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Signed:

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.

At PASTways, responsibilities are delineated for all personnel, ranging from the management team to new staff members. All employees must comprehend and fulfil their obligations. The communication of our safety policy to all employees is a statutory requirement.

## Communication and Consultation

Pat Booth is our appointed representative on health and safety issues.

Health and safety are agenda items at our staff meetings.

## Help and Advice

Advice on any health and safety matter can be obtained through the Health and Safety Team on [0114 245 7855](https://www.google.com/search?q=past+ways&rlz=1C1RXQR_en-gbGB1065GB1065&oq=past+ways&gs_lcrp=EgZjaHJvbWUqCggAEAAY4wIYgAQyCggAEAAY4wIYgAQyEAgBEC4YrwEYxwEYgAQYjgUyBwgCEAAYgAQyBwgDEAAYgAQyCAgEEAAYFhgeMg0IBRAAGIYDGIAEGIoFMg0IBhAAGIYDGIAEGIoFMg0IBxAAGIYDGIAEGIoFMgoICBAAGIAEGKIEMgoICRAAGKIEGIkF0gEJMzMwMWoxajE1qAIIsAIB&sourceid=chrome&ie=UTF-8).

This is the Health and Safety Policy of:

PASTways

G. Fisher Business Park, Green Ln,

Ecclesfield,

Sheffield

S35 9WY

At PASTways, we are fully committed to providing a **safe, healthy, and inclusive environment** for all members of our community—students, staff, parents, and visitors. 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 student can thrive.

Our core values are reflected in the following aims:

To encourage all pupils to reach their full academic and social potential.

To equip pupils 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 students 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, students, parents, and partner agencies. **Teamwork, open communication, and shared responsibility** are at the heart of our approach to health, safety, and digital safeguarding.

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—students, 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 students to make safe choices and avoid harm.

Ensure the **effective dissemination** of all relevant guidance from the Department for Education (DfE), Children and Young People’s Framework (CYPF), and other safeguarding bodies.

**Regularly monitor and review** safety and safeguarding procedures—including physical safety, online safety, and data protection—to maintain high standards and address emerging risks.

Create and maintain a central, accessible file containing all key health and safety documentation, policy updates, and safeguarding records.

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

## Overall Responsibility

The overall responsibility for the management of health and safety at PASTways lies with:

**Pat Booth (Managing Director)**

## 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.

Ensuring that the Council’s Health and Safety Policy is shared with all staff and fully implemented across the PASTways site.

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.

## 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.

- Investigating any accidents, incidents, or near misses, ensuring appropriate action is taken and reporting outcomes to the governing body.

- 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 students, 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 governing bodies.
* 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.
* Conduct or contribute to risk assessments where applicable and ensure that findings and preventative measures are communicated to relevant staff and stakeholders.

Promptly report any:

• Accidents,

• Near misses,

• Dangerous equipment,

• Unsafe conditions or practices  
to the Management Team or designated Health and Safety Lead.

* 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.

## 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.

We primarily use the Children, Young People and Families (CYPF) Generic Risk Assessment booklet, securely stored on site (digitally on the management computer and in a locked cabinet).

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.

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.

### Asbestos

PASTways has undertaken an **Asbestos Management Survey** following legal guidance. Staff have been informed of the findings and the locations of any asbestos-containing materials (ACMs). 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.

### Covid-19

In response to the 2020 pandemic, PASTways implemented stringent COVID-19 safety protocols. These included:

* Closure to all pupils except those of critical workers during national lockdowns.
* Conducting and regularly updating **COVID-19 risk assessments**, accessible via Google Drive for staff and governors.
* Implementation of hygiene, distancing, and ventilation measures to safeguard all users of the site.
* Although national restrictions have lifted, PASTways continues to monitor health alerts and maintain readiness for rapid response where required.

### Accidents

While we strive to maintain a safe environment, accidents can still occur. PASTways ensures that:

All incidents involving staff, pupils, 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).

Investigations aim to identify root causes and prevent recurrence.

### 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 children. Our project's risk assessment determines the exact number of first aiders required. As a general guideline, having at least one first aider for every 100 individuals on site is recommended. Usually, this consists of 2 fully qualified first aiders, complemented by others holding a 1-day emergency first aid certificate. 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 |

### 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.

### 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.

### 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, pupils, 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 pupils 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.

## 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**.

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

**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 evaluations are conducted to review learning outcomes and identify any safeguarding or health and safety issues for future planning.

**🧾 Key Responsibilities**

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

### 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.

## Medical Needs

There is no legal obligation for staff to administer medication. However, PASTways recognises the equal rights of children with medical needs. We have a well-documented policy for handling medication and medical needs, which has been communicated to all staff. Additionally, some staff members have received specific training to administer medication when required.

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

## Curriculum Safety

All educators must conduct risk assessments in their respective work areas to identify potential risks associated with the tools, equipment, materials, and processes students use.

## 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](https://www.hse.gov.uk)

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Manager Dated 01-09-2025