Pathways School

Health and Safety Policy

Policy Monitoring

Date policy last reviewed: June 2026

Signed by:

Neil Jones	Headteacher	Date:	June 2026
Saima Ali	Chair of governors	Date:	June 2026

Date of next review: June 2027

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

Statement of Intent

At Pathways School, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable

1. Introduction

The purpose of this policy is to further our aim to provide a secure, safe, healthy, and stimulating environment for all students, staff, volunteers, and visitors to Pathways School.

Stakeholders need to know that every measure will be taken to keep our students safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of Pathways School community. All staff, students and their representatives, and governors will contribute to this policy. The policy is based on guidance from the Department for Education (DfE) and the Health and Safety Executive (HSE).

Pathways School is committed to establishing and implementing arrangements which will ensure that staff, students, and others who may be affected by our undertaking, will be safeguarded when on its premises or engaged in offsite activities, and that the premises for which Pathways School is responsible are safe for all.

2. Links to other school policies and practices

- Staff Code of Conduct.
- Covid 19 Statement and Risk Assessment.
- Fire Safety Policy.
- Pathways School Fire Manual.
- Risk Assessment Policy.
- Safeguarding and Child Protection Policy.
- Restrictive Physical Intervention Policy.
- Education Visits Policy.
- Nut free Policy.
- Personal and Intimate Care Policy.
- Supporting Children with Medical Conditions Policy.

3. Aims

Pathways School aims to provide a safe and healthy working environment by:

- Providing adequate control of health and safety risks arising from our activities.
- Consultation with employees on all matters affecting their health and safety.
- Providing and maintaining safe equipment.
- Ensuring safe use, handling, and storage of substances.
- Providing information and training on matters related to health and safety.
- Ensuring all staff are competent to carry out their tasks and to provide adequate training.
- Reporting, where necessary, incidents and cases of work-related ill health.
- The review and revision of this policy as necessary at regular intervals, or at least on an annual basis.
- Providing sufficient resources to fulfil the requirements of this policy.

4. Risk Assessment

The Headteacher will complete the following risk assessments.

- General Work Area Risk Assessment.
- COSHH Risk Assessment.
- Manual Handling Risk Assessment.

These Risk Assessments will be reviewed at least annually, or earlier when circumstances warrant.

The Headteacher will sign and date updated risk assessments and will ensure that all relevant staff are informed of any changes.

5. Accidents and Incidents

5.1 Reducing Risks

Pathways aim to reduce the risk of accidents by:

- Undertaking risk assessments for as many foreseeable risks as possible thereby identifying hazards and seeking to reduce or eliminate the risk.
- Ensuring that the premises are regularly checked and used properly.
- Training staff and, as to the extent possible, the students to be aware of hazards
- Encouraging staff and students to care about their environment and their colleagues.
- Training staff to identify and report hazards and risks and encouraging students to do the same.
- Appointing a Health and Safety consultant to advise all health and safety issues.

All accidents and incidents should be recorded and reviewed to see if anything can be done to prevent the accident/incident happening again. A First Aid Record is kept by the Head to monitor and report accident/injury trends to the School Management Team and the Governors.

5.2 Serious injury or death and how to deal with these events

Pathways School will notify the Department for Education and local child protection/safeguarding children's agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given. A serious incident is one defined by the guidance contained in 'Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 1995 – (amended 2012). Notification will be given as soon as is reasonably practical, but within 14 days of the incident occurring. In addition, the local child protection agency will be notified, and any advice given acted upon.

5.3 Requirements for recording incidents

All accidents and incidents should be recorded in accordance with the Accident and Incident Reporting Procedures. Pathways School as an employer has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (amended 2012) to report certain serious injuries, diseases, and dangerous occurrences directly to the Health and Safety Executive. Any work-related injury, either physical or mental, which results in unfitness for work for more than seven days, is also reportable to the HSE.

The Accident and Incident Procedure details those events that are reportable under RIDDOR.

The Head and / or Health and Safety Consultant must be informed promptly of all accidents, incidences, or injuries. The Accident and Incident Procedure details which events are reportable under RIDDOR. The following information is included in the report:

- Date, time, and place of incident.
- Name of the injured person.
- Details of the injury.
- What First Aid was given.
- What happened to the person initially
- What happened to the person afterwards, (i.e., went home, resumed duties, went back to class, or went to hospital).
- Name and signature of the first aider or person dealing with the incident.

5.4 First Aid

Pathways School has appointed three Emergency First Aid Workers to meet the school's needs.

Approved training for First Aiders occurs at regular intervals to update qualifications.

There is always a trained first aider on site, who will deal with minor injuries. In the highly remote instance where an inadequate number of First Aid trained staff are available, the Headteacher will make decisions on what appropriate actions to take.

First aid boxes are available on site and portable first aid kits are carried by staff making offsite trips. All first aid kits are checked regularly by the Headteacher, and a record is kept.

Emergency first aid will be provided by a qualified first aider when one is present. Pathways School will notify parents and/or primary carers of any injury (especially head injuries) sustained by a student.

Pathways School will ensure that staff are kept up to date with new developments and resources.

6. Medication

6.1 Medication for students

Staff are responsible for ensuring all medicines (prescription or non-prescription) brought on site are always securely stored (the medicine cabinets are in the Medical Room and are NOT to be taken into any teaching areas, unless for administration to a student). Additionally, all medicines MUST be clearly marked with the individual's name. Any breach of this requirement may lead to disciplinary action.

Medication must be administered in accordance with the Medication Administration policy

6.2 Staff Medication

Staff bringing their own medication into Pathways School must store this securely in their personal lockers, locked pedestal drawer, or in an envelope clearly marked with their name in the site's Medication Cabinet. They may not carry medication on their person whilst onsite at Pathways School unless it is a prescribed emergency medication e.g., a nebuliser or auto injector, and has been authorised in advance by the Headteacher. When taking medication during the day, staff must use the Staff Room, Medical Room, or an office to ensure privacy and to reduce the risk of exposing their medication to students.

7. Hygiene and Infectious Disease Control

Pathways School promotes a high standard of health and hygiene in its day-to-day work with students. Routine cleaning of premises is undertaken by an external contractor who is responsible for maintaining their own compliance with all relevant Health and Safety legislation and requirements. To prevent the spread of infection, staff should observe the Hygiene and Infectious Disease Control Procedures. Pathways School will observe current legislation and good practice regarding food hygiene, registration, and training.

Pathways School adheres to all government guidelines related to the ongoing COVID 19 pandemic.

The DfE latest documents and guidance webpage is updated regularly:
https://www.gov.uk/coronavirus/education-and-childcare

8. Equipment

All equipment and machinery should be maintained in accordance with the manufacturer's instructions and checked in accordance with agreed maintenance schedules or at least annually. New equipment should be checked to ensure this meets appropriate standards and is suitable for purpose. All equipment should be stored appropriately and, where relevant, in secure storage labelled with the appropriate hazard signage.

8.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances should do so under the supervision of the member of staff who so directs them. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members may check plugs. All electrical equipment will be subject to an annual portable appliance test (PAT) undertaken by a competent person. All isolators' switches are clearly marked to identify their purpose. Electrical apparatus and connections should not be touched by wet hands and must only be used in dry conditions. Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment should only be undertaken by a competent person.

8.2 P.E. equipment

Students are taught how to set up and use P.E. equipment safely and efficiently. Staff have responsibility for ensuring that such equipment is set up safely. Any concerns about the condition of the equipment, floor or other concerns should be reported to the Headteacher

8.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work should undertake a display screen equipment (DSE) assessment on a regular basis. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Staff identified as DSE users are entitled to a specific eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

9. Maintenance and Repair

The Headteacher has day-to-day responsibility for minor maintenance and repairs. Routine checks are in place that include buildings, ancillary equipment, and vehicles. Staff should report any faults with equipment or unsafe areas to the Headteacher who will respond, as soon as practical, to all reported incidents and where immediate repair is not possible the area will be made safe. Routine statutory and on-going major maintenance will be scheduled as appropriate. Where works require the use of external contractors this will authorised by the Headteacher, and the Site Access and Security Policy requirements observed. Works subject to 'Permit to Work' e.g., Hot Works require the issue of a permit from the Headteacher or Health and Safety Consultant.

10. Sharps and Blades

Sharps, blades, needles and syringes present a potential health and safety risk to learners, staff and others who use the school's sites, and staff should comply with the 'Procedures for the use of Sharp Knives and Blades'. Pathways has a duty to ensure that every effort is made for the safe management of sharps, blades, needles and syringes and that procedures are in place to assist in the prevention of needle stick injuries. Pathways has a duty to ensure all staff are aware of the potential risk of infection should they receive an injury when attempting to handle certain hazardous items. All discovered sharps, blades, needles, and syringes will be removed to a secure place prior to disposal.

11. Safe Handling and Use of Substances (COSHH)

11.1 General

The Headteacher advised by the Health and Safety Consultant is responsible for identifying all substances that are potentially hazardous and that require a COSHH assessment and ensuring that such assessments are held. Hazardous substances, materials, chemicals, and cleaning liquids are only to be supplied by Pathways' nominated suppliers. COSHH Assessments will be reviewed annually or when a new COSSH product is used onsite, whichever is soonest. A Material Safety Data (MSDS) sheet should accompany any new product to be used on site. These are kept in the COSHH file in the office and shared with appropriate staff. Details of Hazardous substances in use at Pathways, their storage and the control measures are held in the COSHH File in the office. When using a hazardous substance staff must ensure that adequate precautions are taken in accordance with the relevant COSHH assessment. Staff must never attempt to use a hazardous substance unless adequately trained. All hazardous substances are to be stored in the appropriate storage when not in use, which are to always remain locked. All hazardous substances,

including bodily fluids and blood, should be handled, and disposed of safely using the appropriate procedures.

11.2 Asbestos

The school building has been certified as being at no risk from asbestos (Asbestos Survey 2021).

11.3 Legionella

A legionella risk assessment is in place and reviewed annually. The Headteacher is the Legionella Competent Manager and responsible for ensuring that the identified operational controls are in place.

The risks from legionella are mitigated by:

- Regular Temperature checks covering both hot and cold taps.
- Water heated beyond 50 degrees centigrade.
- TMV's fitted to all water delivery points in student areas.
- All cold-water supplied via mains.
- Biannual water sampling.

12. Personal Security

Staff working offsite must take the following precautions:

- ensure you notify your destination to your line manager.
- contact your line manager on arrival, if appropriate.
- laptops, mobile phones, or other valuables should not be carried in a manner that may draw attention.

Reference should be made to the Lone Working Policy.

13. Manual Handling (including People)

See also:

- Reasonable Force & Restrictive Interventions Policy
- Manual Handling Risk Assessments

If an individual considers that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance. Staff receive training regarding correct posture and safe lifting techniques. Onsite Occupational Therapy (OT) staff can offer advice and guidance. Manual handling is the movement of a load (both inanimate objects and people) by means of bodily force which includes lifting, supporting, carrying, putting down, pushing, and pulling. Pathways has a duty under the Manual Handling Regulations 1998 to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by staff. Pathways seeks to reduce manual handling risk to staff by undertaking risk assessments, having in place lifting aids and a workplace environment that has been ergonomically designed in addition to providing appropriate training.

14. Lifting Operations and Lifting Equipment (LOLER)

All equipment identified as being used for 'lifting' within the Lifting Operations and Lifting Equipment Regulations are subject to regular checks and maintenance ('Thorough Examination'). Records of Thorough Examination are maintained by the Headteacher.

15. Working at Height

Staff members should only undertake work at height if they have received appropriate training. In general, there is no requirement for staff members to carry out any 'work at height'. Appropriate Work at Height risk assessments are undertaken and reviewed regularly, and suitable work equipment is provided and regularly maintained.

16. Traffic Movements

Students arrive on site either by taxi or transported by parents/carers on foot or by public transport. Areas around Pathways premises are subject to traffic movements by other vehicles. The arrival and departure of students is closely supervised by staff and all vehicles are required to adhere to strict procedures. Limited designated parking areas are provided to staff and visitors.

17. Provision and Use of Work Equipment (PUWER)

The Headteacher is responsible for identifying all equipment requiring maintenance and for ensuring maintenance procedures are drawn up. The Headteacher is also responsible for ensuring that all identified maintenance is implemented and recorded and that all equipment requiring external testing and certification is tested according to regulation and a record kept. Any problems found with plant/equipment should be reported to the Headteacher. Confirmation will be sought from the Headteacher that any new plant/equipment meets health and safety standards prior to purchase.

18. Noise

Noise has been described as unwanted sound, which may be distracting, annoying or cause physical damage to an individual (e.g., temporary, or permanent hearing damage). Work activities or processes where there is likely to be risk from noise exposure will be assessed by a competent person. The findings of the assessment will inform any action required. An assessment will also be required where noise becomes intrusive for most of the working day, for example where a vacuum cleaner runs continuously throughout the day, or where employees must raise their voices to hold a normal conversation when 2m away from each other. In many cases noise measurements will not be necessary and sufficient information regarding noise emissions may be obtained from equipment manufacturers and suppliers. If the assessor is satisfied that noise levels are below the first action value of 80dB(A) this should be recorded. No further action is required other than to ensure that there are no changes to the area, process, or activity, or to act if changes arise.

Personal Protective Equipment (PPE) will be provided to staff as identified by risk assessments including COSHH assessments. Staff members are required to always wear PPE where the requirement for PPE has been identified and failure to comply is considered a disciplinary matter. Information, instruction, and training will be provided to staff on the use

of PPE. Defects in or malfunctions of PPE must be reported in a timely manner to the Headteacher.

19. Contractors

All contractors will be assessed prior to engagement and their work monitored to ensure safe working practices and competency of workmanship. Contractors will agree their Health and Safety practices with the Headteacher before work starts. Before the commencement of works, contractors will provide evidence that they have suitably assessed the risks associated with the planned works.

20. Smoking

Pathways has a no smoking policy.

21. Fire Safety

All staff are expected to abide by the Fire Safety Policy, Fire Safety Procedures and Fire Risk Assessments.

22. Health and Wellbeing

Pathways is committed to ensuring that incidents of work-related ill- health are minimised and to implementing a positive culture of encouraging good health and wellbeing

23. New and Expectant Mothers

Pathways School will take all reasonable steps to safeguard the health, safety, and welfare of women of childbearing age, new and expectant mothers, and of their unborn children. Pathways School will assess the risks and implement the appropriate control measures where reasonably practicable, which may include a change in duties for expectant mothers.

24. Lone Working

Staff working on their own on site should ensure that external doors are secured, and regular telephone contact is made with their Line Manager. Reference should be made to the Lone Working Policy.

25. Student Off-site Visits

When taking students on off-site visits, staff should ensure that:

- Risk Assessments have been completed.
- All off-site visits are adequately staffed.
- Staff will carry a work-issued mobile phone, a portable first aid kit, information about the specific medical needs of the relevant learners and parent / carers contact details.
- There will be at least one first aider with a current first aid certificate accompanying any offsite visit.

Reference should be made to the Education Visits Policy.

This policy will be publicly available on the Pathways School website and accessible to all staff via the Pathways common drive.

26. Training and Information

All new staff receive Induction training. This includes a health and safety induction provided by the Headteacher or Health and Safety Consultant covering:

- employer's legal responsibilities and duty of care.
- employees' legal responsibilities (to themselves and others, and co-operation with their employer).
- the significant risks identified from the risk assessments and the control measures devised.
- key health and safety staff.
- the health and safety policy statement, organisation, and arrangements.
- fire procedures and emergency arrangements.
- prohibitions/constraints, (dos and don'ts).
- accident, ill-health, and other incident reporting arrangements.
- first aid arrangements.

Staff will receive regular Health and Safety Training, at least annually. This will be arranged and monitored by the Headteacher, and relevant training records kept. The Health and Safety Law poster is displayed onsite, together with a copy of the insurance, liability, Health and Safety certificates, and other Health and Safety related information.

Health and safety advice is available from Line Management, the Headteacher and/or Health and Safety Consultant.

Staff will receive specific training as appropriate in respect of:

- Minibus Driving.
- Managing Challenging Behaviour.
- First Aid.
- Medication Administration.
- Safeguarding Children and Young Adults.
- Fire Warden.
- Undertaking Risk Assessments.

27. Consultation with Employees

Consultation with employees on matters affecting their health and safety will be provided by the Headteacher and Health and Safety Consultant via the Health and Safety Committee. The Health and Safety Committee meet at least three times per year. The minutes from the meetings are made available for all staff.

28. Quality Monitoring

To ensure safe working practices, daily inspections of the workplace and spot checks are undertaken, and near-misses, accidents and cases of work-related ill health are investigated. The Headteacher is responsible for investigating accidents and work-related absence, and for acting on investigation findings to prevent a recurrence as far as practically possible. The Headteacher will provide a regular Health and Safety report for submission to the Board of

Governors to include details of any RIDDOR reportable incidents, key health and safety issues and general compliance with health and safety matters.

29. Roles and Responsibilities

29.1 The School Governors have responsibility for the oversight of health and safety matters and will:

- Hold the Headteacher to account for matters related to health and safety and compliance with the Health and Safety Policy.
- Receive a termly Health and Safety report to include details of any RIDDOR reportable accidents or incidents, summary data on accidents and incidents and any trends, progress against any health and safety targets.
- Review the Health and Safety policy at least annually.

29.2 The Headteacher is responsible for the day to day running of Pathways School, and is responsible for:

- Promoting a positive, open health and safety culture in school.
- Ensuring that all staff understand and fulfil their responsibilities to ensure a safe working and learning environment and compliance with the Health and Safety Policy.
- Ensuring that staff receive appropriate health and safety instruction and training.
- Ensuring that sufficient resources are allocated to meet Health and Safety obligations.
- Ensuring that there is a designated space for medical examination and treatment and the care of any staff or students who become unwell.
- Ensuring that risk assessments are reviewed regularly.

29.3 The School Management Team will support the Headteacher in meeting health and safety obligations by:

- Ensuring that risk assessments adequately reflect the risks posed and are reviewed regularly.
- Provide good example, guidance and support to staff on health and safety matters.
- Maintain awareness of any new advances as regards to health and safety matters for schools.
- Monitor incidents (including First Aid), accidents, and any facility issues.
- Undertake investigations into accidents and incidents and liaise with relevant parties and make recommendations to avoid recurrence to the extent possible.
- Meet regularly with the Health and Safety Consultant / Headteacher to ensure any health and safety and facilities issues are dealt with in a timely manner.

The Headteacher, with assistance from the Health and Safety Consultant is responsible for the day-to-day maintenance of facilities and the management of health and safety matters.

29.4 The Headteacher will:

- Ensure that any work that has health and safety implications is appropriately prioritised.
- Report any concerns and unresolved hazards in school to the School Management Team.
- Ensure that all work under their control is undertaken in a safe manner.
- Seek advice from other organisations and professionals such as Health and Safety Executive, safety advisers etc. as and when necessary.

- Work closely with the School Management team to devise and implement safety procedures.
- Ensure that any contractors on site are competent in health and safety matters and are made aware of any relevant risk assessments and / or hazards.
- Ensure that daily health and safety checks of the facilities are undertaken, and any matters identified notified to relevant staff and rectified in a timely manner.
- Ensure that facilities and cleaning staff are aware of safe working practices, especially regarding reporting hazards, the use of hazardous substances and manual handling.
- Ensure that weekly fire alarm test and regular fire drills are undertaken.
- Ensure that health and safety records, including incident, accident and First Aid reporting, and logs are completed, kept securely, and reviewed regularly, any trends identified, and appropriate action taken.
- Ensure that risk assessments are completed for activities on and off Pathways School site and that Local Authority and DfE guidance is followed for all trips and visits.
- Prepare termly reports on health and safety and facilities issues to be presented to the governors.
- Maintain awareness of any changes or developments within health and safety legislation or best practice and ensure that these are incorporated within the Health and Safety Policy as appropriate.
- Ensure that the Health and Safety Policy and relevant procedures are reviewed at least annually.

29.5 All Staff will:

- Be familiar with the Health and Safety Policy and all safety procedures.
- Comply with the school's health and safety arrangements.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Leave classrooms, communal areas, offices, and playgrounds in a reasonably tidy and safe condition.
- Supervise students and advise them on how to use equipment safely.
- Make regular safety inspections of their areas of work and report practices, equipment or physical conditions that may be hazardous to the Headteacher.
- Follow incident, accident, and health and safety reporting procedures.
- Only use equipment they are competent to use.
- Follow safety instructions when using any equipment, dangerous substance, or safety device.
- Take and active interest in promoting health and safety and suggest ways of reducing risks.
- Contribute to and highlight any gaps in the school's risk assessments.

All students and Visitors to Pathways School will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

Related Legislation and Guidance Document Location

Health and Safety at Work Act 1974 http://www.legislation.gov.uk/ukpga/1974/37/data.pdf

Employers' Health and Safety Policy Statements (Exception) Regulations 1975 http://www.legislation.gov.uk/uksi/1975/1584/made

Safety Representatives and Safety Committees Regulations 1977
http://www.legislation.gov.uk/uksi/1977/500/pdfs/uksi_19770500_en.pdf

Health and Safety (Consultation with Employees) Regulations 1996
http://www.legislation.gov.uk/uksi/1996/1513/made

Management of Health and Safety at Work Regulations 1999
http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf

Education (School Premises) Regulations 1999
https://www.legislation.gov.uk/uksi/1999/2/pdfs/uksi_19990002_en.pdf

School Premises (England) Regulations 2012
http://www.legislation.gov.uk/uksi/2012/1943/pdfs/uksi_20121943_en.pdf

The Occupiers' Liability Act 1984
http://www.legislation.gov.uk/ukpga/1984/3/pdfs/ukpga_19840003_en.pdf

Manual Handling Regulations 1998 https://www.hse.gov.uk/pubns/indg143.pdf

Lifting Operations and Lifting Equipment Regulations 1998
http://www.legislation.gov.uk/uksi/1998/2307/made

Display Screen Equipment Regulations (1992)
http://www.legislation.gov.uk/uksi/1992/2792/made

Provision and Use of Work Equipment Regulations (1998)
http://www.legislation.gov.uk/uksi/1998/2306/made

Managing for Health and Safety (HSE) (HSG65)
https://www.hse.gov.uk/pUbns/priced/hsg65.pdf