



Positive Pathways

Health and Safety Policy

Approved by: Emme Farr
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1. Policy Statement

Positive Pathways is committed to providing a safe, healthy and secure environment for all learners, staff, volunteers, contractors and visitors.

We recognise that effective health and safety management is an essential part of safeguarding and wellbeing. We aim to minimise risks, prevent accidents and injuries, and promote a positive culture where everyone shares responsibility for health and safety.

2. Legislation and Guidance

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE)

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- First Aid Policy
- Educational Visits Policy
- Visitors Policy
- Positive Handling and Team Teach Policy
- Fire Safety Procedures
- Risk Assessment Procedures
- Staff Wellbeing Policy

3. Aims

Positive Pathways aims to:

- Provide a safe and healthy learning and working environment.
- Identify and manage risks effectively.
- Promote a positive health and safety culture.
- Ensure staff receive appropriate information, instruction and training.
- Meet all legal and regulatory requirements.
- Promote physical and emotional wellbeing.

4. Roles and Responsibilities

Centre Manager

The Centre Manager has overall responsibility for health and safety and will:

- Ensure compliance with relevant legislation.
- Maintain effective health and safety arrangements.
- Ensure suitable risk assessments are completed and reviewed.
- Monitor accidents, incidents and near misses.
- Ensure appropriate staff training is provided.
- Maintain appropriate emergency procedures.
- Ensure adequate first aid and fire safety arrangements are in place.

Staff

All staff are responsible for:

- Taking reasonable care of themselves and others.
- Following health and safety procedures.
- Reporting hazards, accidents and concerns promptly.
- Cooperating with risk assessments and control measures.
- Maintaining safe working practices.

Learners

Learners are expected to:

- Follow instructions.
- Behave safely and responsibly.
- Report hazards or concerns to staff.
- Treat equipment and facilities appropriately.

5. Risk Assessment

Risk assessments will be completed where significant hazards are identified or where activities present foreseeable risks.

This includes:

- Educational visits.
- Off-site learning.
- Individual pupil needs.
- Positive handling plans.
- Lone working activities.
- Premises and equipment.

Risk assessments will be reviewed regularly and whenever circumstances change.

6. Accident and Incident Reporting

All accidents, incidents, near misses and dangerous occurrences must be reported promptly.

Positive Pathways uses Bright Hazard as its primary system for recording, reporting and managing health and safety concerns. All staff are expected to report hazards, accidents, near misses and other health and safety issues using Bright Hazard as soon as reasonably practicable.

The Centre Manager will regularly monitor reports submitted through Bright Hazard to identify trends, ensure actions are completed and inform improvements to health and safety practice.

Where required, incidents will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Safeguarding concerns arising from incidents will be recorded and managed through CPOMS and safeguarding procedures.

7. First Aid and Medical Needs

Positive Pathways will maintain appropriate first aid arrangements and ensure suitably trained staff are available.

Learners with medical conditions will be supported in accordance with:

- Supporting Learners with Medical Conditions Policy
- Administration of Medicines Policy
- Individual Healthcare Plans (where required)

8. Fire Safety and Emergency Procedures

Positive Pathways will:

- Maintain a current fire risk assessment.
- Conduct regular fire drills.
- Maintain fire detection and firefighting equipment.
- Provide fire safety information and training.
- Develop Personal Emergency Evacuation Plans (PEEPs) where required.

Emergency procedures will be communicated to staff, learners and visitors.

9. Premises, Equipment and Contractors

The premises and equipment will be maintained in a safe condition.

Appropriate inspections, testing and servicing will be carried out as required.

Contractors working on site must:

- Follow health and safety requirements.
- Provide appropriate risk assessments and method statements where required.
- Comply with safeguarding and visitor procedures.

10. Wellbeing and Stress Management

Positive Pathways recognises the importance of staff wellbeing and mental health.

We are committed to:

- Promoting a supportive working environment.
- Reducing workplace stress where reasonably practicable.
- Encouraging staff to raise concerns at an early stage.
- Providing access to wellbeing support and employee assistance services.

11. Training

Staff will receive appropriate health and safety training, including induction training and role-specific updates where required.

Training may include:

- First Aid
- Fire Safety
- Manual Handling
- Risk Assessment
- Team Teach
- Educational Visits
- Safeguarding

Training records will be maintained and reviewed regularly.

12. Monitoring and Review

The Centre Manager will monitor the implementation of this policy through:

- Termly Health and Safety Monitoring Checklists.
- Review of Bright Hazard reports, trends and outstanding actions.
- Premises inspections and maintenance records.
- Accident and incident analysis.
- Review of risk assessments.
- Monitoring of staff training and statutory compliance.

Any actions identified will be recorded, monitored and reviewed to ensure timely completion.

This policy will be reviewed annually or sooner if legislation, guidance or organisational requirements change.