not solvent-based one.

Working Together to Safeguard Young People (HM Gov: Currently in force), helps to outline individuals' responsibility in promoting the safety and welfare of all Young People. We also comply with *Keeping Young People Safe in Education Statutory guidance for Pathways Education and colleges* (KCSIE) (DfE, September 2016/19). Pathways Education is vigilant and alert to triggers and situations that may put Young People at risk, and we must be proactive in taking action. Communicating with Young People effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

Child protection: If an employee or volunteer suspects that a pupil may be the victim of abuse, they should immediately inform the Pathways Education Designated Safeguarding Lead (DSL). It is the Pathways Education policy for us to comply with the Local Authority's Child Protection Procedures. We require all adults and volunteers working in the Pathways Education to comply with the Safer Recruitment Procedures. Pathways Education has a separate Safeguarding and Child protection policy which is reviewed annually.

Supervision of pupils: We make professional judgements taking into the consideration the age of the pupils and activities in which they are engaged. No pupil is to be allowed unattended into areas of Pathways Education which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

Internet: Please refer to our ICT – E-Safety Policy including Prevent Duty. We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's teaching materials). Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of Young People or their work on Pathways Education's website, or in newsletters and other publications.

Arrangements for the Comfort of Young People and Staff

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, lockable and allow sufficient light through.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is always available. There is no access to any water supplies that are not safe for drinking.

Arrangements for Hygiene:

- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked daily.
- Only safety-approved cleaning materials are used.

- We have a daily cleaning schedule to cover all areas accessible by Young People.
- We teach our Young People about the importance of hygiene and keeping their hands clean.
- Any animals on site are checked to ensure they do not pose a threat to Young People's health. Any unchecked animals, such as pets, are strictly forbidden. Dogs and other pets (excluding guide dogs) must remain with their owner outside Pathways Education gates at all times and under full control by means of a suitable lead or restraint.

Risk Assessment: The proprietor ensures that- (a) the welfare of pupils at Pathways Education is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy in compliance with Health and Safety Work regulations 1992; and (b) appropriate action is taken to reduce risks that are identified. Our Risks Assessment Policy is an integral part of our health and safety procedures and expands on the detail given in this Health and Safety Policy. Our Risk Assessment Policy when read in conjunction with this Health and Safety Policy demonstrates that our risk assessment is systematic with a view to promoting Young People's welfare. Particular attention is paid to key areas of risk such as supervision and Pathways Education trips. The policy content includes: when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma), training for staff.

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all Pathways Education sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Headteacher who will prioritise issues and assign resources to undertake remedial/control measures where required.

Staff Training in Health and Safety, including Risk Assessment: Staff training in child protection, prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is a set agenda item for the Health and Safety Committee. Pathways Education will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing

so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Fire Marshals are trained to perform their duties and will receive refresher training every three years.

All pupils are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of Pathways Education and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Recording and Reporting accidents to staff, pupils and visitors: The Head complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Pathways Education is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths, major injuries, more than seven-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off Pathways Education site if in connection with Pathways Education. This will be kept in Pathways Education Office. Records should be stored for at least three years or if the person injured is a minor.

Notifiable Incidents: This is an incident involving the care of a young person which meets any of the following criteria:

- A young person has died (including cases of suspected suicide) and abuse or neglect is known or suspected;

- A looked after young person has died (including cases where abuse is **not** known or suspected);
- A young person has been seriously harmed and abuse or neglect is known or suspected;
- A young person in a regulated setting or service has died (including cases where abuse is **not** known or suspected).

Any such incident should be reported to Ofsted and the DfE along with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) in accordance with the regulations

The Curriculum: We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. We teach Young People respect for their bodies, and how to look after themselves. We discuss these issues with the Young People in Relationships, Social, Health, and Economic Education (RSHEE) along with Citizenship; reinforcing these points in science, where Young People also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

Pathways Education promotes the spiritual, moral, social and cultural (SMSC) development of Young People.

First Aid and Medication: Please refer to Pathways Education separate First Aid Policy. Pathways Education has in place: practical arrangements at the point of need, the names of those qualified in first aid and the requirement for updated training every three years, at least one qualified person on site when pupils are present, ways to show how accidents are to be recorded and parents informed, access to first aid kits, arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes), hygiene procedures for dealing with spillage of body fluids and guidance on when to call an ambulance.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the Pathways Education premises or as a part of a Pathways Education related activity. If a pupil requires medication whilst in the care of Pathways Education, the parent should notify Pathways Education and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with Pathways Education policy as stated by the Headteacher.

Occupational Health Services and Managing Work-Related Stress: As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. Pathways Education has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

Arrangements for Activities:

- Adults accompanying residential trips have a CRB enhanced certificate and must have made a risk assessment.
- We inform parents of plans for events on our premises.
- We always ensure adequate staffing ratios at all times.
- We also have generic and specific parents' consent for activities as is required
- We ensure that our staff have access to all necessary equipment for outings and that they use a checklist.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits, Off-Site Activities and Visiting Guests Policy.

Off-site Visits, Including Residential Visits and Pathways Education - Led Adventure Activities: Pathways Education has an Educational Visits Co-ordinator (Lead Teacher / EVC) along with policies and procedures for Educational Visits and Off-Site Activities.

Non-standard activities must be supervised by a member or members of staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside Pathways Education, who have relevant expertise and appropriate recognised qualifications. Pathways Education does not rule out the possibility of undertaking activities which contain an element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

Behaviour of any person (including a parent) on the Pathways Education premises: Pathways Education has a written Behaviour Policy setting out the behaviour expected of parents on the premises and the procedures that will happen when Pathways Education wishes to restrict a parent's access to Pathways Education premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering Pathways Education premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

Theft or other criminal acts: The Lead Teacher will investigate any incidents of theft involving young people. If there are serious incidents of theft from Pathways Education site, the Headteacher will inform the police and record the incident in the incident book

Violence towards Staff: If there are any concerns about the behaviours of visitors, they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of Pathways Education ethos.

Arrangements for the Safety and Security of Equipment: The following arrangements are put in place to look after all equipment on the premises as well as any hired or purchased equipment:

- electrical equipment and installations are checked by competent persons or organisations.
- gas heating boiler and gas supply lines are regularly checked by competent persons or organisations. Access to these is strictly controlled.
- regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

APPENDIX 1

Control of Substances Hazardous to Health: The implications to COSHH applied at Pathways Education where both records and working practices reflect the seriousness in which Pathways Education implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments. Only trained staff will be permitted to use the substance. When evaluating substances, any fumes/ gasses/ vapours and dusts generated by processes will also be assessed.

Contractors will be reminded of their responsibility to notify Pathways Education should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If Pathways Education feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/students are not present.

Dealing with Health and Safety Emergencies: Procedures and Contacts: The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Pathways Education. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception. The Head has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Lead Teacher which are specified in the daily routines.

Pathways Education has in place a Critical Incident Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency. For specific details, please see our 'Critical Incident Plan' which forms part of our Health and safety Manual.

Display Screen Equipment: Pathways Education will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment and associated workstations. All computer workstations will be assessed in accordance with a standard protocol, to identify risk factors arising from the interface between the user, the equipment and the work environment. Please see our Health and Safety Manual for full details on our procedures.

Electrical systems: Pathways Education will ensure that all permanent electrical systems and wiring are maintained in good and safe condition. Periodic reviews of electrical systems will be undertaken so as to support this approach. Portable electrical equipment is visually checked by staff before use and if any defects are noted the item is put out of use. In addition, both Pathways Education and student owned portable electrical equipment items are subject to a regular check in line with guidance on checking of electrical equipment.

Fire Safety: In compliance with the 'Fire Safety Order' (2005) Pathways Education undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our proprietor complies with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or

reduction of risks from dangerous substances, develop fire procedures and provide staff training (repeated periodically where appropriate), ensure the safety of staff or anyone else legally on the premises, carry out fire drills and contact emergency services when necessary, appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation), have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' and provide staff and any others working on Pathways Education site with fire safety information also requiring staff to take reasonable care.

The role of the 'responsible person' is undertaken by the Health and Safety Manager who keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

Management of Asbestos: An Asbestos survey has been undertaken which found that there is NO Asbestos traces within the site. Any new site will be surveyed.

Manual Handling: Pathways Education has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

Noise: Pathways Education will take all appropriate measures necessary to protect employees, students and others from damage to hearing due to noise caused by Pathways Education or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this can't be achieved then suitable hearing protection will be provided to those who may be exposed.

Non-Smoking: Pathways Education is in compliance with the law and is a non-smoking establishment. We do not allow smoking on the Pathways Education premises, as we do not want to present smoking as acceptable. Should we find any member of staff smoking at Pathways Education, we would consider this a serious breach of the terms of employment.

We aim to help young people know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide young people with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip young people with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

Personal Protective Equipment (PPE) and required Clothing: Pathways Education recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. The college will supply any PPE identified as a required risk control measure within risk assessments for carrying out activities in lessons. Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitation of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

Restraint: All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Young People* as set out in Education Act 1996. Staff at Pathways Education do not hit, push or slap Young People. Staff only intervene physically to restrain Young People to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the CEO and recorded in the child's personal file. The child's parents are informed on the same day. Records are kept of when force is used, and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable.

Pathways Education Security: While it is difficult to make Pathways Education site totally secure, we will do all we can to ensure the Pathways Education is a safe environment for all who work or learn here. We require all adult visitors to Pathways Education who arrive in normal Pathways Education hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on Pathways Education premises. We provide all adult visitors to Pathways Education with a Health and Safety Leaflet. Staff must report to the Pathways Education office immediately any visitor who is not identified with a Pathways Education badge. If any adult working in the Pathways Education has suspicions that a person may be trespassing on the Pathways Education site, they must inform the Head teacher immediately. The Lead Teacher of Pathways Education will direct any intruder that they must leave the Pathways Education site straight away. If this does not occur the Lead Teacher of Pathways Education will contact the police immediately.

Selecting and Managing Contractors. The Proprietor or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. Contractors may not commence work until they have reported to Pathways Education and ensured that any permit to work documentation is completed. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Proprietor will take such actions as are necessary to prevent persons in their care from a risk or injury. The Proprietor will draw the attention of all users of the premises (including hirers and contractors) to

Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for selection, appointment and monitoring of contractors working within the Pathways Education premises are defined in the Building Procedures. These have taken into account: The Construction (Design and Management) Regulations 2015 – Assessment of Competence and Provision for Health and safety along with building Contracts undertaken on educational Premises.

For Health and Safety purposes Pathways Education must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
- The scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at Pathways Education.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that Pathways Education is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

Slips and Trips: All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off Pathways Education site if in connection with the Pathways Education. This will be kept in Pathways Education Office. Records should be stored for at least three years or if the person injured is a minor.

Working at Height: Any situations where work may need to be carried out at height are in consultation with our Health and Safety Manager.). If any work on fragile roofs is required, then this will be sub-contracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement. No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection. We have produced a separate document which relates to staff working at height in Pathways Education. For more information, please see/read ‘Working at Height’ in our Health and Safety Manual.

Workplace Safety for Teachers, Pupils and Visitors: The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of Pathways Education.

Further Information: With reference to the following statements, Pathways Education has the required details, policies, procedures and working practices in place. Additionally, documentation is in place concerning:

- Anti-bullying, Behaviour management; Employment; Fire safety policy and audit and role of fire marshals
- First aid and the administration of medicines; Risk assessment and Safeguarding (child protection/safer recruitment, E-Safety and Prevent Duty)

Appendix 2

Specific responsibilities: The management procedures listed in Section 3 require certain individuals to implement them. The details and named individuals are shown in the following table. This list will be updated as appropriate to reflect changes in roles and responsibilities.

Details	Responsible Person(s)
<p>Safety management:</p> <ul style="list-style-type: none"> • Maintain and update the health and safety action plan. • Maintain the Health and Safety files. • Monitor progress with the inspection programme. 	Health and Safety Co-ordinator
<p>Risk assessments:</p> <ol style="list-style-type: none"> 1. Oversee the maintenance of assessments. 2. Amend and update general assessments. 3. Carry out and maintain display screen assessments. 4. Carry out and maintain manual handling assessments. 5. Carry out and maintain COSHH assessments. 	<ol style="list-style-type: none"> 1. Headteacher (Nazya Ghalib) 2. Headteacher (Nazya Ghalib) 3. Health and Safety Co-ordinator (Debbie Seagrove) 4. Health and Safety Co-ordinator (Debbie Seagrove) 5. Health and safety Co-ordinator (Debbie Seagrove)

<p>Fire and emergencies:</p> <ul style="list-style-type: none"> • Oversee fire precautions and carry out alarm tests. • Maintain the fire log and water testing log. 	Health and safety Co-ordinator (Debbie Seagrove)
<p>Accidents, diseases and dangerous occurrences:</p> <ul style="list-style-type: none"> • Make statutory accident and dangerous occurrence reports. • Maintain records of accidents, dangerous occurrences and diseases. • Scrutinise sick notes and make statutory disease reports. 	6. Headteacher (Nazya Ghalib)
<p>Occupational Health and First aid:</p> <ul style="list-style-type: none"> • Oversee the first aid provision. • Keep first aid boxes stocked. 	Health and safety Co-ordinator (Debbie Seagrove) / First Aiders (Holly Page & Kirsty Gerard)
Details	Responsible Person(s)
<p>Information, Instruction and Training:</p> <ul style="list-style-type: none"> • Maintain training records. • Ensure that induction training is carried out. • Ensure that further training is provided where appropriate. 	Leadership Team
<p>Workplace, buildings and contractors:</p> <ul style="list-style-type: none"> • Arrange necessary maintenance for the workplaces, including the control of contractors. • Prepare and keep up-to-date a cleaning schedule. 	Health and Safety Co-ordinator (HSC)
<p>Young People and Staff Safety and Security:</p> <ol style="list-style-type: none"> 1. Draft and maintain departmental safety rules. 2. Maintenance of departmental equipment. 	<ol style="list-style-type: none"> 1. Lead Teacher 2. Lead Teacher

3. Planning of events.	3. Staff supervising the event
4. Upkeep of rules for off-site activities.	4. Lead Teacher
5. Compliance with off-site activity rules.	5. Lead Teacher
6. Upkeep of security policy.	6. Leadership Team
7. Routine implementation of site security.	7. Headteacher and HSC

APPENDIX 3

A list of all supporting policies and procedures is attached at the end of this policy. Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Manual. Specifically, there are details on:

List of Relevant Documents

Missing from Education	Lone worker policy including out of hours
Accessibility plan and Reasonable Adjustment Policy	Manual Handling
Accident Policy and Procedure	Occupational health
Risk Assessment and Management	Office and classroom self-audit
Animals on site and farm visits	Arson prevention policy
Drugs and Alcohol policy	Risk Assessment and Management
Visitors	Control of Contractors
Waste Policy	COSHH (Control of substances hazardous to health)
Work experience	Crisis management and critical incident plan

Health and safety handbook: Workplace Health Safety Welfare Regulations inc PPE and wellbeing	Critical incident report sheet and staff personal notes form
Incident Report Sheet	

I, the undersigned, have received a copy of The Pathways Education Health and Safety Policy.

I hereby confirm that I have read and understood this policy.

Signed.....

Print Name.....

Date/...../.....