



PASTways

Date Created: 1st September 2026

Review Date: 1st September 2027

Signed: *Patricia Booth*

Health and Safety Policy

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According to the Health and Safety at Work Act 1974, any organisation employing five or more individuals is required to have a written Health and Safety Policy. While Sheffield Council maintains general safety policies, PASTways has developed specific policies for each site to ensure clarity regarding roles and responsibilities. PASTways is committed to providing and maintaining a safe, healthy, and supportive environment for learners, staff, visitors, contractors, and volunteers. This policy outlines how health and safety responsibilities are managed across the provision and reflects relevant legislation, best practice, and safeguarding expectations.

Communication and Consultation

The overall responsibility for health and safety sits with the Managing Director, supported by senior staff and designated health and safety leads. Health and safety matters are discussed regularly through staff meetings, supervision, safeguarding discussions, and policy reviews.

Help and Advice

Staff should raise health and safety concerns immediately with the Manager or designated Health and Safety Lead. Specialist advice may also be sought from relevant external professionals, Sheffield City Council services, landlords, contractors, or emergency services where appropriate.

Advice on any health and safety matter can be obtained through the Health and Safety Team on 0114 245 7855.

This is the Health and Safety Policy of:

PASTways

G. Fisher Business Park, Green Ln,

Ecclesfield,

Sheffield

S35 9WY

PASTways recognises that some learners may present additional vulnerabilities including SEND, SEMH needs, trauma responses, emotional dysregulation, or behaviour that may increase risk. Health and safety procedures therefore reflect both physical safety and emotional wellbeing to ensure all learners are supported appropriately

At PASTways, we are fully committed to providing a **safe, healthy, and inclusive environment** for all members of our community—learners, staff, parents, and visitors. PASTways recognises that health and safety includes physical safety, emotional wellbeing, psychological safety, and safeguarding. We are committed

to promoting a culture where staff and learners feel safe, respected, supported, and able to raise concerns without fear. As an Alternative Provision, we understand the unique challenges and responsibilities involved in supporting vulnerable young people. Our educational priorities are grounded in both **academic progress** and **social development**, ensuring that every learner can thrive.

Our core values are reflected in the following aims:

- To encourage all learners to reach their full academic and social potential.
- To equip learners with the digital, emotional, and practical skills needed for a broad range of future life choices.
- To foster a respectful and inclusive community where every individual feels safe, valued, and supported.
- To create a positive environment where learners can enjoy learning and take pride in their achievements.

We recognise that a **safe and healthy working environment** is essential to achieving these goals. Realising this vision requires the active involvement and cooperation of the entire PASTways community—staff, safeguarding leads, learners, parents, and partner agencies. **Teamwork, open communication, and shared responsibility** are at the heart of our approach to health, safety, safeguarding, and wellbeing.

Aims

To support this vision, we aim to:

- Ensure that PASTways remains a **safe and healthy place** to work and to learn continuously.
- Raise awareness among all users—learners, staff, and visitors—about their responsibilities to safeguard themselves and others, both physically and online.
- Provide **clear, ongoing information, instruction, training, and supervision** to empower staff and learners to make safe choices and avoid harm.
- Ensure the **effective dissemination** of all relevant guidance from the Department for Education (DfE), Health and Safety Executive (HSE), Local Authority guidance, and safeguarding requirements

- **Regularly monitor and review** safety and safeguarding procedures—including physical safety, online safety, and data protection—to maintain high standards and address emerging risks.
- Maintain accurate, secure, and accessible health and safe
- Promote emotional wellbeing, mental health, and safe regulation strategies to support learners and staff.
- Recognise the impact of trauma, SEND, SEMH needs, and additional vulnerabilities when planning health and safety arrangements.

This policy will be **formally reviewed annually** and updated in response to statutory changes, internal reviews, or lessons learned from safeguarding incidents.

Overall Responsibility

Overall responsibility for health and safety at PASTways rests with the Managing Director, Pat Booth, who has strategic responsibility for ensuring legal compliance, risk management, staff wellbeing, and safe operational practices.

Responsibilities of the Chairperson

The Chairperson has a strategic oversight role and is responsible for ensuring that health and safety is appropriately prioritised and resourced. Their responsibilities include:

Ensuring adequate funding is allocated from the PASTways budget to support a safe and healthy working and learning environment.

Addressing any health and safety concerns raised by the Manager, staff, or parents during termly meetings or in response to emergencies or incidents.

Supporting the development and implementation of a **site-specific Health and Safety Policy** tailored to the needs of the provision.

Ensuring compliance with all relevant statutory legislation, Local Authority (LA) policies, and procedures.

Confirming that appropriate **risk assessments** have been conducted for all areas of activity.

Ensuring all staff receive **suitable and sufficient health and safety training** relevant to their role.

Supporting the Manager by ensuring their workload is manageable and allows for a reasonable work-life balance.

Promoting a culture of shared responsibility by ensuring **adequate consultation** between leadership, staff, and health and safety representatives. This includes annual staff training at the start of each academic year and ongoing engagement via meetings and briefings.

Ensuring health and safety arrangements reflect safeguarding responsibilities, staff wellbeing, and the needs of vulnerable learners.

Responsibilities of the Manager

The Manager is responsible for the operational implementation and daily management of health and safety procedures. Their duties include:

- Overseeing day-to-day health and safety management at the PASTways site.
- Integrating health and safety planning into all events, trips, and high-risk activities.
- Conducting comprehensive hazard identification and risk assessments for all users and taking steps to mitigate risks.
- Attending relevant training and professional development related to health and safety legislation and best practices.
- Ensuring that all staff receive appropriate training, instruction, and supervision for their specific duties and risks.
- Sharing up-to-date health and safety guidance with all staff and their representatives.
- Delegating health and safety duties only to competent individuals who are aware of their responsibilities.
- Promote staff wellbeing and take reasonable steps to reduce work-related stress, fatigue, and health and safety risks associated with workload or lone working.
- Ensure health and safety planning reflects safeguarding responsibilities and the needs of vulnerable learners, including those with SEND, SEMH needs, trauma experiences, or behavioural risks.
- Ensure staff are supported to manage challenging behaviour safely and that incidents involving aggression, threats, or violence are recorded, reviewed, and risk assessed.

- Ensure appropriate online safety, cyber security, and digital safeguarding measures are in place to reduce harm to staff and learners.
- Investigating any accidents, incidents, or near misses, ensuring appropriate action is taken and reporting outcomes to the board of directors.
- Encouraging open consultation on safety matters through:
 - Staff inductions
 - Scheduled team meetings
 - Informal lunchtime briefings
 - Written updates via email.

Responsibilities of the Staff:

All staff at PASTways share a collective responsibility to maintain a safe and healthy environment for learners, colleagues, and visitors. In fulfilling this duty, staff are expected to:

- Be fully aware of their individual health and safety roles and responsibilities.
- Cooperate with all health and safety policies, procedures, and risk controls implemented by PASTways and Sheffield City Council.
- Follow any relevant Codes of Practice issued by the organisation or board of directors.
- Raise concerns relating to stress, workload, unsafe practice, or wellbeing with management where health and safety may be affected.
- Report incidents of violence, aggression, intimidation, or unsafe behaviour immediately and contribute to strategies to reduce risk.
- Use technology safely and follow online safety, cybersecurity, and data protection expectations.
- Always adopt safe working practices and comply with the outcomes of risk assessments and other relevant safety procedures.
- Attend mandatory health and safety training courses and additional sessions as required for their role or specific duties.
- Follow Lone Working procedures, including check-in/check-out systems and reporting concerns relating to personal safety.
- Recognise that safeguarding is everyone's responsibility and report concerns immediately in line with safeguarding procedures.

- Conduct or contribute to risk assessments where applicable and ensure that findings and preventative measures are communicated to relevant staff and stakeholders.
- Promptly report hazards, unsafe conditions, accidents, near misses, safeguarding concerns, or health and safety risks.

Report any issues or concerns that cannot be resolved independently to a line manager or designated contact.

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions at work.
- Cooperate fully with the implementation of the PASTways Health and Safety Policy and related guidance to ensure continuous improvement of safety standards across the provision.

All staff are expected to contribute to a positive culture of health, safety, safeguarding, and wellbeing across PASTways.

General Arrangements to Keep People Safe

Risk Assessment

Risk assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999 and form the foundation of our approach to managing workplace hazards. At PASTways:

All risk assessments are formally recorded and reviewed regularly.

PASTways maintains site-specific and activity-based risk assessments appropriate to the needs of the provision, learners, staff, and environment. Risk assessments may include consideration of behavioural risks, emotional dysregulation, trauma responses, SEND needs, off-site activities, lone working, transport, online safety, and safeguarding vulnerabilities.

Risk assessments are conducted:

- Annually as a standard procedure,
- Following any accident or near-miss,
- When new equipment, processes, or significant changes are introduced,
- In response to changes in staffing, layout, or operating procedures.

Staff are expected to undertake dynamic risk assessments during activities where circumstances change or unexpected risks emerge.

The Managing Director holds overall responsibility for ensuring risk assessments are carried out, with support from competent staff where appropriate.

Outcomes of all risk assessments are shared with relevant staff members.

Fire

In accordance with the **Regulatory Reform (Fire Safety) Order 2005**, a current **fire risk assessment** is in place for all PASTways buildings. This includes:

Identifying sources of ignition (e.g. cookers, heaters) and combustible materials.

Ensuring **fire-retardant paints** are used in high-risk areas such as stairwells, assembly areas, and escape routes.

Ongoing monitoring to prevent flammable materials (solid, liquid, or gas) from meeting heat sources.

All **internal fire doors** must be kept closed to reduce the spread of fire.

Fire risk assessments are reviewed regularly or following any change in premises, usage, or fire safety concern.

Fire drills will take place termly and may vary in timing and circumstances to ensure preparedness.

No member of staff should place themselves at unnecessary risk during evacuation procedures.

Supporting Vulnerable Learners During Evacuation

PASTways recognises that some learners may require additional support during evacuation procedures due to SEND, SEMH needs, trauma responses, mobility needs, autism, anxiety, or emotional dysregulation. Personal Emergency Evacuation Plans (PEEPs) and individual risk assessments will be implemented where necessary

Asbestos

PASTways has undertaken an Asbestos Management Survey following legal guidance. Relevant staff and contractors are informed of asbestos-related risks and management procedures.

The key principles are:

- Undisturbed and undamaged asbestos presents no immediate risk.
- If asbestos is disturbed or damaged, it may release harmful fibres into the air. Staff must report any such incidents immediately.
- Ongoing site monitoring ensures ACMs remain undisturbed and safe.

Infectious Illness and Public Health

PASTways remains committed to maintaining a safe environment during periods of infectious illness or public health concern.

The provision will follow relevant public health guidance and risk assess responses where necessary.

Measures may include:

- enhanced hygiene practices;
- ventilation of indoor spaces;
- infection control measures where appropriate;
- individual risk assessments for vulnerable learners or staff;
- temporary adjustments to working practices if required.

PASTways will remain responsive to updated national or local public health guidance.

Accidents

While we strive to maintain a safe environment, accidents can still occur.

PASTways ensures that:

All incidents involving staff, learners, or visitors are **recorded and investigated**.

Accidents are logged using a **digital reporting system**, with a duplicate copy stored in the **Accident Folder** (located in a locked cabinet in the management office and backed up digitally). Near misses will also be recorded and reviewed to identify learning opportunities and reduce future risks.

Investigations aim to identify root causes and prevent recurrence. Accident investigations will consider safeguarding, behavioural, environmental, and procedural factors where relevant.

First Aid

This institution will comply with the legal requirement for first aid equipment and ensure the availability of suitably trained first aid personnel. We have adequate paediatric first aiders to cover all off-site activities involving young learners. Our project's risk assessment determines the exact number of first aiders required. PASTways ensures an appropriate number of trained first aiders are available based upon the size of the provision, learner needs, staffing, risk profile, and activities undertaken.

The individuals listed below have a relevant first aid qualification.

Name	Usual Place on site
Sarah Morton	Classroom
Pat Booth	Office
Maddie Gregory	Classroom
William Beever	Classroom

Staff may also respond to emotional distress, dysregulation, mental health incidents, or self-harm concerns in accordance with safeguarding and first aid procedures.

Electricity

Electricity presents a serious risk of injury or fatality and must be treated as a high-priority hazard in the workplace. In accordance with the Electricity at Work Regulations 1989, PASTways ensures that all electrical systems and equipment are maintained in a safe condition through regular inspection, testing, and repair.

Our key arrangements are as follows:

All portable and transportable electrical equipment (e.g. kettles, extension leads, IT devices) is subject to:

Routine visual inspections by competent staff,

Ongoing maintenance to ensure continued safe operation.

Fixed electrical installations, including sockets, light fittings, consumer units, and wiring, are tested and inspected by a qualified electrician at least once every five years, in accordance with legal standards.

Any damaged, defective, or unsafe equipment must be removed from use immediately and reported to the management team for repair or replacement.

Staff must never carry out electrical repairs unless they are suitably qualified and authorised to do so.

Regular checks and documentation are maintained as part of our preventative maintenance schedule, and records are stored securely for auditing purposes.

Staff must avoid unsafe charging practices and ensure devices are used safely in accordance with online safety and health and safety expectations.

Gas

Under the Gas Safety (Installation and Use) Regulations 1994, all gas appliances and installations must be maintained in a safe condition to prevent risk of explosion, fire, or carbon monoxide poisoning.

At PASTways:

- All gas appliances (including central heating boilers, gas water heaters, and other gas-fuelled equipment) are inspected, serviced, and maintained annually.
- A competent Gas Safe registered contractor must carry out all maintenance and servicing.
- These safety checks are coordinated and completed by the landlord, in line with the legal responsibility outlined for managed properties.
- Staff must report any signs of gas leaks, faulty appliances, or unusual odours immediately to the management team, who will take appropriate emergency action and notify the landlord.
- Documentation of all gas inspections and maintenance is retained for compliance and audit purposes.

Gas safety certificates are retained and monitored as part of statutory compliance.

Substances

PASTways complies with the Control of Substances Hazardous to Health (COSHH) Regulations, which require that all work processes involving hazardous substances are properly assessed, controlled, and monitored to prevent harm to staff, learners, and visitors.

Our key arrangements include:

- Minimising the use of hazardous substances wherever possible, and seeking safer alternatives when appropriate.

Ensuring all hazardous substances are:

- Clearly labelled,
- Stored securely in locked cabinets or designated storage areas,
- Kept out of reach of learners at all times.
- Maintaining up-to-date Safety Data Sheets (SDS) for all COSHH-regulated substances on site.
- Conducting and documenting risk assessments for all work processes involving hazardous materials, with control measures clearly identified.
- Ensuring staff using or handling such substances are:
- Fully trained in correct usage, PPE requirements, and emergency procedures,
- Aware of how to access COSHH data and report concerns.
- Regular checks are carried out to ensure compliance with COSHH controls, and assessments are reviewed annually or following any change in substance use or working procedures.

Appropriate Personal Protective Equipment (PPE) will be provided where required.

Learners must not access hazardous substances unless appropriately supervised as part of a planned educational activity and risk assessment.

Educational Visits and Off-site Activities

PASTways is committed to ensuring that all educational visits and off-site activities are planned, managed, and reviewed with the highest regard for **safety**, **inclusivity**, and **educational value**. We follow the Local Authority's guidelines

for managing off-site visits and adopt national best practices in line with the **Outdoor Education Advisers' Panel (OEAP) National Guidance**.

PASTways recognises that some learners may require enhanced planning and supervision due to SEND, SEMH needs, behavioural risks, emotional dysregulation, trauma responses, safeguarding concerns, or previous incidents. Individual risk assessments may be required to support safe participation.

All visit planning is recorded and managed through the **EVOLVE online approval system**, ensuring consistency and accountability at each stage of the process.

Staffing ratios for visits will be determined according to learner needs, safeguarding risks, medical needs, activity type, and behavioural considerations rather than fixed ratios alone.

All off-site activities must reflect safeguarding expectations, professional boundaries, lone working procedures, and emergency planning arrangements.

Governance and Oversight

All off-site visits are regularly reported to the **Board of Governors**.

Residential visits and **visits abroad** require **specific governor approval**.

Post-visit reviews will evaluate educational outcomes, safeguarding concerns, behavioural incidents, health and safety issues, and lessons learned for future planning.

Key Responsibilities

Name	Responsibility
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Pat Booth	Educational Visits Co-ordinator (EVC)
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Pat Booth	Reporting educational visits to the Board of Governors and the Educational Visits Adviser (ECT)
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Pat Booth	Ensuring all staff receive appropriate induction training in educational visit procedures
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Pat Booth	Ensuring that post-visit evaluations are completed and recorded appropriately
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Transport Safety

Where transport is used for educational visits or activities, PASTways will ensure:

- vehicles are appropriately insured and roadworthy;
- drivers are authorised and competent;
- seatbelts are always worn;
- supervision arrangements are risk assessed;
- learner behaviour and safeguarding risks are considered.

Role of the Educational Visits Co-ordinator (EVC)

The EVC is responsible for:

- Assisting the Managing Director with approving all educational visits.
- Assessing the competence and suitability of visit leaders and accompanying adults.
- Supporting staff in the planning and preparation of visits, including guidance on completing risk assessments.
- Ensuring all staff involved in off-site visits receive **induction and refresher training** in PASTways' procedures.
- Monitoring visit planning through the EVOLVE system and ensuring documentation is complete and compliant.
- Reviewing outcomes and contributing to policy updates based on evaluation feedback.
- Ensuring visit planning reflects the complexity of learner needs and the risk profile of the activity.
- Ensuring emergency arrangements, safeguarding procedures, medication requirements, and communication systems are in place before visits take place.

Medical Needs

PASTways is committed to supporting learners with medical conditions and additional health needs to ensure they can access education safely, fully, and effectively. We recognise the importance of providing an inclusive environment where learners with medical needs are appropriately supported to achieve their potential.

Individual medical needs will be managed in partnership with parents/carers, healthcare professionals, commissioning schools, and other relevant agencies where appropriate.

PASTways is committed to promoting equality of access for learners with medical needs and maintains clear procedures for the safe management of medication, healthcare arrangements, and medical support. All relevant staff are made aware of these procedures, and appropriately trained staff will administer medication or provide medical support where required and authorised.

Document	Location
Medicine Policy	Computer
learners' Individual Care Plans	Lockable Cabinet in Office
Consent Form	Computer/Cabinet

Medication will only be administered in accordance with parental consent, medical guidance, and the PASTways Medication Policy. Records of medication administration will be maintained secure. Medical needs may include mental health, emotional wellbeing, anxiety, eating difficulties, self-harm concerns, neurodevelopmental needs, or SEMH-related vulnerabilities. Appropriate safeguarding and support procedures will be followed.

Staff will respond appropriately to medical emergencies and seek emergency assistance where required. Individual healthcare plans will be followed where applicable.

Curriculum Safety

PASTways will ensure that all learning activities are appropriately risk-assessed and delivered safely.

Staff will consider:

- tools, equipment, and materials used;
- learner behaviour and emotional regulation;
- SEND, SEMH, and medical needs;
- supervision requirements;
- physical and environmental hazards;
- online safety risks where digital technology is used.

Appropriate control measures and supervision will be implemented to minimise risk while enabling learners to participate fully and safely.

Monitor and Review

Measuring health and safety performance is essential to managing risk effectively. We will regularly monitor and review the existing arrangements to ensure their effectiveness. This will verify that individuals delegated with responsibilities clearly

understand their roles and obligations. To enhance performance, we will also analyse management information, including active and reactive data.

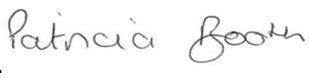
Useful Contacts

For advice, support, or to report serious health and safety concerns, the following Sheffield City Council (SCC) teams can be contacted:

Team	Contact Details
Health and Safety Team (SCC)	 0114 273 4082  healthandsafety@sheffield.gov.uk
Transport & Facilities Management	 0114 273 5621  PFMContactCentre@sheffield.gov.uk
Insurance & Risk Team (SCC)	 0114 205 3915  risk@sheffield.gov.uk

For general health and safety advice, guidance, and legal compliance information:

 **Useful Website:** www.hse.gov.uk

Signed..... 

Manager

Dated 01-09-2026